

# Forever Loved Tribute



## Your Guide

Losing a loved one can be overwhelming, and no one can take away the grief and loss you feel. However, cherishing and remembering their jokes, quirks, stories, and passions is a beautiful way to keep their happy memories alive.

Crohn's & Colitis UK has partnered with **MuchLoved**, the leading tribute website that allows you to create a personalised space dedicated to your loved one's memory.

### Why set up a Forever Loved Tribute?

- It's your place to go and be with your loved one's memory whenever you need it
- It's a unique space for family and friends to come together and stay connected
- It's free, simple and will be there for as long as you want
- You can choose to donate or fundraise for Crohn's & Colitis UK in honour of your loved one



### Share

Share thoughts, stories, videos, photos and music to create a page that is a reflection of your loved one's life and is as unique as them.

### Remember

Light a virtual candle to burn on a special day, or post virtual gifts, thoughts or memories whenever they're on your mind.



### Make a life-changing difference

If you're considering hosting fundraising events inspired by your loved one, you can set them up in your **Forever Loved Tribute** and share a special link with friends and family. You can also include any existing fundraising pages to bring all the donations you've raised together.



Seeing your **Fund** grow can be so rewarding, keeping your loved one's memory alive for you and all those who were close to them. You can also choose to make donations, for example, to honour anniversaries, birthdays or other important dates.

# What would you like to do?

Set up your Forever Loved Tribute

[CLICK HERE](#) 

Activate your Tribute

[CLICK HERE](#) 

Personalise your Tribute

[CLICK HERE](#) 

- Change the wording on the main page
- Change the Design & Appearance of your Tribute
- Add more details about your loved one
- Add a Funeral Notice

[CLICK HERE](#) 

[CLICK HERE](#) 

[CLICK HERE](#) 

[CLICK HERE](#) 

Adding more to your Tribute

[CLICK HERE](#) 

- Make a Donation
- Add an Event
- Light a Candle
- Add a Gift
- Add a Story
- Send a Thought
- Add a Picture
- Add a Video
- Add Music

[CLICK HERE](#) 

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[CLICK HERE](#) 

[CLICK HERE](#) 

Share your Tribute

[CLICK HERE](#) 

Settings

- Privacy
- How people can contribute to your Tribute
- Who can contribute to your Tribute
- Notifications
- Advanced Settings
  - Download your data
  - Change the URL of your Tribute
  - Transfer your Tribute to another Guardian
  - Deactivate your Tribute

[CLICK HERE](#) 

[CLICK HERE](#) 

[CLICK HERE](#) 

[CLICK HERE](#) 

[CLICK HERE](#) 



# 1. Set up your Forever Loved Tribute

1

Visit [www.crohnsandcolitis.org.uk/foreverlovedtribute](http://www.crohnsandcolitis.org.uk/foreverlovedtribute)

The screenshot shows the 'Create a Forever Loved Tribute' page. At the top is a navigation bar with links: Info & Support, Our work, Get involved (highlighted), News & Stories, Professionals, Contact, My Page, and Search. Below the navigation bar is a breadcrumb trail: Get involved > Donate > In Memory > Forever Loved Tribute. The main heading is 'Create a Forever Loved Tribute'. Below this is a text box with the instruction 'It only takes a few moments to create a Tribute. Please tell us...'. There are two input fields: 'What is their first name?' and 'What is their surname?'. A 'Next' button is located to the right of the surname field. Below a horizontal dotted line, there is a section titled 'Search for a Forever Loved Tribute' with an input field labeled 'Enter a name' and a 'Search' button.

2

Complete the details of who the tribute is for

This is a close-up of the 'Create a Forever Loved Tribute' form. It features the heading 'Create a Forever Loved Tribute' and the instruction 'It only takes a few moments to create a Tribute. Please tell us...'. There are two input fields: 'What is their first name?' and 'What is their surname?'. A purple circle highlights the first input field. A 'Next' button is located to the right of the surname field. Below the form is a horizontal dotted line.



### 3 Ensure you agree to the terms & conditions

#### Create a Forever Loved Tribute

It only takes a few moments to create a Tribute. Please tell us...

Your email address

☐ By using the tribute service you agree to the [terms & conditions of use](#).

Back

Next

### 4 Click **Next** to continue

#### Create a Forever Loved Tribute

It only takes a few moments to create a Tribute. Please tell us...

Your email address

☒ By using the tribute service you agree to the [terms & conditions of use](#).

Back

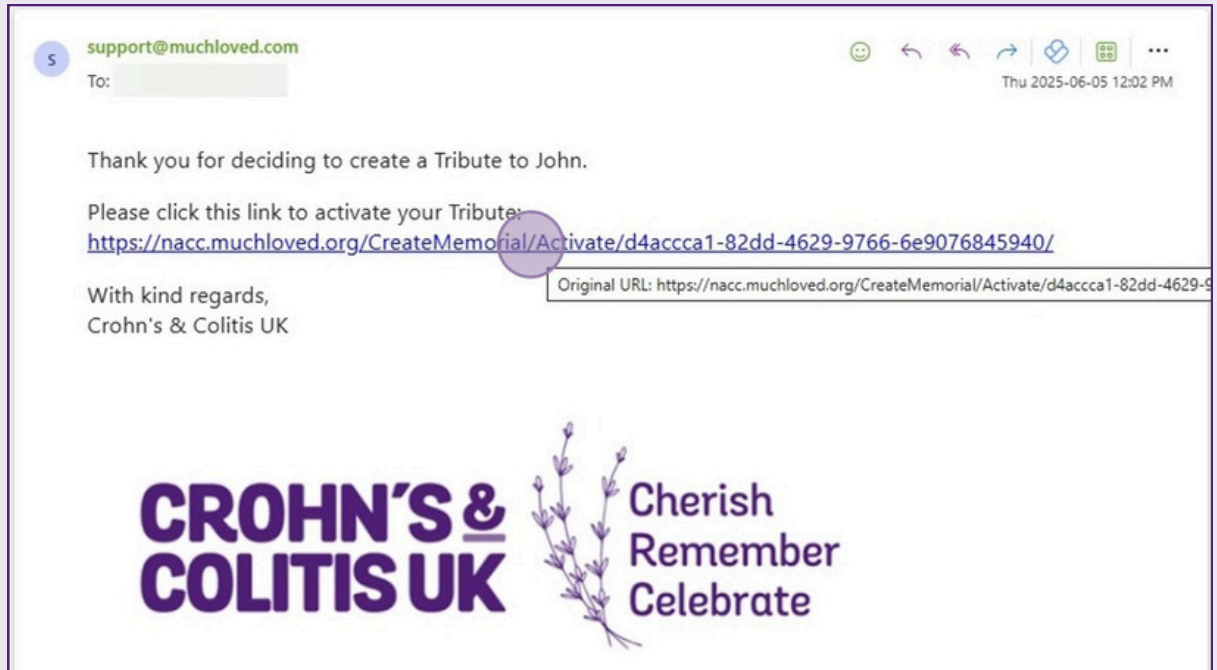
Next



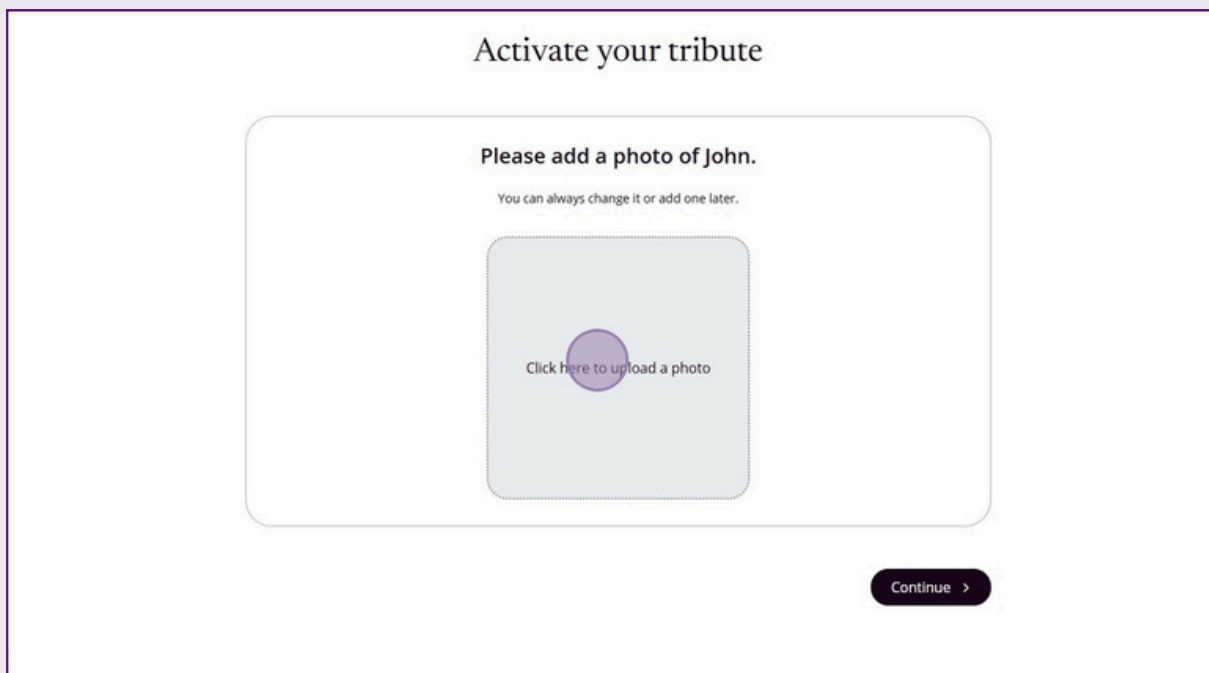


## 2. Activate your Tribute

- 1 Click on the link in the email you will have received from [support@muchloved.com](mailto:support@muchloved.com)



- 2 Click to add a photo








3

If you are happy with the picture you have chosen, click **Continue**

Please add a photo of John.

You can always change it or add one later.



**Continue** >

4

Complete your details

[Back](#)


Please tell us...

