



WREATHS *across* AMERICA

DASHBOARD

HOW-TO TUTORIAL

Wreaths Across America

2024

Updated: 1/29/2024

Table of Contents

INTRODUCTION

Why a Dashboard?	3
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DASHBOARD BASICS

Getting Logged In	4
Registration To-Do's	5
Supporting Sites	6-8

CUSTOMIZATIONS

Why It's Important	9-10
Group & Location Cards	11
Wreath-O-Meter & Goals	12-14
Ceremony Start Time	15
Photos & Photo Albums	16-21
News Articles	22
Page Alerts	23

COMMUNICATION

WAA Communication Policy	24
--------------------------	----

How To Message

• Supporters	25
• Location Coordinators	26
• Sponsorship Groups	27
• Sponsors	28
• Volunteers	31
• Group Members	8
• Grave Specifics	50-51

Where To Message

• Research Orders	29-30
• Event Scheduling	32-33
• Event Participants	34
• Messaging Dashboard	35-36

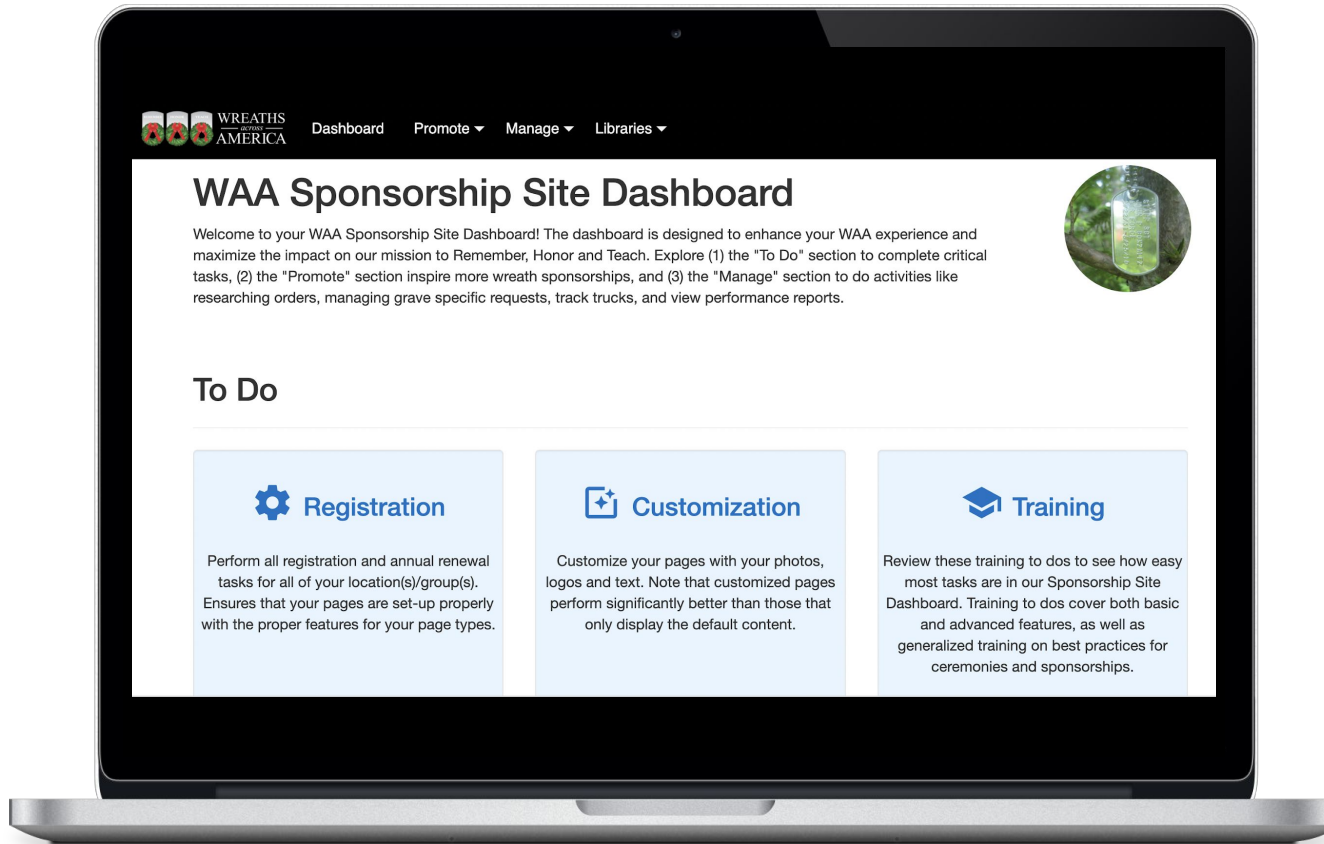
REPORTS

Volunteer Report	37
Reports to View Orders	38
2024 Cutoff Dates	39
Grave Specific Requests	40-53

SUPPORT

Volunteer Resource Page	54
Regional Map	55
Liaison Team	56

Why a Dashboard?



1

The WAA Dashboard is where you will manage your group(s) and/or location(s).

