

BOWRA & O'DEA

FUNERAL DIRECTORS



*Memory Book
User Guide*

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General

A Memory Book is a place for your invited family members and friends to post thoughts and messages, upload photographs or video and create a very personal, very touching tribute.

HOW DO MEMORY BOOKS WORK?

A Memory Book is managed by the family of the deceased. Access is granted to other family and friends that would like to contribute and share the memories they have.

The screenshot displays a digital memory book interface. At the top left, the word "Memories" is written in a cursive font. At the top right, there is a "CONTRIBUTE" button. The main area contains several memory cards:

- A black and white photo of a young girl and a young boy, with the caption "Margaret & her brother in Scotland."
- A text card with the heading "MY BEAUTIFUL WIFE." and the message "I will miss you forever and I will join you one day."
- A color photo of an elderly woman with glasses, with the caption "Mum".
- A color photo of a young woman and an elderly woman sitting together, with the caption "Mum & Kate".
- A black and white photo of three women walking away on a city street, with the caption "Magaret & the girls".
- A color photo of three women sitting outdoors, with the caption "Mum, Auntie Susie & I".
- A quote card with a decorative border: "Thanks for being the best mum and grandmother I could ever ask for." followed by "PATRICK".



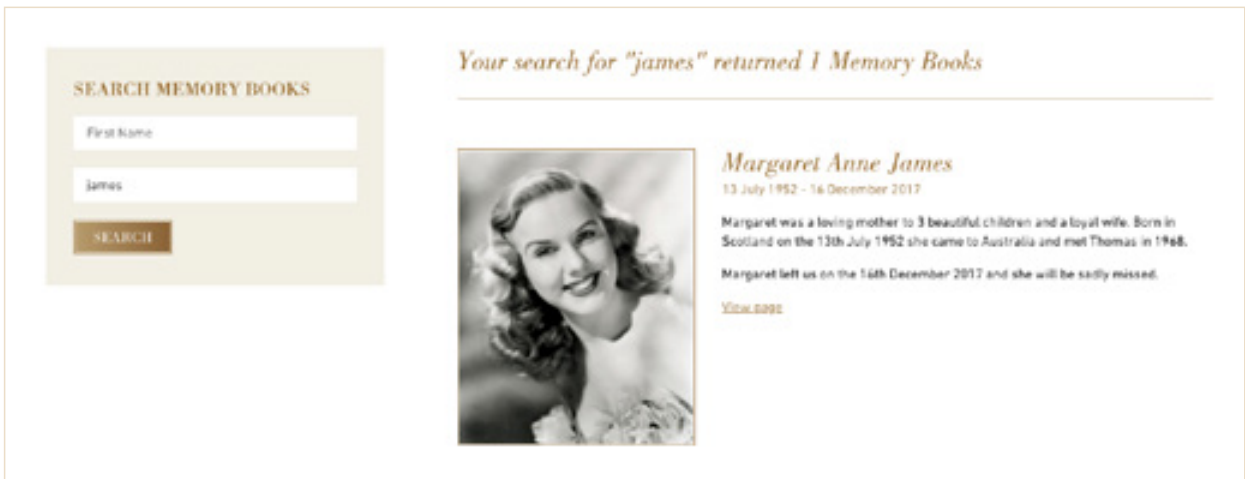
General

HOW TO SEARCH FOR A MEMORY BOOK

1. Visit <https://bowraodea.com.au/memory-book/> and search for the name of the family member or friend you would like to add a memory about.



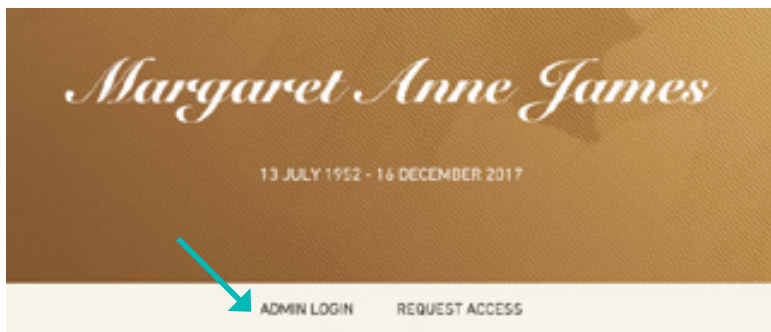
2. Select the Memory Book you would like to view from the page results.