Your first name

Your family name

What is your relationship to John

John's gender

Please select 

Your address

Enter your postcode

**Find**

If your address is outside the UK or does not appear, please enter it manually

Phone number (optional)

Activate your Tribute



5

Select how you would like Crohn's & Colitis to stay in touch with you (you may choose as many options as you like)

Phone number (optional)

#### Keeping in touch with Crohn's & Colitis UK

Crohn's & Colitis UK will use the personal information you have given to stay in touch with you about your Much Loved Tribute. If you agree, they would also like to share information about news, updates, events and other ways you can help improve the lives of people with Crohn's and Colitis. Please let them know how you would like them to keep in touch by ticking as many options as apply.

At Crohn's & Colitis UK, we take your privacy seriously. To find out more about how we look after your data visit [crohnsandcolitis.org.uk/privacy-policy](https://crohnsandcolitis.org.uk/privacy-policy). You can change the ways we contact you at any time by emailing [supporters@crohnsandcolitis.org.uk](mailto:supporters@crohnsandcolitis.org.uk) or calling our friendly supporter care team on 01727 734485.

☒ Post

☐ Email

☐ Phone

Continue >

6

Click **View your tribute** to complete the set up



[Create a Tribute](#) [Find a Tribute](#) [About us](#) [My Account](#) [Sign Out](#)

Thank you for creating a  
MuchLoved tribute page for  
John

[View your tribute](#)

You can continue to personalise and make any changes to your page  
in the tribute settings.

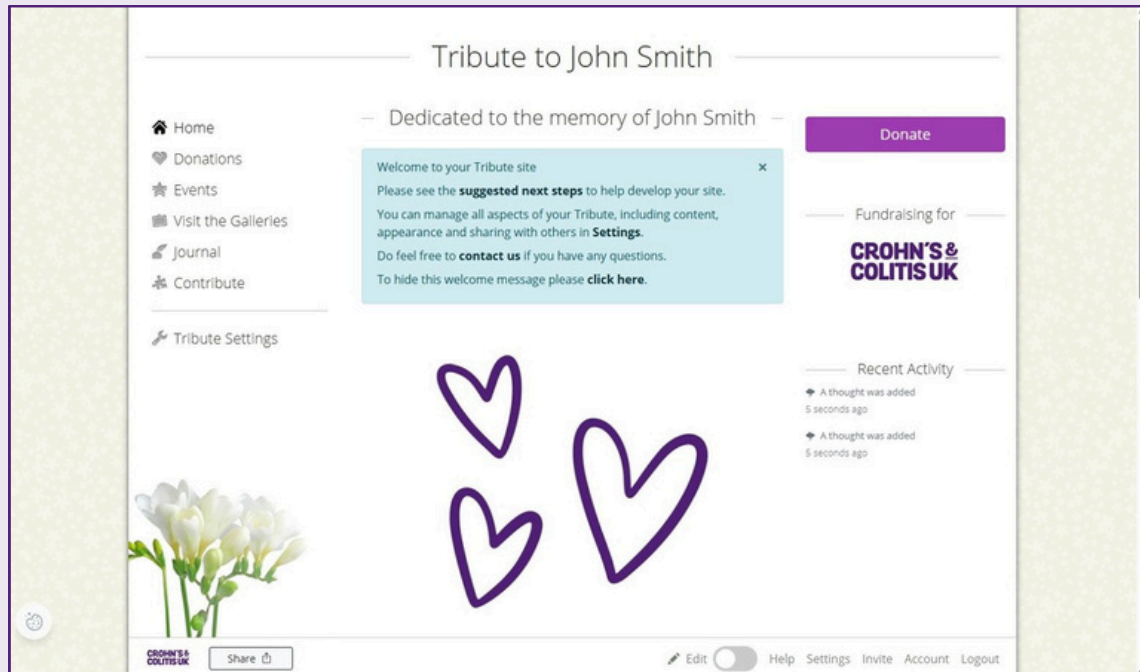
In partnership with  
**muchloved**  
The In-Memory Platform

Activate your Tribute

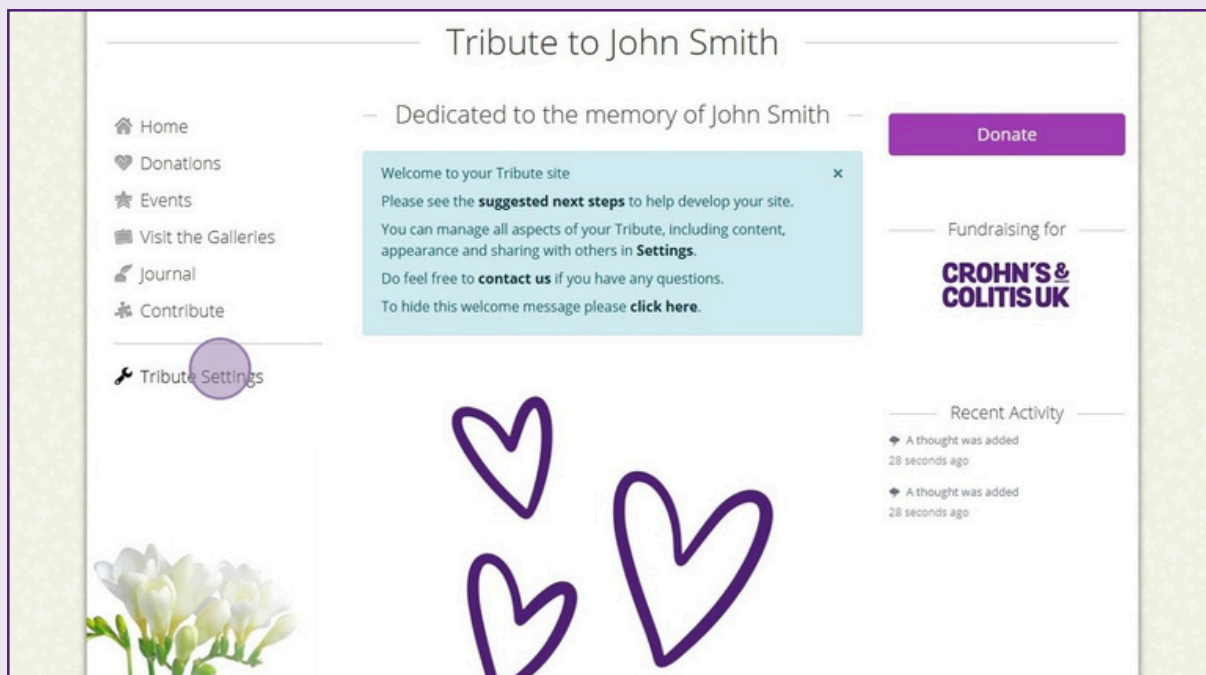


### 3. Personalise your Tribute

- 1 Your Tribute will have a default theme to start.



- 2 To make any changes to the look & feel of your Tribute, click **Tribute Settings**





## Change the wording on the main page

- 1 You can edit the wording on the main page by clicking **Edit**

The screenshot shows the 'Tribute to John Smith' settings page. On the left, the 'Homepage' tab is selected in the sidebar. The main content area shows the following settings:

- Tribute title:** Tribute to John Smith
- Page heading:** Dedicated to the memory of John Smith
- Page text:** This site is a tribute to John Smith. He is much loved and will always be remembered.
- Display the Funeral Notice:** No
- Display the fundraising total:** Yes
- Display the Tribute's recent activity:** Yes
- Display a summary of items added to your Tribute:** Include donations, events, gifts, pictures, thoughts, candles, videos, music, lifestories

An **Edit** button is located at the bottom of the settings list.

- 2 Complete the information you would like to be shown on the main page

The screenshot shows the 'Tribute to John Smith' settings page. On the left, the 'Homepage' tab is selected in the sidebar. The main content area shows the following settings:

- Tribute title \***: Tribute to John Smith
- Page heading \***: Dedicated to the memory of John Smith
- Page text**: This site is a tribute to John Smith. He is much loved and will always be remembered.
- Display the Funeral Notice?** (Do you want to include the Funeral Notice on the homepage?): ☐
- Display the fundraising total?** (Do you want to show the total raised so far?): ☒

The 'Edit' button is highlighted in blue.



## Change the wording on the main page

3 Once you are happy with your changes, click **Save changes**

**Tribute Events**

- Charities & Causes
- Donations
- Privacy & Sharing
- Contribution Settings
- Users & Invites
- Personal Details
- Notifications
- Storage
- Advanced

**Tribute Events**

**B I U**

This site is a tribute to John Smith. He is much loved and will always be remembered.

☐ Display the Funeral Notice?  
Do you want to include the Funeral Notice on the homepage?

☒ Display the fundraising total?  
Do you want to show the total raised so far?

Display a summary of items added to your Tribute. Include:

<input checked="" type="checkbox"/> Donations	<input checked="" type="checkbox"/> Events	<input checked="" type="checkbox"/> Gifts	<input checked="" type="checkbox"/> Pictures
<input checked="" type="checkbox"/> Thoughts	<input checked="" type="checkbox"/> Candles	<input checked="" type="checkbox"/> Videos	<input checked="" type="checkbox"/> Music
<input checked="" type="checkbox"/> Lifestories			

☒ Display the Tribute's recent activity?  
Do you want to show links to recent contributions and other items that have been added?

**CROHN'S & COLITIS UK**

Help Invite Account Logout





## Change the Design & Appearance of your Tribute

- 1 To change how your Tribute looks, click **Design**

The screenshot shows the 'Tribute to John Smith' settings page. The sidebar on the left has the 'Design' tab selected. The main content area is titled 'Homepage' and contains the following settings:

- Tribute title:** Tribute to John Smith
- Page heading:** Dedicated to the memory of John Smith
- Page text:** This site is a tribute to John Smith. He is much loved and will always be remembered.
- Display the Funeral Notice:** No
- Display the fundraising total:** Yes
- Display the Tribute's recent activity:** Yes
- Display a summary of items added to your Tribute:** Include donations, events, gifts, pictures, thoughts, candles, videos, music, lifestories

An 'Edit' button is located at the bottom of the settings area.

- 2 Select **Edit** to change the theme, colour and font

The screenshot shows the 'Tribute to John Smith' settings page with the 'Design & Appearance' tab selected. The main content area is titled 'Design & Appearance' and contains the following settings:

- Current theme:** Freesias
- Font:** Sans Serif
- Background wings:** Forgetmenots - White
- Background colour:** [Color swatch]

An 'Edit' button is located at the bottom of the settings area. A preview of the tribute page is shown on the right, featuring a floral design with yellow and white flowers.



