

Add a person to the memorial register

Record confirmed details, document the family's consent and save the memorial entry.

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Before you begin

- ✓ Collect only confirmed information suitable for publication.
- ✓ Agree inclusion in the public memorial with the family.

1 STEP 1 OF 4 · 2 MIN

Open In Memoriam

From the dashboard open In Memoriam and select Add deceased.

Add deceased opens a new entry without changing existing records.

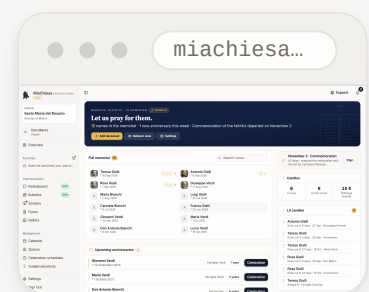


Fig. 1 From the dashboard open In Memoriam and select Add deceased.

2 STEP 2 OF 4 · 2 MIN

Open the new entry

The New entry page shows Add a name to the memorial and the form to complete.

The Add a name to the memorial heading confirms that you are completing a new entry.

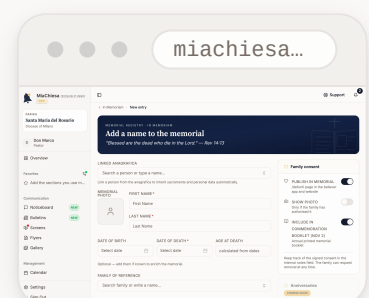


Fig. 2 The New entry form under the Add a name to the memorial heading.

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STEP 3 OF 4 · 2 MIN

Enter confirmed details

Enter the first name, surname and available dates. Fill in other information only when verified.

Do not estimate missing dates; leave details blank unless confirmed by the family or an authorised source.

Fig. 3 The confirmed personal details are filled in; consent and saving come next.

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STEP 4 OF 4 · 2 MIN

Record consent and save

In Family consent record the agreement received, review the details and save.

After saving, find the name in In Memoriam and reopen the entry to check details and consent.

What you have achieved

- ✓ The entry appears in the correct workspace register.
- ✓ The memorial contains confirmed details and the consent is recorded.

Troubleshooting

Add deceased is missing



Check your access to the workspace and register management.

A date is wrong



Open the entry for editing and replace it with the confirmed value.