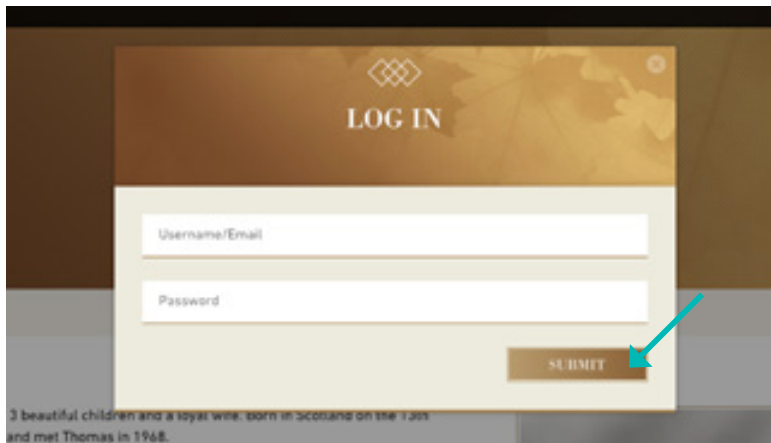
Admin

HOW TO LOGIN

1. Search for your Memory Book.
2. Select 'Admin Login'.



3. Enter your username and password received in an email from Bowra & O'Dea.
4. Select 'Submit'.



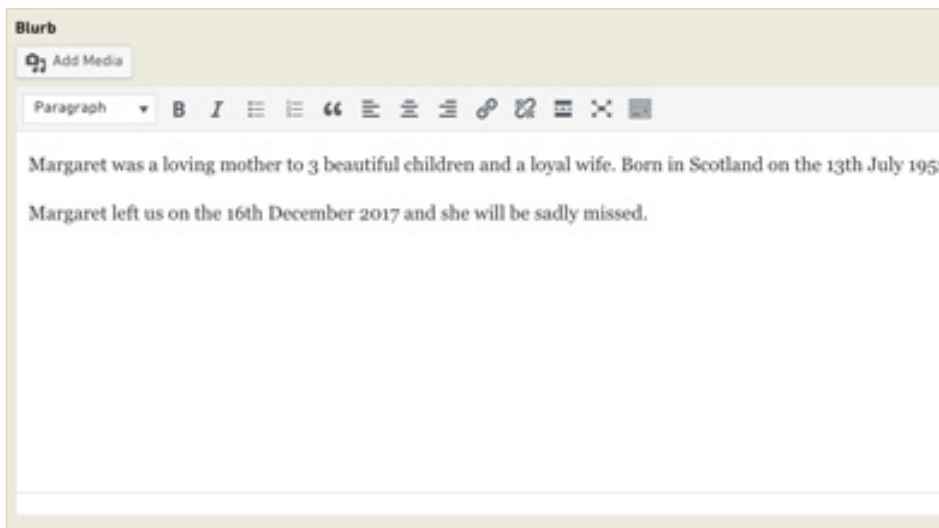
Admin

HOW TO ADD INFORMATION ABOUT YOUR LOVED ONE

1. Once logged in, select 'Admin Panel' where you will have access to all Memory Book assets.



2. Enter the information about your loved one in the blurb.



Admin

HOW TO ADD IMAGES OF YOUR LOVED ONE

1. Click on 'Add to Gallery'.



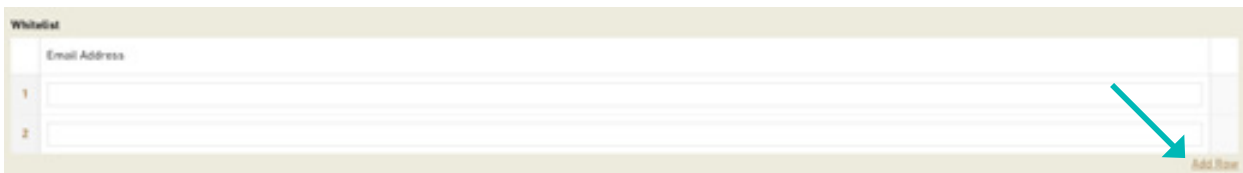
2. Choose images from the media library or upload new ones.