Once you are happy with your options, click **Save changes**

## Personalise your Tribute





- 5 To exit your Tribute settings, click **View your Tribute**

**Tribute to John Smith**

**Tribute Settings**

**Users & Invites**

This is where you can send and manage invitations to friends and family.

**Your Tribute Guardians (0)**

Tribute Guardians have full access to make changes to your Tribute

**Invite a new user**

**Your Trusted Users (0)**

Trusted Users are able to add contributions to your Tribute without requiring you to review what they have sent first.

- 6 Your page look and feel will be updated

**Tribute to John Smith**

**Dedicated to the memory of John Smith**

**Donate**

**Fundraising for CROHN'S & COLITIS UK**

**Recent Activity**

- A thought was added 2 hours ago
- A thought was added 2 hours ago

This site is a tribute to John Smith. He is much loved and will always be remembered.

**Recent Donations**



## Add more information about your loved one

- 1 You can add more details about your loved one by clicking **Personal Details**

**Tribute Settings** **John Smith's Details**

[View your Tribute](#)

This is where you can edit details about John Smith.

First name	John
Middle name	
Family name	Smith
Nickname	
Use nickname	No
Gender	Male
Place of birth	
Type of Tribute	This is a memorial Tribute
Date of birth	
Date of death	

**Personal Details**

- 2 Click **Edit** to make any changes

**Tribute Settings** **John Smith's Details**

[View your Tribute](#)

This is where you can edit details about John Smith.

First name	John
Middle name	
Family name	Smith
Nickname	
Use nickname	No
Gender	Male
Place of birth	
Type of Tribute	This is a memorial Tribute
Date of birth	
Date of death	

**Edit**

**Personal Details**



3

Once you are happy with your information, click **Save changes**

Advanced

☐ X

Place of birth

Type of Tribute

☒ Memorial Tribute

☐ Living Tribute

Date of birth

dd/mm/yyyy

Date of death

dd/mm/yyyy

☒ Save changes

Cancel

JOHN'S  
LITISUK

[Help](#) [Invite](#) [Account](#) [Logout](#)



## Add a Funeral Notice to your Tribute

- 1 To set up a **Funeral Notice**, you can select the option on the main menu

Tribute to John Smith

Tribute Settings [Homepage](#)

View your Tribute

- [Homepage](#)
- [Design](#)
- [Content](#)
- [Funeral Notice](#)**
- [Tribute Events](#)
- [Charities & Causes](#)
- [Donations](#)
- [Privacy & Sharing](#)
- [Contribution Settings](#)
- [Users & Invites](#)

**Tribute title**  
Tribute to John Smith

**Page heading**  
Dedicated to the memory of John Smith

**Page text**  
This site is a tribute to John Smith. He is much loved and will always be remembered.

**Display the Funeral Notice:** No

**Display the fundraising total:** Yes

**Display the Tribute's recent activity:** Yes

**Display a summary of items added to your Tribute:**  
Include donations, events, gifts, pictures, thoughts, candles, videos, music, lifestories

[Edit](#)

CROWN'S COLTIS UK

[Help](#) [Invite](#) [Account](#) [Logout](#)

- 2 Click **Add funeral notice**

Tribute Settings [Funeral Notice](#)

View your Tribute

- [Homepage](#)
- [Design](#)
- [Content](#)
- [Funeral Notice](#)**
- [Tribute Events](#)
- [Charities & Causes](#)
- [Donations](#)
- [Privacy & Sharing](#)
- [Contribution Settings](#)
- [Users & Invites](#)
- [Personal Details](#)
- [Notifications](#)
- [Storage](#)

**Funeral notice title**

**Date of funeral**

**Name of service venue**

**Address of service venue**

**Funeral message**

**Live stream details**  
(not set)

**Donation instructions**

[Add funeral notice](#)

CROWN'S COLTIS UK

[Help](#) [Invite](#) [Account](#) [Logout](#)



### 3 Add the main information about the funeral

## Tribute Settings

View your Tribute

- Homepage
- Design
- Content
- Funeral Notice**
- Tribute Events
- Charities & Causes
- Donations
- Privacy & Sharing
- Contribution Settings
- Users & Invites

## Funeral Notice

Funeral notice title \*

Funeral date \* Funeral time \*

Funeral message  
Please include date & time, travel info etc.

**B I U**

### 4 If you are planning on **live streaming** the funeral, you can add the details here

## Live stream details

If the service is being live streamed, please add details below

Live stream url **Obitus Wesley Media Other**

Username Password/PIN



5

If you have an specific instructions with regards to **donations**, you can add the information here

## Donation instructions

e.g arrangements for donations by cheque

6

Add the details of where the **service** is being held

### Service details

Venue name

Venue address



📍 Search map for the venue address

☐ Include the map on the funeral notice?

☐ The service is private



7 If you would like to invite people to the **Committal**, you can add these details here


**Committal details** These details are optional and can be left empty

Committal date

Committal time

Title

Venue address



Search map for the venue address

☐ Include the map on the funeral notice?

8 If you would like to invite people to the **Reception**, you can add these details here


**Reception details** These details are optional and can be left empty

Reception date

Reception time

Title

Venue address



Search map for the venue address

☐ Include the map on the funeral notice?



9

Once you are happy that all the details are correct, click **Save changes**

Venue address

Ireland

Birmingham

London

Netherlands

Belgium

Google

Keyboard shortcuts

Map Data

Terms

📍 Search map for the venue address

☐ Include the map on the funeral notice?

☐ The reception is private

✓ Save changes

Cancel

[Help](#) [Invite](#) [Account](#) [Logout](#)

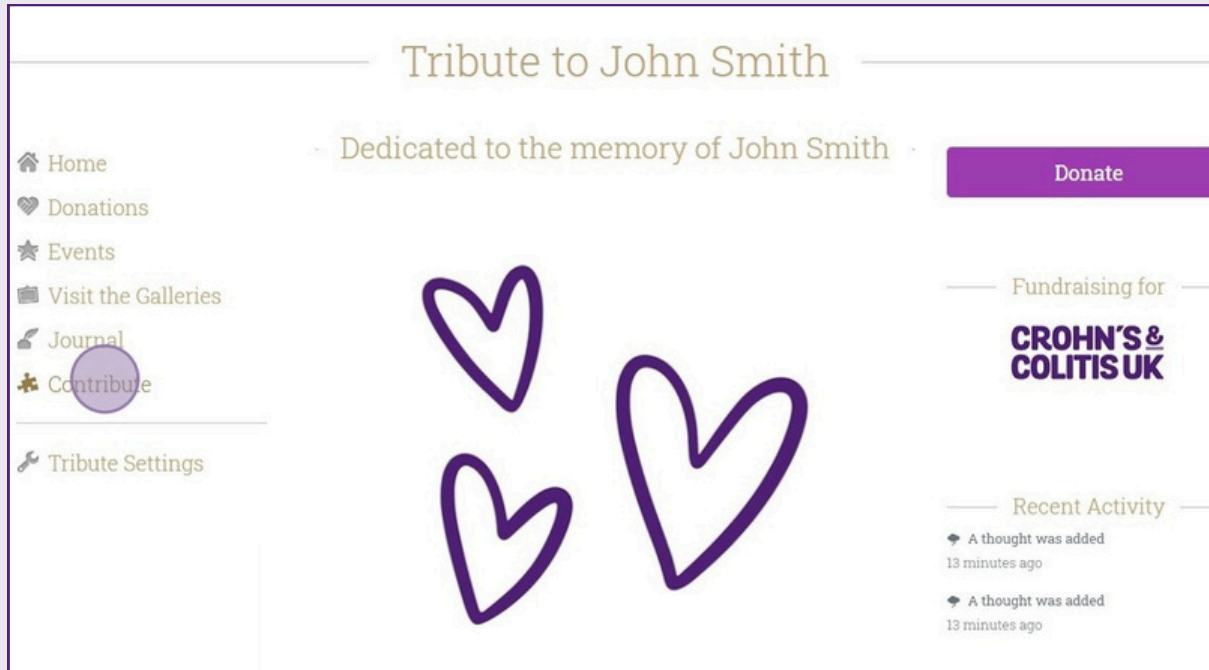




## 4. Adding more to your Tribute

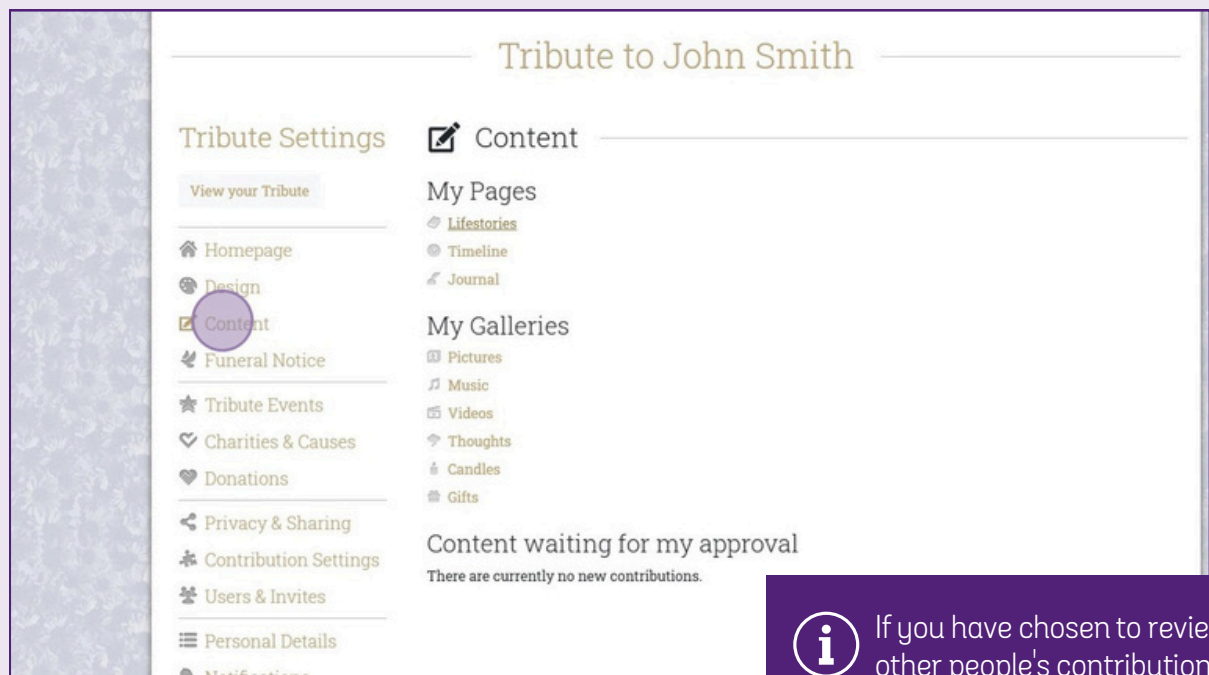
1

To add photos, memories, events and more to your Tribute, click **Contribute** from the main menu



2

Alternatively, you can also do this via your **Tribute Settings** by selecting **Content**



If you have chosen to review other people's contributions before they are published on the page, this will show up under **Content waiting for my approval**



## Make a Donation

- 1 If you wish to make a single donation or add a funeral collection, click **Donate**

**Tribute to John Smith**

**Contribute to John's Tribute**

Help grow John's Tribute by adding messages or memories you'd like to share.

