

Publish a notice from a memorial entry

Prepare a notice linked to an entry, review its content and audience, and publish it with the save action.

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Before you begin

- ✓ You must be allowed to manage both the memorial register and notices.
- ✓ Use only information authorised by the family and already verified.

1

STEP 1 OF 4 · 2 MIN

Choose the entry to communicate

Open In Memoriam, find the person and open the entry for editing.

Check the name, date of death and consent before preparing any communication.

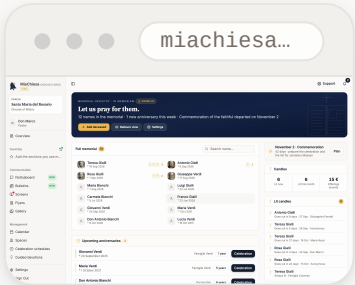


Fig. 1 Choose the correct entry from Full memorial.

2

STEP 2 OF 4 · 2 MIN

Open the Spread panel

Scroll to Spread in the entry. Also create a notice is available only when required details are complete and you can manage notices.

A previously linked notice is reported but does not prevent another notice.

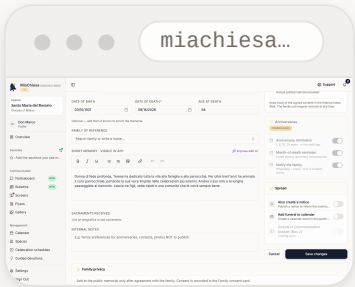


Fig. 2 The notice channel is available but has not been enabled.

3

STEP 3 OF 4 · 2 MIN

Prepare and review the preview

Enable Also create a notice. The title and text are prepared from entry data and the configured template.

Review folder, visibility, recipients, images and text. Select Edit when the preview needs changes.

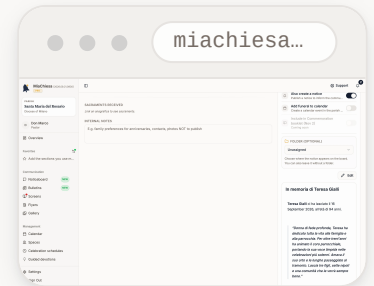


Fig. 3 The notice preview is prepared from the configured Italian template; it has not been saved or published.

4

STEP 4 OF 4 · 2 MIN

Save and publish

Review the entry and notice, then select Save and publish.

The action saves the entry and attempts to create the linked notice. Verify it on the noticeboard afterwards; selected social publication depends on configured channels.

What you have achieved

- ✓ The entry is saved and the linked notice appears on the noticeboard after successful creation.
- ✓ Published content reflects the chosen consent and audience.

Troubleshooting

Also create a notice is disabled



Complete first name, last name and date of death, then check notice management permission and any monthly limit.