Note: To delete images, click on the 'X' when you hover over an image.

HOW TO INVITE CONTRIBUTORS

The whitelist is where you can add/edit/remove contributors from your Memory Book. Entering an email address will allow the person using that email address to contribute to your Memory Book.

1. Type in your chosen email addresses.



2. Select 'Add Row' to add another.
3. Click on the text box to edit the email.



Admin

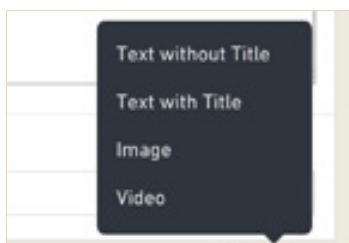
HOW TO MANAGE MEMORIES

Through the admin area, only admins can update memories. You can add/edit/remove memories from your Memory Book. All memories attached to this book will list here.

1. Click + to add a memory and – to remove.



2. Choose type of memory – image, video, text with title, text with credit.



Note: For video you will need to enter a YouTube link. See page 11 of the guide for how to upload to YouTube.

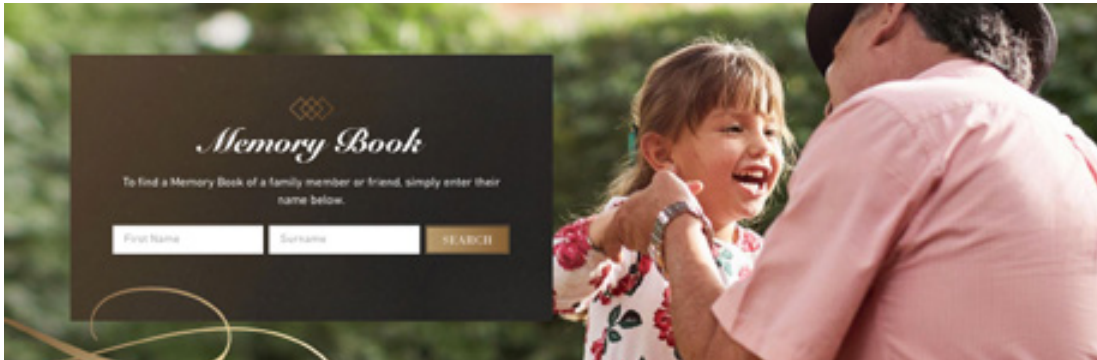
Once you have added all of your information, select 'Update' at the bottom of the page.



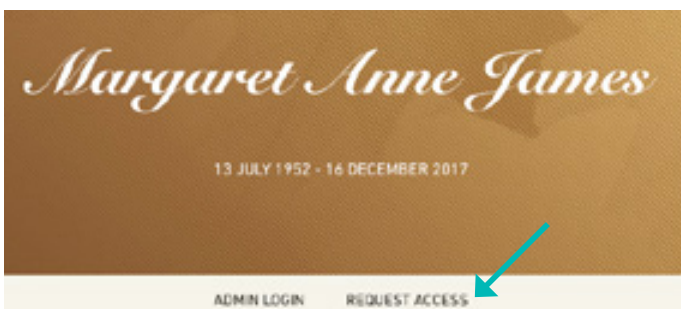
Users

HOW TO REQUEST ACCESS

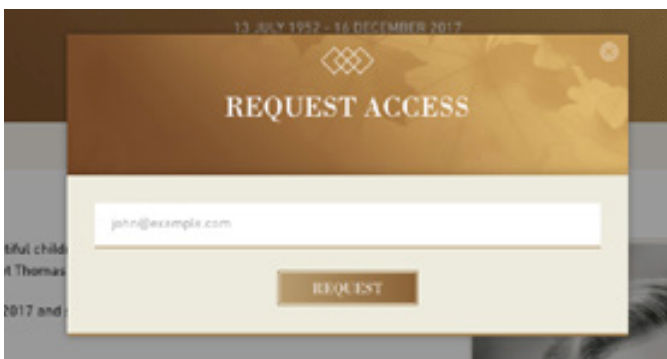
1. Search for the Memory Book <https://bowraodea.com.au/memory-book/>