**Make a Donation**

This Tribute is supporting Crohn's and Colitis UK. If you want to help please make a Donation or consider creating a Fundraising Event.

**Donate**

**Add an Event**

Add an event or occasion to John's Tribute.

**Add an event**

**Light a Candle**

Light a candle for John and leave a message. You can choose from a variety of

**Light a candle**

- 2 Type in the amount you would like to donate, and then click **Continue**

**Donation amount**

£

☐ Hide the amount?

**Continue**

Add more to your Tribute



3

Add your message and who the donation is from, and then click **Continue**

## Your message

Your donation message

### Who is the donation from?

Leave this blank if you would prefer 'Anonymous' to appear alongside your donation

e.g. Peter and Jo Smith

Continue

4

Add in your information, and then click **Continue**. You can make your donation anonymous if you wish

## About you

Your email

Please enter your email

First name

Last name

☐ Make my donation anonymously?

If selected, your name and personal details will not be shared with Crohn's and Colitis UK, however they will not then be able to thank you for your donation.

Continue

Add more to your Tribute



- 5 If you are a UK taxpayer, you can add **Gift Aid** to your gift at no extra cost to yourself

## Add gift aid

Turn your **£10.00** into **£12.50** at no extra cost

UK charities can reclaim tax you have paid equal to an extra 25% of your donation.

I confirm that I am a UK taxpayer and I understand that if I pay less income tax and/or capital gains tax in the current tax year than the amount of Gift Aid claimed on all my donations it is my responsibility to pay the difference.

- ☒ Yes, please add gift aid
- ☐ No, do not add gift aid

Continue

- 6 If you choose to add **Gift Aid** please confirm the declarations and then click **Continue**

- ☒ Yes, please add gift aid

You must confirm **both** the following declarations:

- ☒ This is my own money. I am not paying in donations collected from other people or on behalf of a company.
- ☒ I am not getting anything in return for my donation, such as a ticket for an event, nor am I donating proceeds from a sale of goods.

- ☐ No, do not add gift aid

Continue



7 Enter your details, and then click **Continue**

## Your taxpayer details

Required to claim gift aid

First name

Please enter your first name

Last name

Please enter your last name

☒ I'm a UK taxpayer living in the UK

☐ I'm a UK taxpayer living overseas

Postcode

Find

Continue

8 If you are happy with your details, click **Continue to payment details**

## Your donation summary

Amount ⓘ £10.00 [Edit](#)

Gift Aid £2.50 [Edit](#)

Message [Add a message](#)

Your email  [Edit](#)

Continue to payment details

Add more to your Tribute



9

Enter your payment details, then click **Make a payment**

## Payment details

Cardholder's name

1st line of cardholder's address

Cardholder's postcode

Card number

Expiry date

CVC

Make a payment of £10.00



## Add an Event

1

If you would like add an event that you are holding in memory of your loved one, click **Add an event**

**Add an Event**

Add an event or occasion to John's Tribute.

**Add an event**

**Light a Candle**

Light a candle for John and leave a message. You can choose from a variety of candles & colours. Your candle will appear in the **candles gallery**

**Light a candle**

**Add a Gift**

Choose a virtual gift to add to John's **gifts gallery**. There are lots of different gifts to choose from and you can add a message to display with your gift.

**Add a gift**

**Add a Story**

Contribute to John's **lifestory** and add a memory or anecdote. You can also upload pictures, videos and music to accompany your story.

**Add a story**

[Edit](#) [Help](#) [Settings](#) [Invite](#) [Account](#) [Logout](#)

2

You can link multiple events and fundraising pages to your Tribute so that you have a place to watch your Fundraising Total grow

**What kind of event would you like to add?**

**Add a new event**

Add fundraising, celebration or remembrance events to John Smith's Tribute.

**Link to an existing fundraising page**

If you already have a page setup on a different website (e.g. Facebook), you can add its details here so that visitors to John Smith's Tribute can find it.

**Link to a JustGiving page**

Is your fundraising page already set up on JustGiving?

Add more to your Tribute





3 To add your own event, click **Add a new event**

The screenshot shows the 'Add an Event' page on the John Smith's Tribute website. The navigation bar at the top includes links for Home, Donations, Events, Galleries, Stories, and Contribute. The main heading is 'Add an Event' with a star icon. Below this, the question 'What kind of event would you like to add?' is displayed. There are three main options, each in a button: 'Add a new event' (highlighted with a red circle), 'Link to an existing fundraising page', and 'Link to a JustGiving page'. Below the 'Add a new event' button, there is a sub-heading 'Add fundraising, celebration or remembrance events to John Smith's Tribute.' Below the 'Link to an existing fundraising page' button, there is a sub-heading 'If you already have a page setup on a different website (e.g. Facebook), you can add its details here so that visitors to John Smith's Tribute can find it.' Below the 'Link to a JustGiving page' button, there is a sub-heading 'Is your fundraising page already set up on JustGiving?' and a note 'Select this option, and enter your JustGiving page url to automatically link the details plus all'.

4 Add the information about your event. When you are happy with all the details, click **Continue**

The screenshot shows the 'Your event details' form on the John Smith's Tribute website. The form has several sections: 'Event title' with a text input field; 'Please enter a short description of your event' with a larger text area; 'What are you doing at this event?' with a dropdown menu; 'When is your event taking place?' with a sub-heading 'If you're not sure, or if it takes place over a long time period, please give an estimate for when you think it will be complete' and a date picker showing 'day month year'; and 'Are you fundraising at your event?' with 'Yes' and 'No' radio buttons. At the bottom of the form is a blue 'Continue' button (highlighted with a red circle). The footer of the page includes the 'CRONIN'S COULTS UK' logo, a 'Share' button, and links for 'Edit', 'Help', 'Settings', 'Invite', 'Account', and 'Logout'.

Add more to your Tribute





5

Click **Link to an existing fundraising page** to add any events on other websites

6

Add the information about your event. When you are happy with all the details, click **Continue**

Add more to your Tribute



7

If you already have a **JustGiving** page, you can also add this to your Tribute

What kind of event would you like to add?

**Add a new event**

Add fundraising, celebration or remembrance events to John Smith's Tribute.

**Link to an existing fundraising page**

If you already have a page setup on a different website (e.g. Facebook), you can add its details here so that visitors to John Smith's Tribute can find it.

**Link to a **JustGiving** page**

Is your fundraising page already set up on JustGiving?

Select this option, and enter your JustGiving page url to automatically link the details plus all donations onto John Smith's Tribute.

CROHN'S & COLITIS UK Share Edit Help Settings Invite Account Logout

8

Add your JustGiving URL and then click **Search**

Home Donations Events Galleries ▾ Stories ▾ Contribute

**Add an Event**

**Link to your **JustGiving** page**

Please enter your JustGiving page URL in the box below, then tap Search

e.g justgiving.com/my-fundraising-page-name **Search**

Add more to your Tribute



## Light a Candle

1

If you would like to light a candle and add a message for your loved one, click **Light a candle**

### Add an Event

Add an event or occasion to John's Tribute.

Add an event

### Light a Candle

Light a candle for John and leave a message. You can choose from a variety of candles & colours. Your candle will appear in the **candles gallery**

Light a candle

### Add a Gift

Choose a virtual gift to add to John's **gifts gallery**. There are lots of different gifts to choose from and you can add a message to display with your gift.

Add a gift

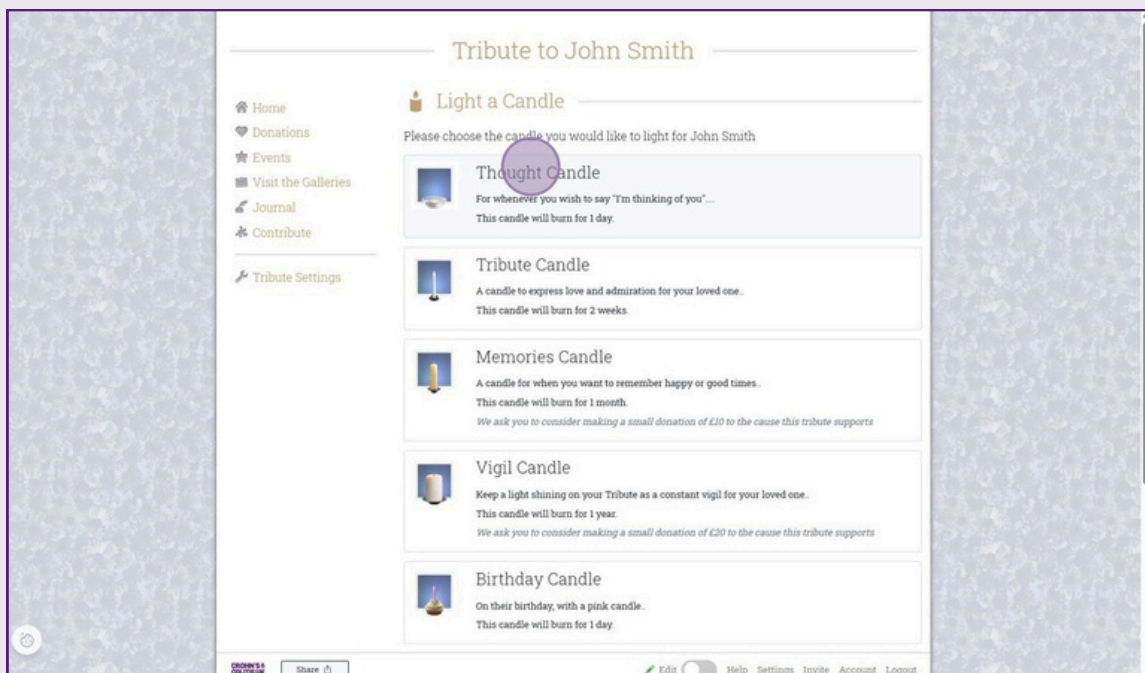
### Add a Story

Contribute to John's **lifestory** and add a memory or anecdote. You can also upload pictures, videos and music to accompany your story.