2

Customize how your WAA page looks: personalize with photos, create a page alert, add a news article!

3

Message your supporters and invite them to sponsor wreaths, attend your fundraising events, and let them know what to expect on wreath day.

4

View the **Wreath Count Report** to see the total number of wreaths sponsored for your group(s) and/or location(s)!

5

Keep track of **Grave Specific Requests** and see who has volunteered to help on wreath day.

6

Thank sponsors for their generosity!

Getting Logged In

The image shows two screenshots of the WAA website's login and sign-up process. The top screenshot is the 'Login' page, and the bottom screenshot is the 'Account Sign Up' page. Both pages have a dark header with 'WAA - MANAGE PAGES' and a lock icon. The 'Login' page has fields for 'User Name' and 'Password', both marked as 'Required'. Below these is a 'Remember me next time' checkbox and buttons for 'FORGOT YOUR PASSWORD?', 'SIGN UP NOW', and 'LOGIN'. Red text annotations include 'Step 1: Click Sign Up Now to create your login credentials.' pointing to the 'SIGN UP NOW' button, and 'Step 2: After you create your login credentials, enter your User Name and Password, then click Login.' pointing to the 'User Name' and 'Password' fields. The 'Account Sign Up' page has a section for 'NEW USER INFORMATION' with fields for 'User Name', 'Password', and 'Confirm Password', all marked as 'Required'. A note states: 'Please enter user name and password. Note that password must be at least 7 characters long and include one non-alphanumeric character. Only approved users will be able to login into the website.' Below this is a 'PASSWORD RECOVERY' section with fields for 'Email used to register your group or location', 'Password Question', and 'Password Answer', all marked as 'Required'. A note states: 'These fields are required to help you to recover a forgotten password. During the recovery process you will be asked to enter a user name. If a user account exists then a security question is requested to be answered. A correct answer will trigger an email with a temporary password send to the registered email.' Red text annotations include 'All Required fields must be completed.' pointing to the required fields, and 'Email address must match what WAA has on file for you.' pointing to the 'Email used to register' field. At the bottom of the 'Account Sign Up' page, there are buttons for 'CANCEL' and 'SIGN UP'. A red arrow points from the 'SIGN UP' button to the 'SIGN UP' button in the bottom screenshot. A red text annotation at the bottom left of the 'Account Sign Up' page says 'Once complete, click Sign Up.'

Step 1: Click Sign Up Now to create your login credentials.

Step 2: After you create your login credentials, enter your User Name and Password, then click Login.

All Required fields must be completed.

Email address must match what WAA has on file for you.

Once complete, click Sign Up.

Access the WAA Dashboard by visiting:
manage.wreathsacrossamerica.org

1

Every page owner needs to create their own unique login that's linked to their email on file with WAA.

2

On your first visit to the WAA Account Dashboard, click Sign Up Now to create your login credentials. After that, enter your Username and Password, then click Login.

3

Your password must be at least 8 characters, contain one uppercase, one number, and one special character. Your Username and Password are case *and* space sensitive.

4

If you get locked out or need your password reset, please contact your Regional Liaison Team and they'll fix it for you!

Bookmark the Dashboard login page on your internet browser for easy access later on.

Registration To-Do's



The Registration To-Do Items for your group(s) and/or location(s) are primarily completed by your Regional Liaison Team. **Please take the time to review each item to ensure the information listed is correct. *If you notice any corrections to be made, please update the information, then click Save & Complete or for help with this, contact your Regional Liaison Team!***



If an item is **gray**, it has been completed. You can still click on it to review the information on file and/or make changes. Click Save & Complete after making updates.



If an item is **blue**, it has not been completed and we need that missing information. Contact your Regional Liaison Team to provide this information or make updates, then click Save & Complete.



While we wish you could remain as a WAA volunteer forever, we are grateful for your service and understand if you need to pass the torch and let someone else take the lead! ***Please let your Regional Liaison know if you are no longer able to continue in your volunteer role.***



Registration

Perform all registration and annual renewal tasks for all of your location(s)/group(s). Ensures that your pages are set-up properly with the proper features for your page types.

Registration To Dos

We want everything to run smoothly for you, so please help us help you by keeping your account information current.

Supporting Sites (Member Pages)

The WAA Online Store has a variety of fun, but low-cost items that are great to giveaway!

Your group members get their own WAA page link when you set up Member Pages!

- **Great way to take advantage of another layer of fundraising** for groups like Civil Air Patrol, American Heritage Girls, Scout Troops, and other youth organizations!
- **Find the quick link to your member pages** in the top right corner of your groups WAA page.
- **View a breakdown of each member's efforts** on your Wreath Count Report in the Dashboard.
- **Share the [Volunteer Resource Page](#) with group members** to give them ideas and help maximize their fundraising efforts!

Member Pages are an excellent way to engage members of your group!

Consider giving out prizes to recognize your group members for their support!

Group Leaders can keep track of their member's individual efforts.

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How To: Navigate Supporting Sites

It's easy to manage your Member Pages through Supporting Sites!