2. Select 'Request Access'



3. Enter your email.



4. Wait for access to be granted by the Memory Book admin.

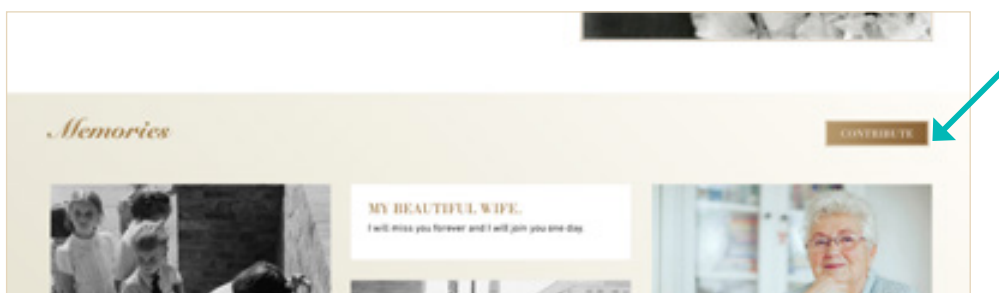


Users

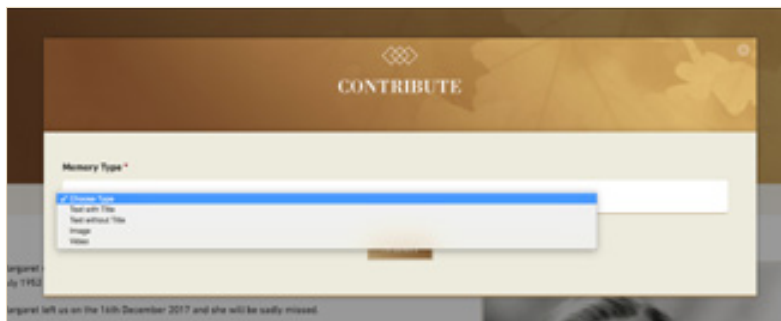
HOW TO CONTRIBUTE

A contributor can only add memories and can't edit or delete them. If you have added something by mistake, contact the Memory Book admin.

1. Click on 'Contribute'.



3. Enter your email.
4. Choose type of memory – image, video, text with title, text with credit.



5. Enter your content and select 'Submit'.



Note: For video you will need to enter a YouTube link. See page 11 of the guide for how to upload to YouTube.



Users

UPLOAD TO YOUTUBE

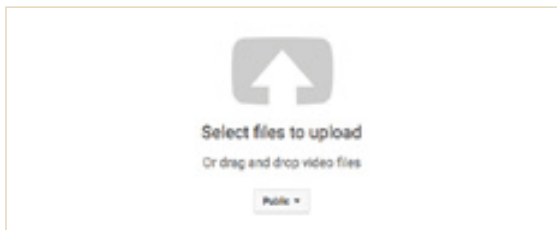
1. Go to <https://www.youtube.com> and login using a Gmail account or create an account if you do not have one.



2. Once you're signed in, select the arrow in the top right hand corner of the page.



3. Select 'Create Channel'.
4. Select which file you would like to upload.



5. Once your video has been uploaded, copy the share link and paste it in your loved one's Memory Book.



Note: you can change the settings of your video to unlisted so it cannot be viewed by other people on YouTube.



Contact Details

If you have any questions please don't hesitate to contact us during business hours on +61 (08) 9231 5199

Or drop by one of our branches and speak to one of our helpful consultants.

PERTH

68 Stirling Street, Perth 6000
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MEDINA

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Tel: 9236 7733

FREMANTLE

312 South Street, Hilton 6163
Tel: 9239 7744

CANNINGTON

1307 Albany Hwy, Cannington 6107
Tel: 9461 7133

WESTMINSTER

502 Wanneroo Road, Westminster 6061
Tel: 9464 7266

MANDURAH

2 Leslie Street, Mandurah 6210
Tel: 9535 4261

DIANELLA

231 Grand Promenade, Dianella 6059
Tel: 9229 7700

COTTESLOE

571 Stirling Hwy, Cottesloe 6011
Tel: 9384 2226

MIDLAND

131 Great Eastern Hwy, Bellevue 6056
Tel: 9229 7255

