

How to set up your Vision of Hope Tribute Page

Thank you for celebrating the life of someone special by setting up a Vision of Hope Tribute for them. We hope you'll find it a great source of comfort as you remember your loved one and what they meant to you and to others. It's easy to set up a page, but here's a little information to get you started.

Things to think about before you start

Before you set up your tribute, you might like to think about...

- The Title you would like to give your page. Titles are normally quite short e.g. "A Tribute to" or "Jane's page/fund".
- The Page Heading underneath the title. This can be a little longer e.g. "Dedicated to the memory of Jane Smith".
- Any short name or nickname your loved one was known by. You may wish to include this in the title or heading. Using the name most people knew them by will help others find your page if they wish to add a message or donate.
- The wording you would like to be displayed about your loved one e.g. where they were born, the town where they lived, the interests they had... You can just use the

default text if you prefer – “This site is a tribute to [first name, surname]. [He/She] is much loved and will always be remembered” and come back to it later.

- What theme would you like your page to have? There are a range of options to reflect hobbies and interests, including travel, gardening, sports and more abstract designs.
- Which photos you would like to include on the page. You can upload these from your device as you set up the page.
- Do you want the page to be private so only you can view it, or public so that others can add memories and thoughts? Please note that if you are asking for donations to the Macular Society, the page must be made public.
- As well as the Macular Society, are there other charities you would like family and friends to donate to in your loved one’s memory? You can select these as you set up the page.
- Would you like your loved one’s date and place of birth to be shown, and the year of their death? Enter these under Personal Information if so.
- Would you like the funeral service to be detailed on the page? If so, have the date, time and venue to hand.

Creating your page

- Visit <https://www.macularsociety.org/get-involved/give-memory/create-tribute>
- Scroll to the bottom of the page
- Under “how to create a tribute” enter your loved one’s first name and surname.
- Click “next.”
- Enter your email address, read and agree to the terms and conditions and click “next.”
- A link will be sent to your email address to activate your page; this may take a few minutes. If it doesn’t show up, please check your Spam folder. You will need to go to your emails and click on the link.
- When you click the link you will be asked to create a password. Enter something memorable and click “next.”
- Next you will be asked to enter your relationship to your loved one, as well as your contact details.
- You can then select how you would like the Macular Society to keep in contact with you, either by post, phone or email. You can change these preferences at any time.

- Finally, upload a photo of your loved one by clicking “choose a picture.” This will take you to the gallery on your device where you can choose your favourite photo of your loved one to be displayed on their page. Choose a photo and click “open” to upload it.
- Below the photo you can see the link for your unique tribute page. This can be added to an order of service or sent out to family or friends so they can access the page. We can also provide a QR code for your Order of Service.
- Click “go to your tribute.”

Personalising your page

- Once you have created your tribute you will see a blue box entitled “suggested next steps.” Clicking on this will take you to a range of options where you can personalise your page.
- You can edit the theme, colours and text of your page, add photos, slideshows or a fundraising event.
- Once you’re finished editing, make sure to click “save changes.”
- You can return to these settings and edit them at any time by clicking “tribute setting” on the left hand side of your screen.

- Clicking “tribute settings” will also bring up the option to update the charities and causes you would like to support, edit your personal details and set up your notification settings.
- If you scroll to the bottom of the page and click “add to tribute” you can add more photographs or memories to the page, as well as music or videos. Here you can also light a virtual candle for your loved one, or leave a virtual gift. To add donations to your page simply click “donate” in the top right corner. You will see all donations made by your friends and family under “recent donations” at the bottom of your page.

We hope you find setting up your page to be simple and straightforward, but if you have any questions, we’re here to help so please do give us a call on 01264 322 410 or email inmemory@macularsociety.org.

Thank you again for remembering your special person with a Vision of Hope tribute in their name.