The screenshot shows the Wreaths Across America dashboard. At the top, there's a navigation bar with 'Dashboard', 'Promote', 'Special Services', 'Manage', and 'Libraries'. Below this, there's a section titled 'INVITE FUNDRAISER' with a 'SEND MESSAGE' button. A red circle highlights the 'INVITE FUNDRAISER' button. Below it, a list of members is shown, with 'TX1029P - American Heritage Girls Troop TX3115' selected. A context menu is open over the selected member, showing options: 'View Onboarding To Dos', 'View Customization To Dos', 'Remove Myself as "Helper" Page Owner', 'Send Message', 'Unrelease/Hide Fundraiser Site', and 'Remove Page'. Red arrows point from text boxes to the 'INVITE FUNDRAISER' button and the '3 dots' menu icon.

INVITE FUNDRAISER → SEND MESSAGE

1 item selected. Showing 25 items.

Parent Name	Page Type	Child Name
TX1029P - American Heritage Girls Troop TX3115	Group Member	TX1029P -
TX1029P - American Heritage Girls Troop TX3115		29P -
TX1029P - American Heritage Girls Troop TX3115		29P -
TX1029P - American Heritage Girls Troop TX3115		29P -
TX1029P - American Heritage Girls Troop TX3115		29P -
TX1029P - American Heritage Girls Troop TX3115		29P -

Add new members by clicking Invite Fundraiser.

Their invite will be sent via email. It gives them directions for creating their own Dashboard login to manage their WAA member page.

Each group member must have their own unique email address!

Once a member is added, manage their account by clicking the 3 dots on their line.

- View Onboarding To Dos
- View Customization To Dos
- Remove Myself as "Helper" Page Owner
- Send Message
- Unrelease/Hide Fundraiser Site
- Remove Page

View Onboarding To Dos: Update your group member's basic information (email address, phone #, etc).

View Customization To Dos: Customize your group member's page with their own photos and WHY for being involved in the WAA mission.

Remove Myself as "Helper" Page Owner: Removes your access to their member page details.


Send Message: Allows you to send an individual message to the group member.

Unrelease/Hide Fundraiser Site: Allows you to hide their site from the member page navigation bar on your WAA group page.

Remove Page: When a member is no longer part of your group, remove their page from your Supporting Sites.


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How To: Message in Supporting Sites

 **Supporting Sites**

Manage Groups that help your location(s), and/or Fundraisers for Locations/Groups. Invite more to help promote your effort.

Supporting Sites

 INVITE FUNDRAISER **SEND MESSAGE TO SELECTED**

2 items selected. Showing 63 items.

To message multiple members at once, click the circle next to any member, then click Send Message to Selected.

Click the 3 dots next to any member page to send them an individual message.

<input checked="" type="checkbox"/>	Parent Name		Page Type	Child Name
<input checked="" type="checkbox"/>	COFLND - Fort Logan National Cemetery	...	Sponsorship Group	CO0013P - Piney Creek Chapter NSDAR
<input checked="" type="checkbox"/>	COFLND - Fort Logan National Cemetery		ip Group	CO0037 - Peace Pipe Chapter NSDAR

Send Message

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Customizing Your Page: Why It's Important

- ★ **Your WAA page is the easiest way to connect with your local community** about how they can help further the mission to REMEMBER, HONOR, AND TEACH.
- ★ Highlight upcoming fundraising **events** or share details about your **wreath laying ceremony**.
- ★ Spotlight your **local veterans** and how they've made an impact on your community.
- ★ Show your community what you're doing locally to give back and **make a positive impact**.

Customization

Customize your pages with your photos, logos and text. Note that customized pages perform significantly better than those that only display the default content.

[Customization To Dos](#)

How To: Personalize Your Page

The screenshot shows the Wreaths Across America website interface for a team page. The header includes the logo and navigation links: OVERVIEW, NEWS, REMEMBER, LOCATIONS, MEMBERS, PHOTOS, and CONTACT. The main banner features a group photo of people, with callouts explaining how to update it and edit the subtitle. Below the banner are buttons for SPONSOR WREATHS, VOLUNTEER, and a phone icon. A summary section on the left has a callout about personalizing the text. A small logo placeholder with an American flag and 'TEAM BEAR' text has a callout about adding a logo. The bottom section displays 'RESULTS' for 2022, showing 121 wreaths sponsored, and a paragraph of text about the event.

TEAM BEAR (VA0080)
PLEASE HELP US REMEMBER, HONOR, AND TEACH ON DECEMBER 18TH AT 8:30AM AT ARLINGTON NATIONAL CEMETERY BY SPONSORING A WREATH, VOLUNTEERING, OR INVITING FRIENDS TO HELP.

Update the banner by adding your own photo. This is the quickest and easiest way to grab the attention of supporters!

The subtitle can be edited, however, we recommend keeping it short and simple. If too long, it will throw off the page format.

Do NOT edit or remove the words seen in {{double brackets}}. These are wildcards. They automatically add the correct information to your page and if removed, will not update.

Personalize the summary text. This is a great place to add your "why" and encourage supporters to sponsor veteran wreaths!