Add a story

2

There are many different types of **candles** to choose from. Additional seasonal candles are added throughout the year




Add more to your Tribute




3

Once you are happy with the background colour and message for your candle, click **Continue**

**Tribute to John Smith**


 **Light a Candle**

 **Thought Candle**

For whenever you wish to say "I'm thinking of you"...

This candle will burn for 1 day.

You can change the background colour for your candle from the palette below:



Add a short message to go with your candle (optional)

Please enter your name, which will display with your candle (optional)

**Continue** **Cancel**

4

Click on the image to light your candle

**Tribute to John Smith**

 **Light a Candle**



**Your candle is ready to light!**

Please click or tap your candle to light it

**Back**



## Add a gift

- 1 If you would like to add a gift and a message for your loved one, click **Add a gift**

Add an event or occasion to John's Tribute.

Add an event

### Light a Candle

Light a candle for John and leave a message. You can choose from a variety of candles & colours. Your candle will appear in the **candles gallery**

Light a candle

### Add a Gift

Choose a virtual gift to add to John's **gifts gallery**. There are lots of different gifts to choose from and you can add a message to display with your gift.

Add a gift

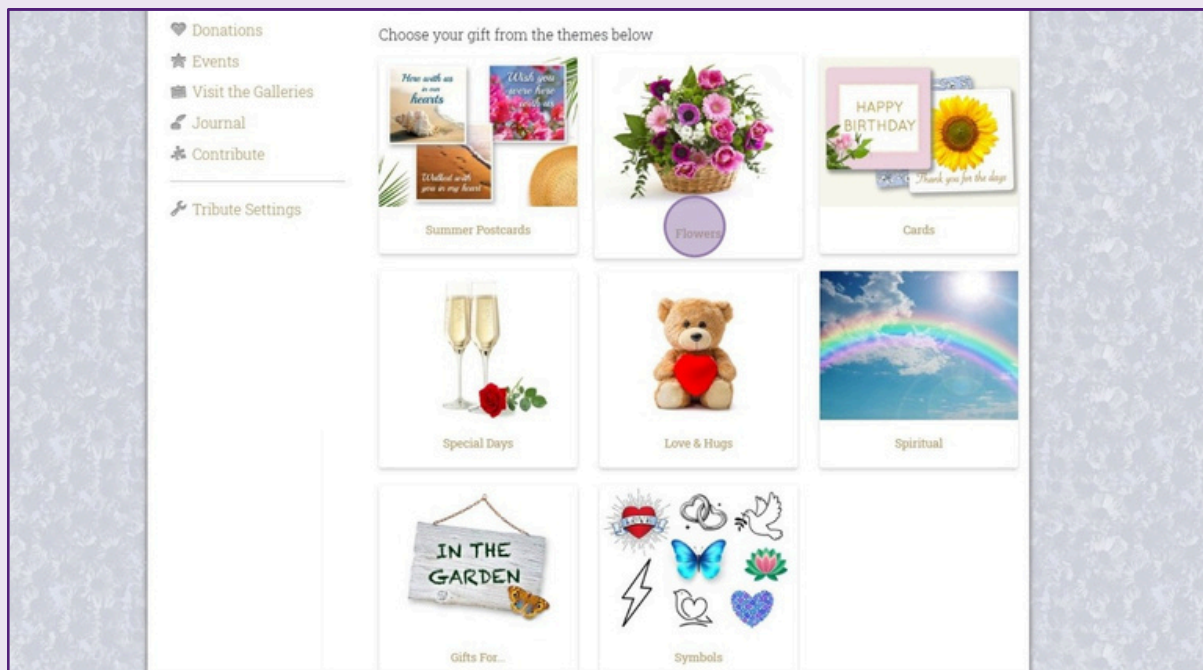
### Add a Story

Contribute to John's **lifestory** and add a memory or anecdote. You can also upload pictures, videos and music to accompany your story.

Add a story

### Send a Thought

- 2 There are many different types of **gifts** to choose from. Additional seasonal gifts are added throughout the year. Select a **gift theme** to see the gifts available

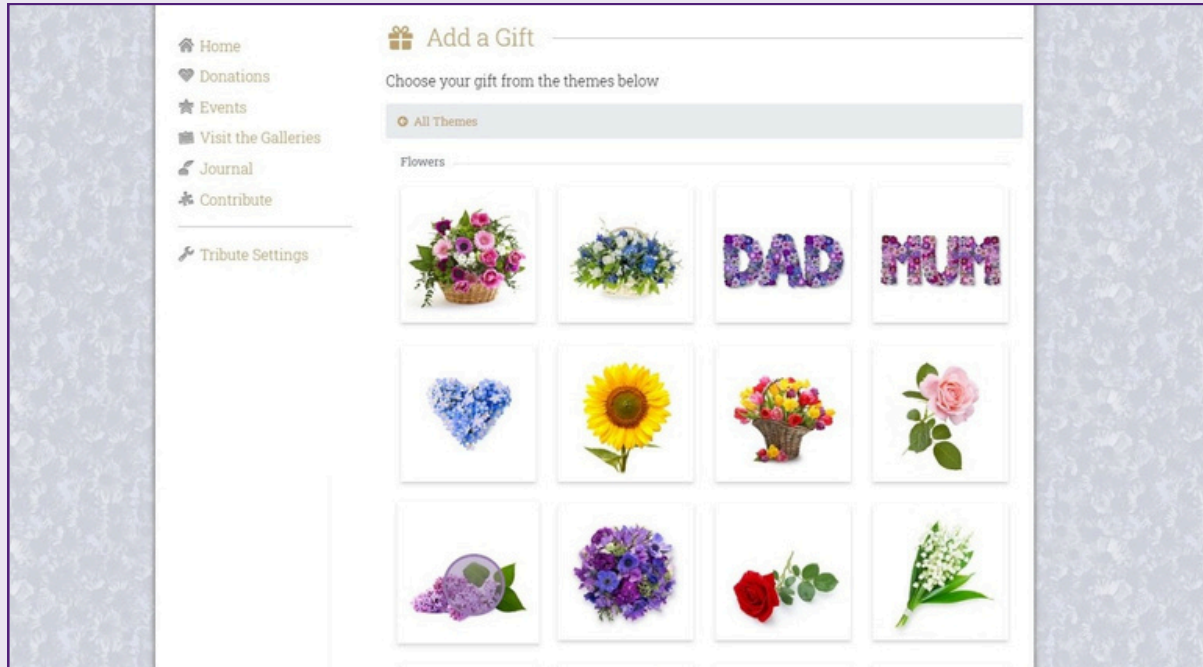


Add more to your Tribute

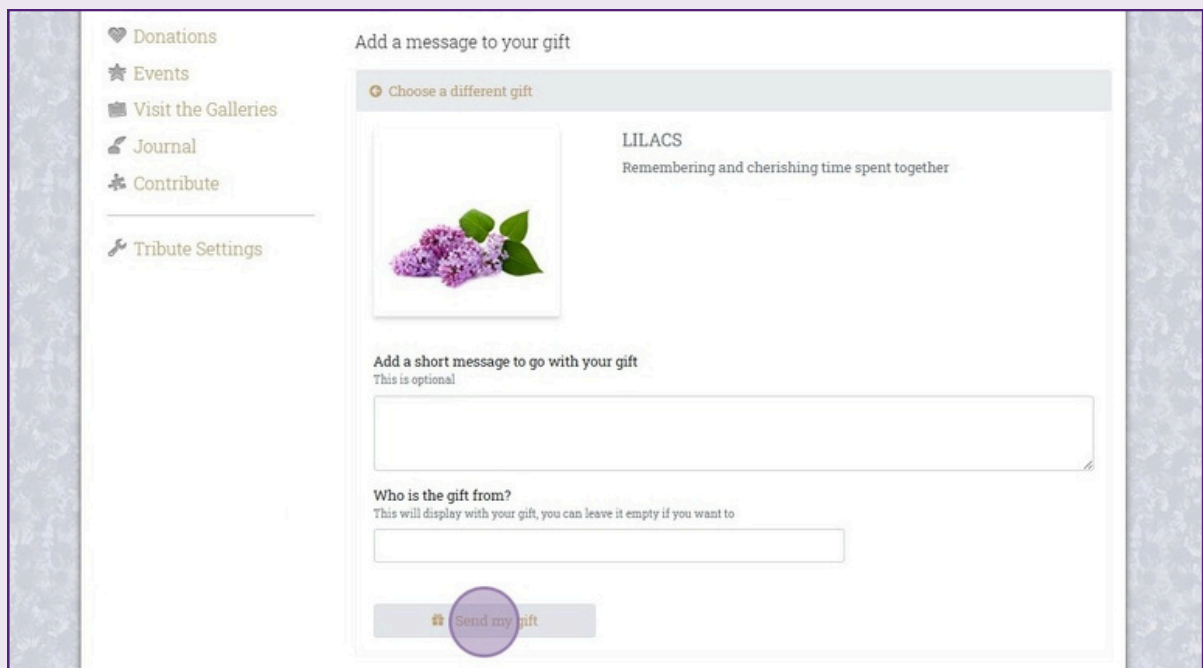




3 Click on the gift you would like to send



4 Once you are happy with your message, click **Send my gift**



Add more to your Tribute



## Add a story

- 1 If you would like to add a story about your loved one, click **Add a story**

Light a candle for John and leave a message. You can choose from a variety of candles & colours. Your candle will appear in the **candles gallery**

Light a candle

### Add a Gift

Choose a virtual gift to add to John's **gifts gallery**. There are lots of different gifts to choose from and you can add a message to display with your gift.

