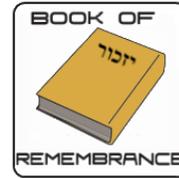


## Instructions for the 2019/5780 Memorial Book of Remembrance

To get started, follow these directions:

- Go to Chaverweb and enter password
- Welcome to TBA on line access will appear
- Click on Book or Remembrance
- Read the general directions that appear at top of screen
- Click the down arrow and select



- **Memorial Book (FY20) Listing (IN DROP DOWN WINDOW)**

## **Book of Remembrance**

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Memorial Book- Book of Remembrance (FY19) ▾

Memorial Book- Book of Remembrance (FY19)

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If you had a listing last year and you want to repeat it, just click repeat entry, dropdown for Expanded FY19

- Click new entry if doing this for the first time and then Click next at the bottom.
- Pricing type of "General Pricing" will appear on this screen and be the only option. Click next.
- **The list of names from last year will appear below. If the list is correct, the pricing will be calculated at \$10 per line of 33 characters as explained above. You can put spouses together on one line if they fit the 33 characters. THERE IS NO CHARGE FOR THE REMEMBERER'S NAME LINE.**
- First you need to verify or choose who the "Rememberer" is. In first "Do Not Display" box, type name(s) on the first line as you want it to appear in the book. If you want one line (**Jim and Ellie Cohen, Jim and Ellie Cohen and family or The Cohen Family**) leave **"Do Not Display"** on **the second line**. If you want two separate lines (Jim Cohen, Ellie Cohen), then choose the name as you want it to appear from the options listed instead of "Do Not Display". If you need to add any new Names click on and fill in as needed. **PLEASE DO NOT INCLUDE CHILDREN THIS YEAR.**
- If you wish to combine names for spouses add the names. Together there are two ways to do this depending on whether the line already exists below or it is a "new line".
  - Existing – Type what you'd like to display directly into the left hand box that already has the full name displayed
  - New – Type the name directly in the boxes to the right. For example, in the first name box, you would type "Michael & Susie", and then click on Do Not Display for the one remaining single. For example, this is how it is initially:

+ Add Rememberer

|                  |   |  |         |  |          |  |  |    |
|------------------|---|--|---------|--|----------|--|--|----|
| Michael Schwartz | ▼ |  | Michael |  | Schwartz |  |  | ↑↓ |
| Susie Schwartz   | ▼ |  | Susie   |  | Schwartz |  |  | ↑  |

This is how it will look afterwards:

|                       |   |  |             |  |          |  |  |    |
|-----------------------|---|--|-------------|--|----------|--|--|----|
| Michael & Susie Schwa | ▼ |  | Michael & S |  | Schwartz |  |  | ↑↓ |
| DO NOT DISPLAY        | ▼ |  | Susie       |  | Schwartz |  |  | ↑  |

- If you need to add any new Names click on **+ Add Remembered**. The screen may flash and then a new row will appear at the bottom of all the other names.
- Enter a new name in the first, middle and last name boxes as you wish it to appear. Do this for each new name you need to enter.
- If you wish to add an additional donation, type the amount in the “Additional Donation” box
- Choose your payment method and if entering new card information, do so, and then click next.
- **A Confirmation screen will appear. If it is correct, click the “Finalize” button. If not, click the edit icon and make the changes necessary and then click Next and then “Finalize”.**
- You should receive a confirmation email shortly thereafter. If you do not, please contact Gail Brodsky, [gsb@bethami.org](mailto:gsb@bethami.org).