Add your logo here. This is a nice way to help your supporters know which organization your group represents.

RESULTS
2022 SO FAR
121 Wreaths Sponsored

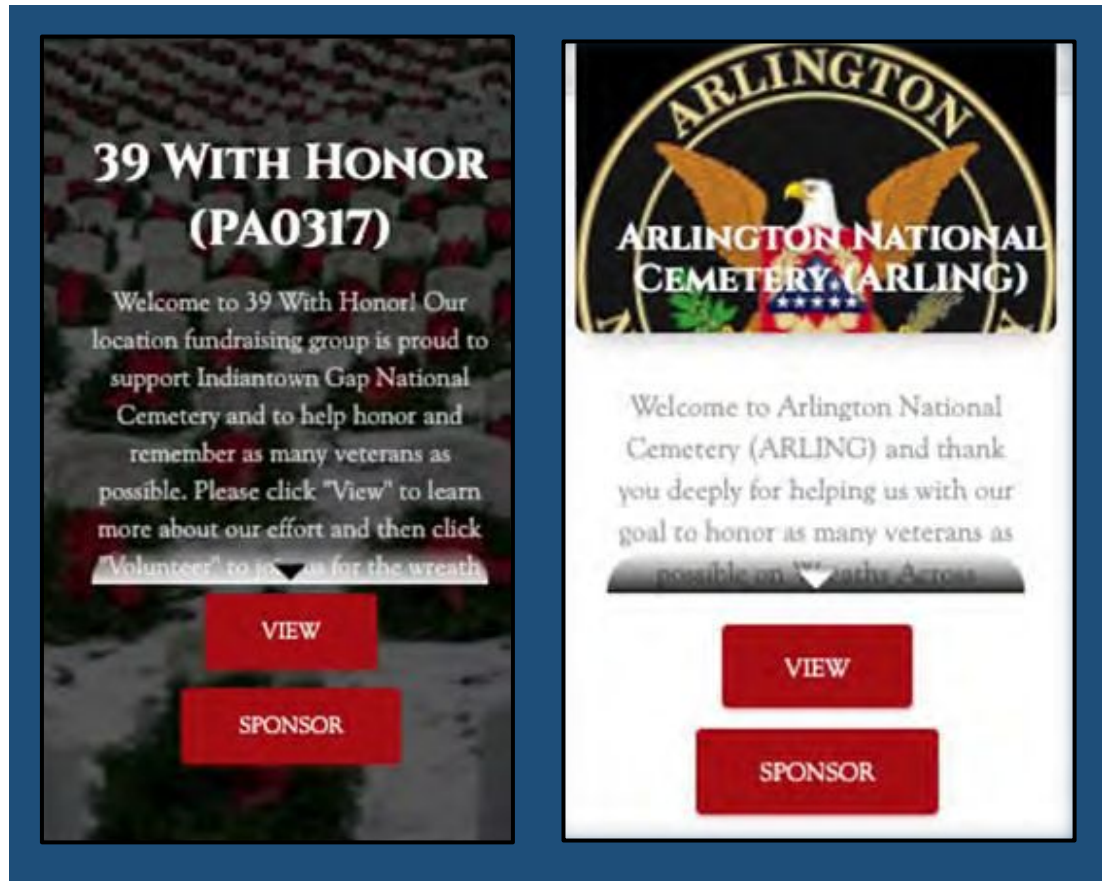
REMEMBER the Fallen. . . HONOR those who Serve. . . TEACH our children the value of Freedom.
Welcome to Team Bear's Wreaths Across America Page.
On Saturday, December 18th at 8:30AM Team Bear will be helping Arlington National Cemetery to Remember and Honor our veterans by laying Remembrance wreaths on the graves of our country's fallen heroes.
Please help us honor and remember as many fallen heroes as possible by sponsoring remembrance wreaths, volunteering on Wreaths Day, or inviting your family and friends to attend with you.
Thank you so much for supporting Team Bear and Wreaths Across America!
With deep appreciation of our veterans and Gold Star Families,
Bre Kingsbury

Click Customization To-Do's, then choose a section to edit.

Click Save & Complete after editing!

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How To: Promote Your Page With “Cards”



Group "Cards" are visible on the location pages that your group supports.

Location "Cards" are visible on the group pages that support your location.



Edit the card for your group or location by clicking Card Photo/Title/Summary located under the Customization To Do's.



Customized cards are more likely to be clicked on than those that are not customized.



If your group supports multiple locations, by default, your card will show the info for your primary (first listed) location. You can edit it with the details of your other locations as well!

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Make the Most of Your Wreath-O-Meter



RESULTS

2024 SO FAR

401 Wreaths Sponsored

6.7% to Goal

5,599 To Go!



Your Wreath-O-Meter turns green when wreaths are sponsored through your group!

Your Sponsorship Goal is linked to your Wreath-O-Meter.

Motivate your community to get involved by adjusting your Sponsorship Goal!

Adjust The Goal For Your GROUP

For Group Leaders:

The Wreath-O-Meter is a great way to motivate your community to sponsor veteran wreaths!