Add a gift

### Add a Story

Contribute to John's **lifestory** and add a memory or anecdote. You can also upload pictures, videos and music to accompany your story.

Add a story

### Send a Thought

Send a thought to John's **thoughts gallery**

Send a thought

### Add a Picture

Add your pictures to the **pictures gallery**

Add a picture

- 2 Once you have added the details, click **Add my story**. You will then have the option to add photos or a video

Home

Donations

Events

Visit the Galleries

Journal

Contribute

Tribute Settings

Tribute to John Smith

Add a Story

Title

Text

Add your memory or story; you can add photos or video to your text in the next step

B I U

Add my story

Cancel

Add more to your Tribute



## Send a thought

- 1 If you would like to add a thought about your loved one, click **Send a thought**

### Add a Gift

Choose a virtual gift to add to John's **gifts gallery**. There are lots of different gifts to choose from and you can add a message to display with your gift.

 Add a gift


### Add a Story

Contribute to John's **lifestory** and add a memory or anecdote. You can also upload pictures, videos and music to accompany your story.

 Add a story


### Send a Thought

Send a thought to John's **thoughts gallery**

 Send a thought

### Add a Picture

Add your pictures to the **pictures gallery**

 Add a picture

 Edit



Help

Settings

Invite

Account

Logout

- 2 Once you have added the details, click **Send my thought**



## Send a Thought

Please enter your thoughts in the box below.

Please enter your name

This will display with your thought, you can leave this empty if you want to



Send my thought

Cancel





## Add a picture

- 1 If you would like to add a picture of your loved one, click **Add a picture**

The screenshot shows a web page titled "Send a Thought" for "John's thoughts gallery". It features four sections: "Send a Thought", "Add a Picture", "Add a Video", and "Add Music". Each section has a descriptive text and a corresponding button. The "Add a Picture" button is highlighted with a purple circle.

Send a Thought

Send a thought to John's **thoughts gallery**

**Add a Picture**

Add your pictures to the **pictures gallery**

**Add a Video**

Add your videos to the **video gallery**

**Add Music**

Add music to the **music gallery**

- 2 Click **Select a picture** to upload one from your device

The screenshot shows a web page titled "Tribute to John Smith". On the left is a sidebar with navigation links: Home, Donations, Events, Visit the Galleries, Journal, Contribute, and Tribute Settings. The main content area has a heading "Add a Picture" and a prompt "Please choose a picture to upload from your device". Below this is a button labeled "Select picture..." which is highlighted with a purple circle.

Tribute to John Smith

**Add a Picture**

Please choose a picture to upload from your device

Select picture...



- 3 Enter a caption for your image and once you are happy with it, click **Add my picture**

Home  
Donations  
Events  
Visit the Galleries  
Journal  
Contribute  
Tribute Settings

Add a Picture

Rotate Picture

Please enter a caption for this picture \*

Add my picture Cancel

- 4 Your picture will now be able to be viewed by clicking **Visit the Galleries** and selecting **Pictures**

Home  
Donations  
Events  
Visit the Galleries  
Pictures  
Candles  
Thoughts  
Gifts  
Journal  
Contribute

Picture Gallery

Add a picture




## Add a Video

- 1 If you would like to add a video to your Tribute, click **Add a video**

### Send a Thought

Send a thought to John's **thoughts** gallery

 Send a thought


### Add a Picture

Add your pictures to the **pictures** gallery

 Add a picture


### Add a Video

Add your videos to the **video** gallery

 Add a video

### Add Music

Add music to the **music** gallery

 Add music

- 2 Click **Select file** to upload a video from your device

## Tribute to John Smith



### Add a Video

Choose a video to upload from your device

Select file..


Add more to your Tribute




3

Enter a name for your video and once you are happy with it, click **Add my video**

## Tribute to John Smith

 Add a Video


Please enter a name for this video \*


 Add my video


Cancel


4


Your video will now be able to be viewed by clicking **Visit the Galleries** and selecting **Videos**


 Home


 Donations


 Events


 Visit the Galleries


 Pictures


 Candles


 Thoughts

 Gifts



 Journal

 Contribute

 Picture Gallery

 Add a picture



Add more to your Tribute



## Add Music

- 1 If you would like to add music to your Tribute, click **Add music**

**Add a Picture** —

Add your pictures to the **pictures gallery**

Add a picture

**Add a Video** —

Add your videos to the **video gallery**

Add a video

**Add Music** —

Add music to the **music gallery**

Add music

Edit ☐ [Help](#) [Settings](#) [Invite](#) [Account](#) [Logout](#)

- 2 Click **Select file** to upload an mp3 music file from your device

**Tribute to John Smith**

Add Music

Please choose an mp3 file to upload from your device

Select file...

Add more to your Tribute



- 3 Enter a name for your track and once you are happy with it, click **Add my music**

## Add Music

Please enter a title for this track \*

 Add my music

Cancel

- 4 Your video will now be able to be listened to by clicking **Visit the Galleries** and selecting **Music**

 Home


 Donations

 Events

 Visit the Galleries

 Pictures

 Videos

 Music

 Candles

 Thoughts

 Gifts

 Journal

 Contribute

## Music Gallery

▶ 0:00 / 2:53 ———— 🔊 ⋮

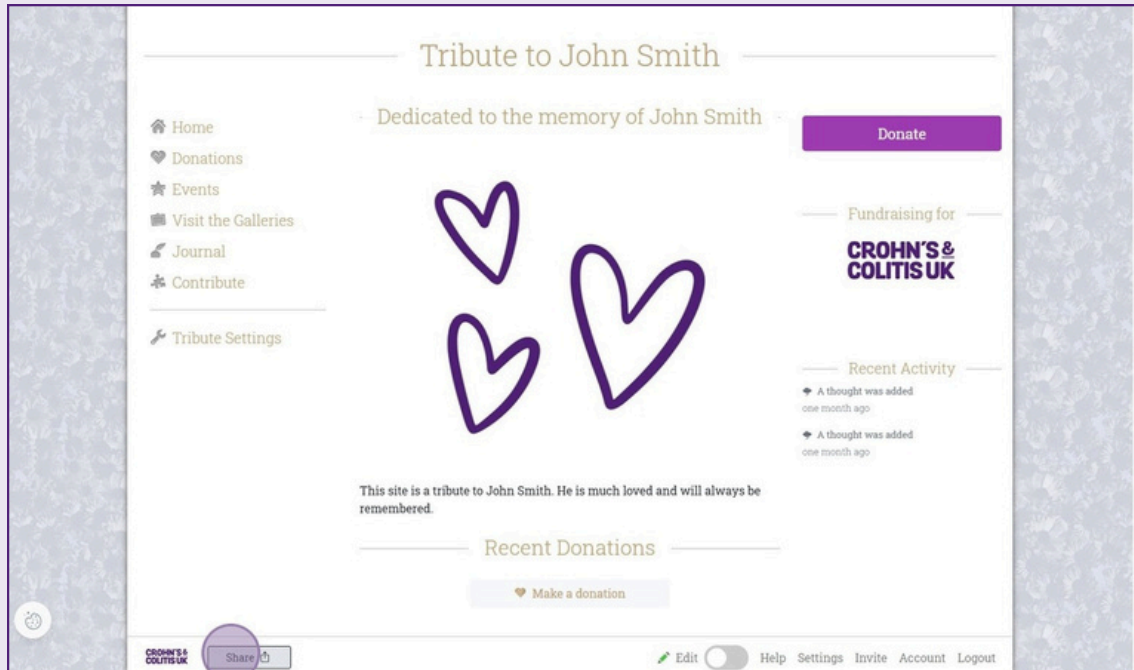
 Add music



## 5. Share your Tribute

1

To share your loved one's Tribute with family and friends, you can click **Share** at the bottom of the Tribute page



2

This will give you options for sharing via different social media platforms, as well as a direct link to your page







3

Alternatively, you can access your unique QR code via your **Tribute Settings** by selecting **Privacy & Sharing**

**View your Tribute**

Homepage

Design

Content

Funeral Notice

Tribute Events

Charities & Causes

Donations

**Privacy & Sharing**

Contribution Settings

This is where you can change your Tribute privacy & sharing options.

**Your Tribute's QR code**

Scanning this QR code will take you to the tribute homepage  
[john-smith439.muchloved.com](http://john-smith439.muchloved.com)

**Is your Tribute public?**

Yes

**Is your Journal public?**

No

4


You can download a QR code or copy the URL link so that you can share your Tribute with friends and family

**Privacy & Sharing**

This is where you can change your Tribute privacy & sharing options.

**Your Tribute's QR code**

Scanning this QR code will take you to the tribute homepage  
[john-smith439.muchloved.com](http://john-smith439.muchloved.com)



Download QR Code

**Is your Tribute public?**

Yes

**Is your Journal public?**

No



## Privacy

- 1 To view or make changes to your Tribute's Privacy settings, select **Privacy & Sharing**

View your Tribute

Homepage

Design

Content

Funeral Notice

Tribute Events

Charities & Causes

Donations

**Privacy & Sharing**

Contribution Settings

This is where you can change your Tribute privacy & sharing

Your Tribute's QR code

Scanning this QR code will take you to the tribute homepage  
[john-smith439.muchloved.com](http://john-smith439.muchloved.com)

Is your Tribute public?

Yes

Is your Journal public?

No

- 2 Select **Edit** to make any changes to your settings

Design

Content

Funeral Notice

Tribute Events

Charities & Causes

Donations

**Privacy & Sharing**

Contribution Settings

Users & Invites


Personal Details

Notifications

Storage

Advanced

Scanning this QR code will take you to the tribute homepage  
[john-smith439.muchloved.com](http://john-smith439.muchloved.com)



Download QR Code

Is your Tribute public?

Yes

Is your Journal public?

No

Allow visitors to contact me or request access?

No

Show social media sharing links on your content?

Yes

Does this Tribute appear in the Remembrance Gardens?

