

Step 1 Registration

- Click 'Create Your Listing'
- Click 'Start Now'
- If you have already registered, log in. Otherwise, create a **Username**, supply your **First Name, Last Name, Email**, create a **Password** and click

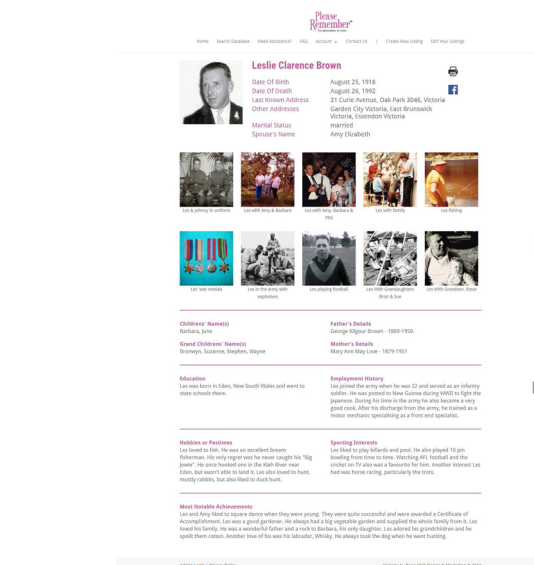


Step 2 Create Your Listing

- You'll arrive at a page titled **New Listing**
- Enter in your loved one's **First Name** and **Last Name**
- Add a profile photo by clicking on **Select Image**
- Enter in your loved one's **Date of Birth**, **Date of Death**, **Last Known Address**, **Other Addresses**, **Marital Status** and **Spouse's Name**
- Click Next
- Enter your loved one's **Education**, **Employment History**, **Hobbies**, **Sporting Interests** and **Notable Achievements**.
- Click Next

Step 3 Pay For Your Listing

- After clicking 'Submit Listing' you will be taken to the payment page.
- A payment of **\$19.95** is required to create your listing.
- Please select your payment method and follow the prompts.



- Enter in your loved one's **Marital Status**, **Spouse's Name**, **Children's Name(s)** and **Grand Children's Name(s)**, if applicable, as well as their **Father's Details** and **Mother's Details**.
- Click Next.
- You may now add up to **10 images** by clicking on the 'Select Image' buttons. Please ensure you enter a caption for each image you upload.
- To complete the listing, please click 'Submit Listing' at the bottom of the page.
- You can also click 'Save Draft' and come back another time to complete it.

Step 4 Edit Your Listing

- After submission it is possible to edit your listing(s) by navigating to your dashboard.
- Click 'Edit Your Listings' (when logged in).
- Find the listing you wish to edit and click 'Edit' on the right hand side.

Please Remember

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