Your **Sponsorship Goal** on the Dashboard is linked to the Wreath-O-Meter on your group page, which turns **green** as wreaths are sponsored through your group.

Your goal can be updated at any time by going to your Registration To-Do's, then Set Your Wreath Sponsorship Goal.

**If you need help with this,
contact your Regional Liaison Team!**

Make note, wreaths are not set aside for individuals or groups, unless placed online as a Grave Specific Request or manually added to the Grave Specific Report on the dashboard.

The screenshot shows a web application interface with a 'MANAGE TO DOS' header. A modal window titled 'Set Your Wreath Sponsorship Goal' is open. The modal contains the following text: 'Please set your wreath sponsorship goal for your Group or Fundraiser Site's below. This goal will show on your 'Wreath Gauge' on the Overview page of your Fundraising Site. Please note that most people set their goal to reflect 20-30% growth each year.' Below this text is a form with a field labeled '* Goal' containing the value '160'. To the right of the form is a red arrow pointing to a 'SAVE' button with the text 'After you enter your goal, click Save.' The modal also has 'CLOSE' and 'SAVE' buttons at the bottom right. The background shows a list of 'To Dos' with checkboxes.

If donations are coming in faster than anticipated, bump up your goal to encourage supporters to keep donating. If they are coming in slower than you hoped, lower your goal so it feels more achievable.

Adjust The Goal For Your LOCATION

Grave Counts, Delivery Instructions, Sponsorship Goal	
* (1) Veterans Interred (total at your cemetery)	156
* (2) Ceremony Type	<input checked="" type="radio"/> Full Ceremony: Participants may participate in a ceremony as well as wreath laying for all sponsored wreaths <input type="radio"/> Ceremonial Only: There will be no wreath-laying for the general public, but ceremonial wreaths will be placed
* (3) Graves to Cover	<input checked="" type="radio"/> All Graves: We plan to cover all veteran headstones at our location <input type="radio"/> Special Arrangements: We need to make special arrangements to place wreaths at MORE or LESS than the available veteran headstones
* (4) If we receive more sponsorships than needed, please credit the extras to:	<input checked="" type="radio"/> Next Year <input type="radio"/> Another Location
5. Sponsorship goal to show on fundraising pages (including desired "extras")	<input type="text" value="156"/>
<div>After you enter your goal, click Save and Complete.</div> <div>CANCEL SAVE AND "COMPLETE" SAVE</div>	

If donations are coming in faster than anticipated, bump up your goal to encourage supporters to keep donating.

If they are coming in slower than you hoped, lower your goal so it feels more achievable.

For Location Coordinators ONLY:

What is the difference between your Veteran Grave Count and your Sponsorship Goal?

We ship based on your **Veteran Grave Count**, so it's important that you provide us with an accurate Veterans grave count or the *maximum* number of sponsored veteran wreaths that you will need at your location. Extras can be credited to your location the following year or gifted to another location in need.

Your **Sponsorship Goal** on the Dashboard is linked to the Wreath-O-Meter on your location page, which turns green as wreaths are sponsored for your location. It is a great way to motivate your community to sponsor veteran wreaths and can be updated at any time by going to your Registration To-Do's, then Grave Counts and Wreath Sponsorship Goal.

If you need help with this, contact your Regional Liaison Team!

Make note, your Sponsorship Goal does NOT determine how many wreaths will be shipped to your location.

Wreath Laying Ceremony Start Time

All participating locations hold their ceremony and place veteran wreaths on National Wreaths Across America Day, December 14th, 2024!

- ★ **Location Coordinators determine what time the WAA ceremony and wreath placements will start at their location, in coordination with the cemetery wishes.**
- ★ **Additional details will be listed to the right of the Wreath-O-Meter on the location page.**
- ★ **Your Regional Liaison Team will set the start time based on the information provided by the Location Coordinator. If that time changes, be sure to update your Regional Liaison Team right away!**

FORT LOGAN NATIONAL CEMETERY (COFLND)

PLEASE HELP US REMEMBER, HONOR, AND TEACH ON **DECEMBER 17, 2022 AT 10:00 AM**, BY SPONSORING A WREATH, VOLUNTEERING, OR INVITING FRIENDS TO HELP.

[SPONSOR WREATHS](#) [VOLUNTEER](#) [FIND A WAY TO SERVE](#)

WREATHS across AMERICA

RESULTS

2022 SO FAR

641 Wreaths Sponsored
3.2% to Goal
19,359 To Go!

REMEMBER the Fallen. . . HONOR those who Serve. . . TEACH our children the value of Freedom.

Welcome to the Fort Logan National Cemetery's Wreaths Across America Page.

On December 17, 2022 at 10:00 am, Wreaths Across America will be at Fort Logan National Cemetery to Remember and Honor our veterans through the laying of Remembrance wreaths on the graves of our country's fallen heroes and the act of saying the name of each and every veteran aloud.

www.facebook.com/groups/fortlogan2020wreathsacrossamerica/

Please help our location lay wreaths at as many graves as possible by clicking the red "Sponsor" button. Or, if you would like to volunteer to participate in the wreath laying ceremony, please click the "Volunteer" button next to the cemetery name below, and don't forget to click the "Invite" button to invite your friends and family to join you.