No

Edit

CROWN'S  
COLTIS UK

[Help](#) [Invite](#) [Account](#) [Logout](#)

Settings



## Decide how you would like people to contribute to your Tribute

- 1 Click **Contribution Settings** to choose how people can add to your Tribute

**Tribute to John Smith**

**Tribute Settings** **Contribution Settings**

[View your Tribute](#)

- [Homepage](#)
- [Design](#)
- [Content](#)
- [Funeral Notice](#)
- [Tribute Events](#)
- [Charities & Causes](#)
- [Donations](#)
- [Privacy & Sharing](#)
- [Contribution Settings](#)
- [Users & Invites](#)
- [Personal Details](#)
- [Notifications](#)

**Allow visitors to contribute:**  
Pictures, Music, Videos, Gifts, Thoughts, Candles, Stories, Events

**How should we handle visitor contributions?**  
Do not add them until I have reviewed them

**Your message to visitors, asking for contributions**  
Help grow John's Tribute by adding messages or memories you'd like to share.

[Edit](#)

- 2 Select **Edit** to review your settings

**Tribute to John Smith**

**Tribute Settings** **Contribution Settings**

[View your Tribute](#)

- [Homepage](#)
- [Design](#)
- [Content](#)
- [Funeral Notice](#)
- [Tribute Events](#)
- [Charities & Causes](#)
- [Donations](#)
- [Privacy & Sharing](#)
- [Contribution Settings](#)
- [Users & Invites](#)
- [Personal Details](#)
- [Notifications](#)

**Allow visitors to contribute:**  
Pictures, Music, Videos, Gifts, Thoughts, Candles, Stories, Events

**How should we handle visitor contributions?**  
Do not add them until I have reviewed them

**Your message to visitors, asking for contributions**  
Help grow John's Tribute by adding messages or memories you'd like to share.

[Edit](#)



### 3 Select what you would like people to be able to add

**Tribute to John Smith**

**Tribute Settings**

[View your Tribute](#)

- Homepage
- Design
- Content
- Funeral Notice
- Tribute Events
- Charities & Causes
- Donations
- Privacy & Sharing
- Contribution Settings**
- Users & Invites
- Personal Details
- Notifications

**Contribution Settings**

Allow visitors to contribute:

<input checked="" type="checkbox"/> Pictures	<input checked="" type="checkbox"/> Music	<input checked="" type="checkbox"/> Videos	<input checked="" type="checkbox"/> Gifts
<input checked="" type="checkbox"/> Thoughts	<input checked="" type="checkbox"/> Candles	<input checked="" type="checkbox"/> Stories	<input checked="" type="checkbox"/> Events

How should we handle visitor contributions?

Your message to visitors, asking for contributions

☒ Use our suggested message:  
Help grow John's Tribute by adding messages or memories you'd like to share.

☐ Use your own message:

### 4 Choose how you would like to handle contributions

**Tribute to John Smith**

**Tribute Settings**

[View your Tribute](#)

- Homepage
- Design
- Content
- Funeral Notice
- Tribute Events
- Charities & Causes
- Donations
- Privacy & Sharing
- Contribution Settings**
- Users & Invites
- Personal Details
- Notifications

**Contribution Settings**

Allow visitors to contribute:

<input checked="" type="checkbox"/> Pictures	<input checked="" type="checkbox"/> Music	<input checked="" type="checkbox"/> Videos	<input checked="" type="checkbox"/> Gifts
<input checked="" type="checkbox"/> Thoughts	<input checked="" type="checkbox"/> Candles	<input checked="" type="checkbox"/> Stories	<input checked="" type="checkbox"/> Events

How should we handle visitor contributions?

Your message to visitors, asking for contributions

☒ Use our suggested message:  
Help grow John's Tribute by adding messages or memories you'd like to share.

☐ Use your own message:



5

Once you are happy with your options, click **Save changes**

## Tribute to John Smith

### Tribute Settings

- View your Tribute
- Homepage
- Design
- Content
- Funeral Notice
- Tribute Events
- Charities & Causes
- Donations
- Privacy & Sharing
- Contribution Settings
- Users & Invites
- Personal Details
- Notifications

### Contribution Settings

Allow visitors to contribute:

<input checked="" type="checkbox"/> Pictures	<input checked="" type="checkbox"/> Music	<input checked="" type="checkbox"/> Videos	<input checked="" type="checkbox"/> Gifts
<input checked="" type="checkbox"/> Thoughts	<input checked="" type="checkbox"/> Candles	<input checked="" type="checkbox"/> Stories	<input checked="" type="checkbox"/> Events

How should we handle visitor contributions?

Add them to the site

Your message to visitors, asking for contributions

☒ Use our suggested message:  
Help grow John's Tribute by adding messages or memories you'd like to share.

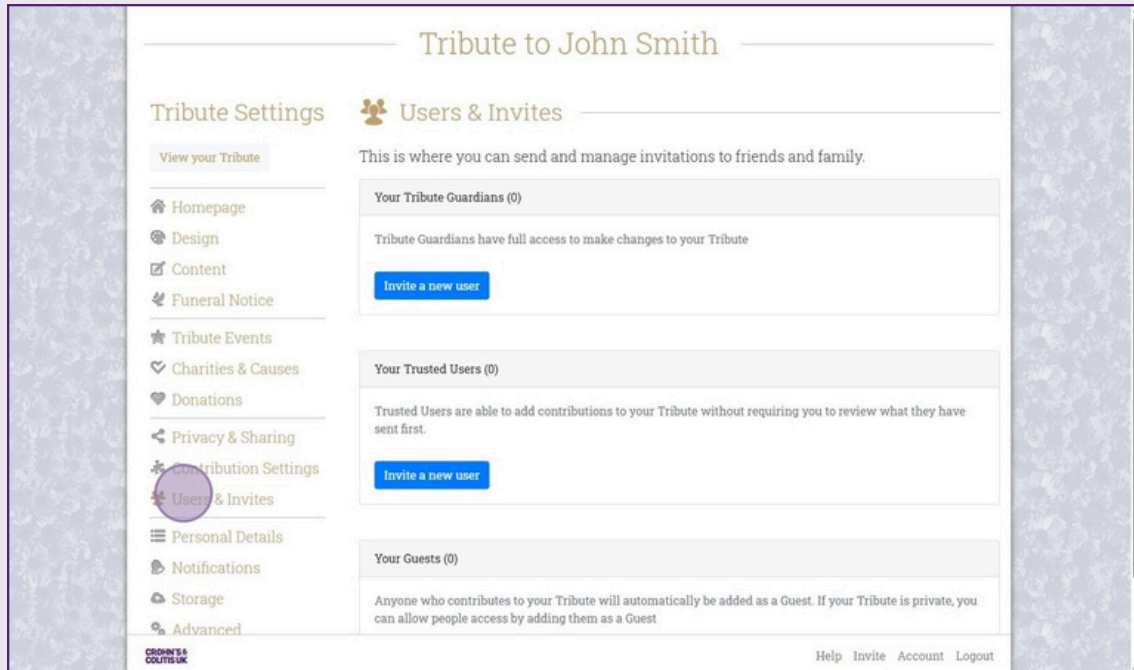
☐ Use your own message:



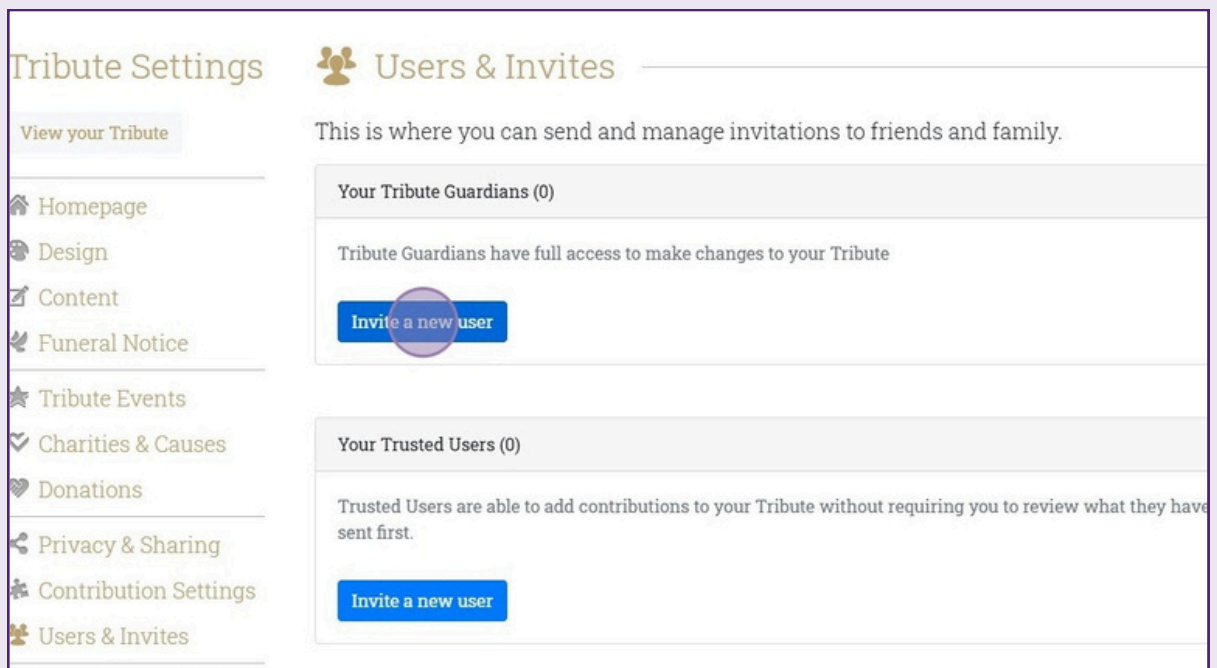


## Decide who you would like to contribute to your Tribute

- 1 Click **Users & Invites** to choose who can add to your Tribute



- 2 You can decide what level of access each person will have







### 3 Fill out their details and confirm their role

Tribute Settings

View your Tribute

Homepage

Design

Content

Funeral Notice

Tribute Events

Charities & Causes

Donations

Privacy & Sharing

Contribution Settings

Users & Invites

Personal Details

Users & Invites

If you would like to invite someone new to this Tribute, please enter details below and choose your preferred role for this new user.

Please note, sending an invitation will reveal your personal email address to the recipient.

Invite a new user

Their email address \*

Their first name \*

Their family name \*

Their role

Tribute Guardian

### 4 Click **Send invite**. They will then receive an email inviting them to contribute to the Tribute

Homepage

Design

Content

Funeral Notice

Tribute Events

Charities & Causes

Donations

Privacy & Sharing

Contribution Settings

Users & Invites

Personal Details

Notifications

Storage

Advanced

Please note, sending an invitation will reveal your personal email address to the recipient.