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Use Photos to Personalize Your Page

Add Photos to Your Image Library

- ★ Just like you have an image library on your cell phone, you have an image library on your Dashboard.
- ★ This is where you store all of the pictures that you may want to put on your WAA page.

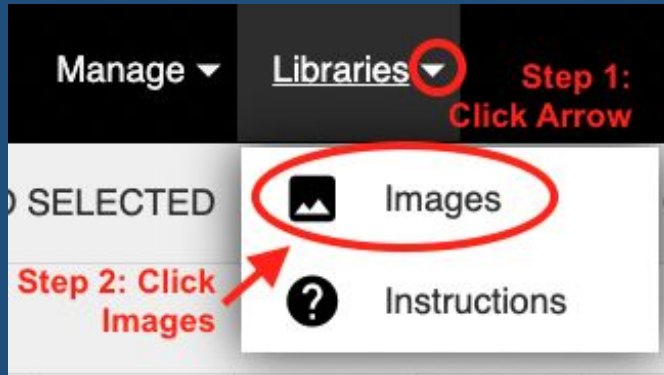
Trouble Adding Photos?

- ★ Once you save an image in your library, it might take a minute to fully process. Next, add the pictures to a Photo Album – check the next slide for instructions!
- ★ If you can't see the picture, refresh your internet browser.
- ★ This should fix it, but if you still can't see the picture, reach out to your Regional Liaison Team for help.

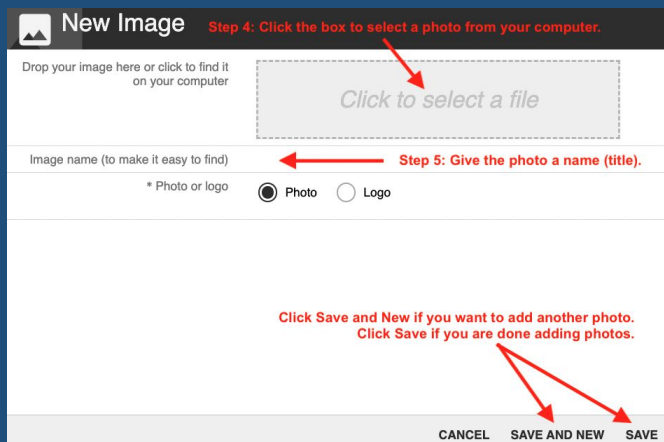
Use photos that show your group or location furthering the WAA mission!

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Add photos of your local cemetery.



Step 3: Click the + in the bottom right corner of the page.



Ideas for a Photo Album

Share how your group and/or location has been furthering the WAA mission through photos!

Select photos of your community working together to REMEMBER, HONOR, and TEACH.

Show your volunteers in action at fundraising events!

Share what you are doing all year round to teach about the value of freedom.



Photo Albums

Manage and share photo albums for your supporters to enjoy. Photo albums can be automatically posted on the "Photo Album" section of your Sponsorship Site. You can also allow your supporters to add their photos to your albums.

[Manage Albums](#)

Unite your community by inviting them to join you on National Wreaths Across America Day!

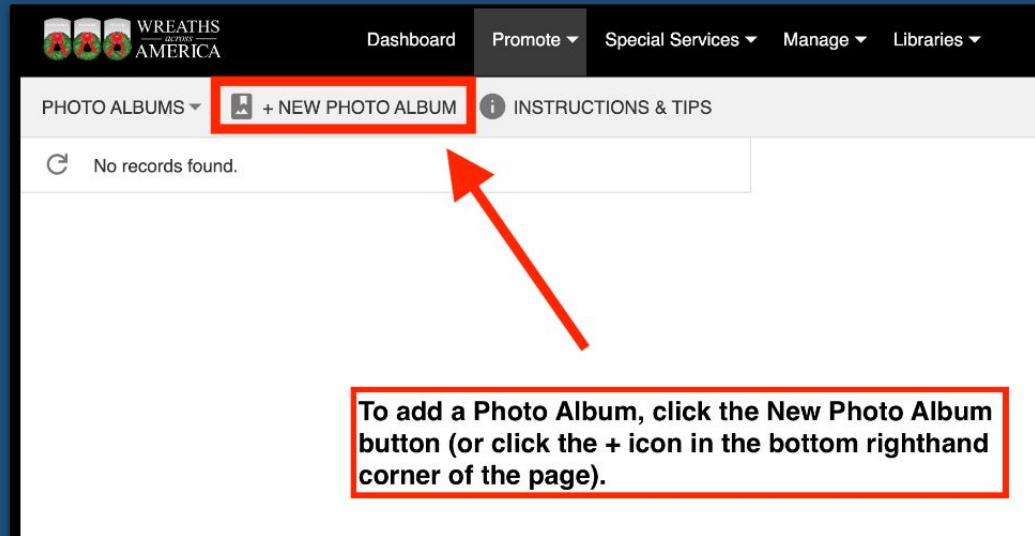
Use photos of your wreath laying ceremony to share what the WAA mission is all about.

If your location is able to accept Grave Specific Requests, share the photos of those wreaths after they are placed.

Capture your community working together to dispose of the wreaths. We care about keeping the cemetery clean!

How To: Create a Photo Album

Navigate to the Photo Albums page by clicking "Manage Albums" on your Dashboard (or from the Promote menu).

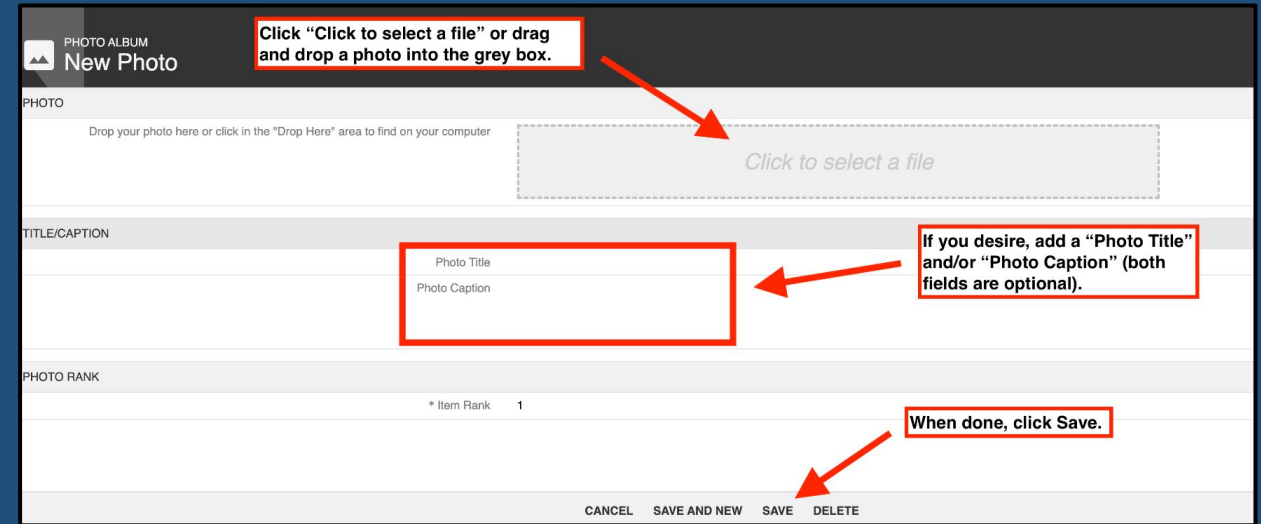
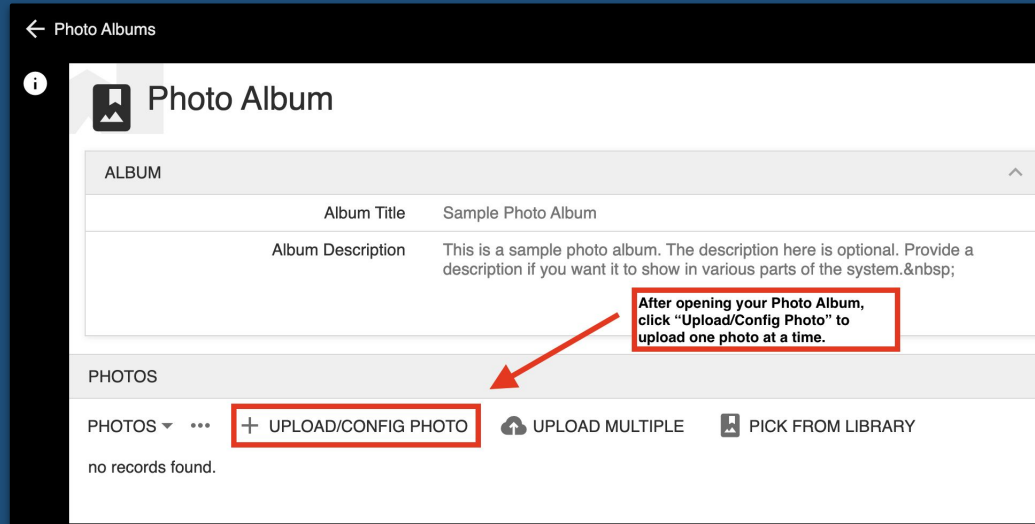


The screenshot shows the 'New Photo Album' form. It has a title bar with a photo icon and the text 'New Photo Album'. The form contains several fields: '* Album Title' (with the value 'Sample Photo Album'), 'Album Description' (with a sample text), '* Feature Album' (a toggle switch), and '* Location Or Group' (with the value 'NV0116 - 702 Xventures'). At the bottom, there's a 'Text' field. A red box highlights the 'Album Title' field, another red box highlights the 'Album Description' text area, and a third red box highlights the 'SAVE' button. Red arrows point from text boxes to each of these elements. The text boxes contain the following instructions: 'Click Save to continue to the next step and add photos to the album.' and 'This is a sample photo album. The description here is optional. Provide a description if you want it to show in various parts of the system.'