Invite a new user

Their email address \*

Their first name \*

Their family name \*

Their role

Tribute Guardian

✓ Send invite

Cancel

ROHN'S & DILLIS UK

Help Invite Account Logout



## Decide how you want to receive Notifications

1

If you wish to make any changes to your notification settings, Select **Notifications** and then click **Edit**

**Tribute to John Smith**

**Tribute Settings** **Notifications**

[View your Tribute](#)

- Homepage
- Design
- Content
- Funeral Notice
- Tribute Events
- Charities & Causes
- Donations
- Privacy & Sharing
- Contribution Settings
- Users & Invites
- Personal Details
- Notifications**
- Storage
- Advanced

This is where you can change your notification settings

**Donation notifications**

Send me an email each time a donation is made?

Yes

**Tribute anniversary notifications**

Would you like your users to receive an anniversary email?

No

Send me an acknowledgement on each anniversary?

Yes

[Edit](#)

Help Invite Account Logout

2

Once you are happy with your settings, click **Save changes**

**Tribute Settings** **Notifications**

[View your Tribute](#)

- Homepage
- Design
- Content
- Funeral Notice
- Tribute Events
- Charities & Causes
- Donations
- Privacy & Sharing
- Contribution Settings

This is where you can change your notification settings

**Donation notifications**

☒ Send me an email each time a donation is made?

**Tribute anniversary notifications**

☒ Would you like your users to receive an anniversary email?  
We can send an email to your users on the anniversary of John Smith's death

☒ Send me an acknowledgement on each anniversary?

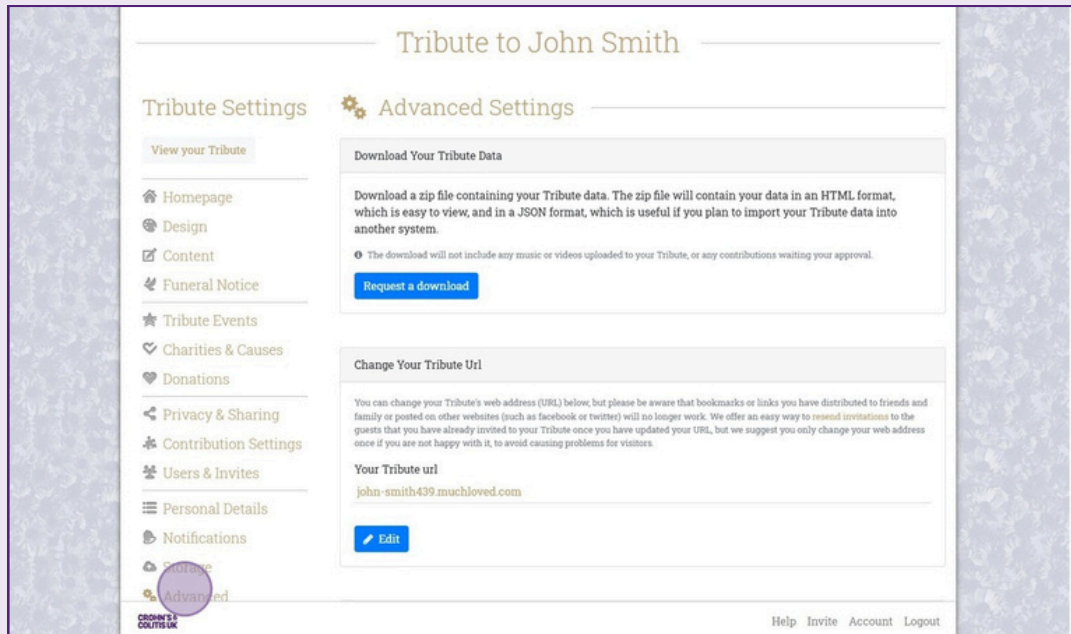
[Save changes](#) [Cancel](#)



## Advanced Settings

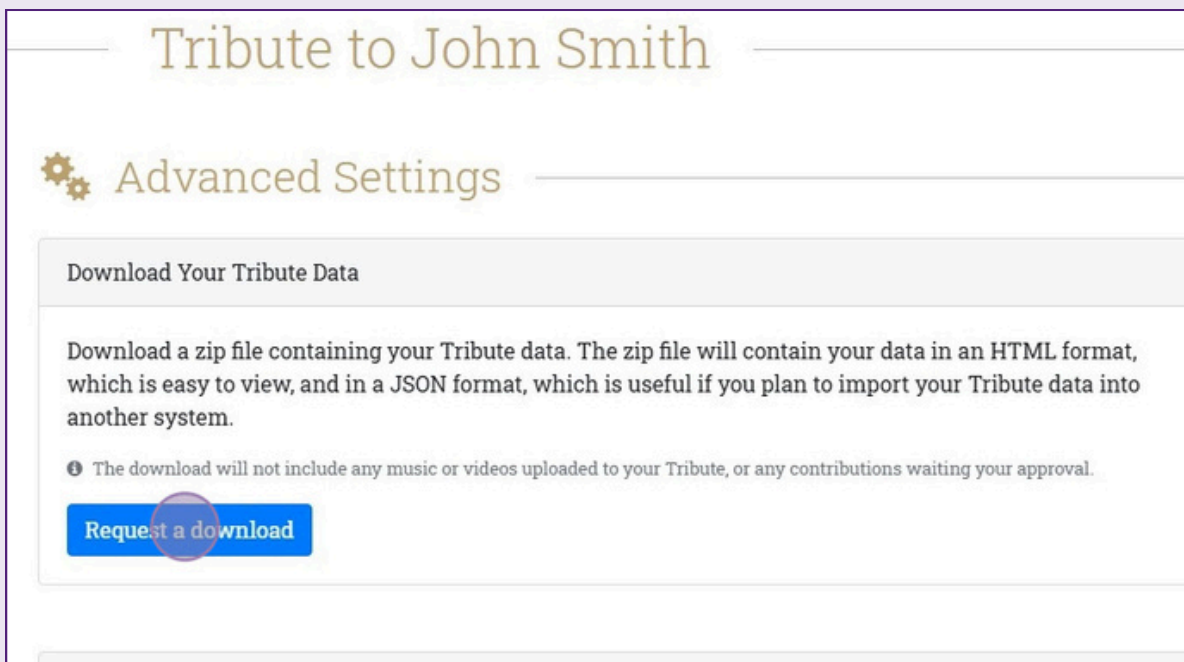
1

Tip! You can download your data, change the URL, transfer or delete your Tribute by clicking on **Advanced Settings**



2

If you would like your Tribute data, click **Request a download**





3

You can Change Your Tribute URL by clicking on **Edit**

### Change Your Tribute Url

You can change your Tribute's web address (URL) below, but please be aware that bookmarks or links you have shared with family or posted on other websites (such as facebook or twitter) will no longer work. We offer an easy way to notify guests that you have already invited to your Tribute once you have updated your URL, but we suggest you only do this once if you are not happy with it, to avoid causing problems for visitors.

#### Your Tribute url

john-smith439.muchloved.com



Please be aware that if the URL has already been shared with friends and family, printed on the back of the order of service, or used anywhere else, then updating this will make the page unavailable to all those who already have the original URL.

4

You can transfer the ownership of your Tribute to a different person by clicking **Transfer Tribute** or, alternatively, delete your Tribute by clicking **Deactivate Tribute**

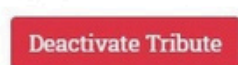
### Transfer Your Tribute

If you want to transfer ownership of your Tribute to a different person, please click the button below to contact us.



### Deactivate Your Tribute

We're sorry if you've decided not to continue with this Tribute. A deactivated Tribute can not be visited by anyone and its contents become hidden from you and any guests you have invited.



# Frequently Asked Questions

1

## Can I amend or remove things on my tribute page?

Yes, you can amend your page at any time. You do this by going to **Tribute settings** and clicking on **Content**.

2

## What formats of pictures, music or video do you accept?

Photos need to be either .jpg .png or .gif format

Music needs to be the main .mp3 format

Video needs to be .avi .mpeg .mpg .mp4 .mov .wmv .mv4 or .flv or .3gp

There are help files when content is added, so that any file format limitations are explained.

3

## Why might my posting not display immediately on the Tribute?

All new postings appear immediately on the Tribute site, unless the administrator has chosen to review before they are displayed. In these cases it can be anything from a few moments to a few days before your posting is displayed. Please be aware that the administrator retains overall control at all times and in some circumstances may decide not to add contributed posts for display onto their Tribute.

4

## What does it mean if the Tribute is Private?

If a Tribute site is private, the website address link will not enable you to visit the Tribute site. In these cases, you will need to have received an Invitation email, providing you with a personal login, in order to visit. Please can you contact the administrator directly if you wish to receive an invitation to a private Tribute site.

5

## How secure is my Tribute site?

Your Tribute website has its own unique internet address (URL) which is https compliant and so all content is encrypted and secure. We have also structured our software and used leading techniques to ensure you have total control over access according to the privacy preferences you choose, so you can set the exact level of access security that you want.

6

## Is there a limit to how much content I can add to my tribute?

The only limit is the 100mb memory space available for each Tribute, which is enough for unlimited text, many photos and also some music and video. If you do need to add more content, such as lots of video, you can simply increase your allowance at any time for a small contribution towards the extra memory storage costs.

Further FAQs are answered on the [much !\[\]\(2088942ccfedc84a0a076c3fee3541aa\_img.jpg\) loved website](#)

# We're here for you

We know sometimes it's nice to chat with a real person, so if you need further information about your **Forever Loved Tribute**, support with your fundraising activity, or would like more information about our work—please get in touch at **01727 734485** or email **remember@crohnsandcolitis.org.uk**.



We are so grateful for your support. We hope that your **Forever Loved Tribute** is a place of comfort for you to come back to year after year to connect, celebrate, and collect in memory of your loved one.

Grief can be overwhelming, but you don't have to deal with it alone. If you're going through a difficult time and need someone to talk to, Cruse, the UK's leading bereavement charity, is there to support you. You can find more information on their website at **www.cruse.org.uk** or call their Helpline on **0808 808 1677**



**CROHN'S &  
COLITIS UK**



**Cherish  
Remember  
Celebrate**

**www.crohnsandcolitis.org.uk/InMemory**

Crohn's & Colitis UK – a registered charity in England & Wales (1117148) and Scotland (SC038632)