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How To: Add Album Photos, One at a Time

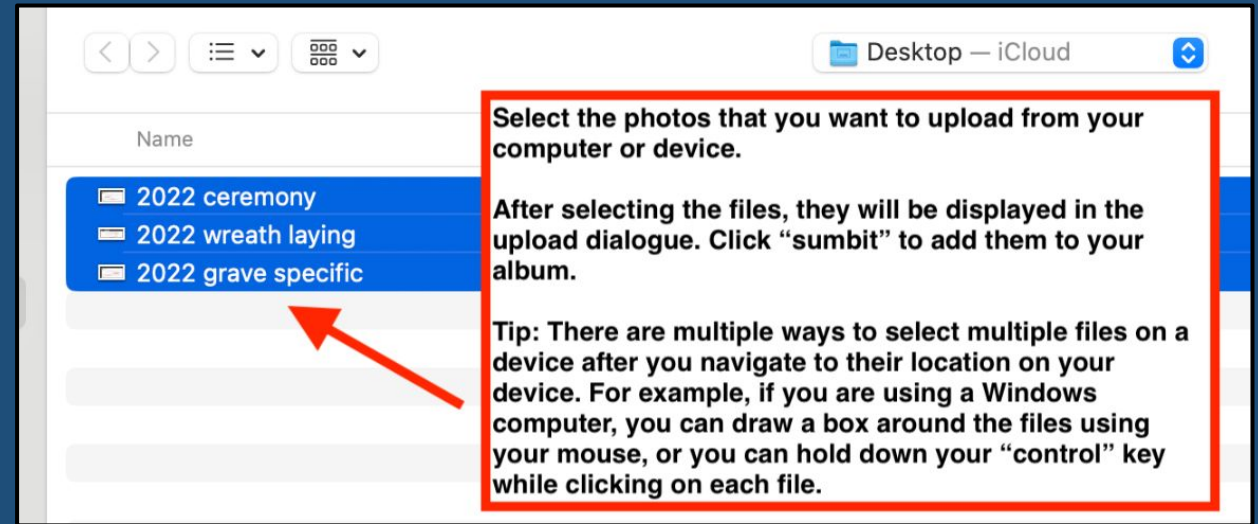
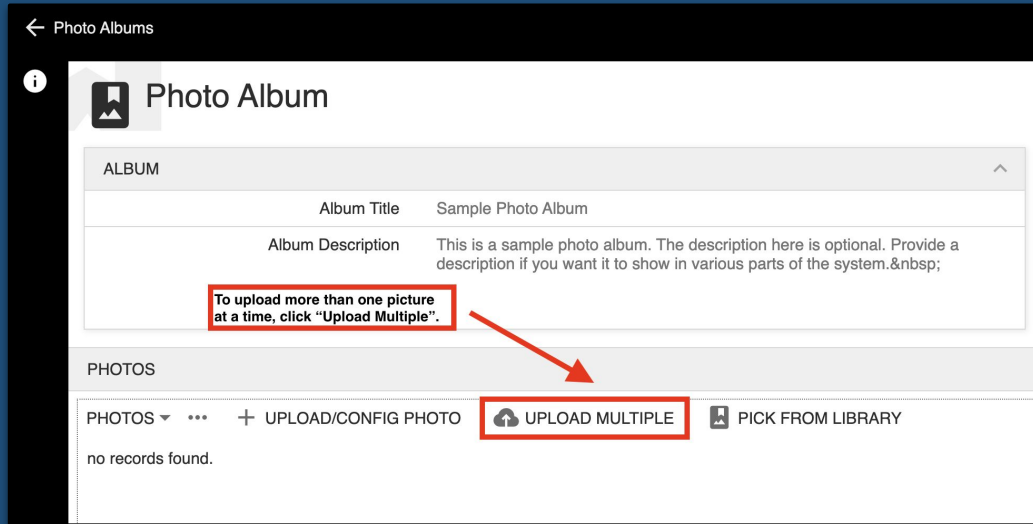
After your Photo Album is created, it will show on the Photo Albums page. Click anywhere on it to add pictures.



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How To: Add Album Photos, Upload Multiple

After your Photo Album is created, it will show on the Photo Albums page. Click anywhere on it to add pictures.



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How To: Photo Menu Option in Albums

Tip! The first Photo in your Album will be treated as the Cover Photo.

The screenshot shows the 'Photo Album' management interface. At the top, there's a header 'Photo Album' with a settings icon. Below it, a table lists album details: 'Album Title' (Sample Photo Album) and 'Album Description' (This is a sample photo album. The description here is optional. Provide a description if you want it to show in various parts of the system.). To the right is a 'SETTINGS' button. Below the table is a 'PHOTOS' section showing 'PHOTOS (4)' and '1 item selected.'. A context menu is open over the first photo, listing options: 'Set Title/Caption', 'Upload/Edit Photo', 'Set Photo Rank', 'View Fullsize Image', 'Delete', 'Edit Item', and 'New Item'. Three red callout boxes provide instructions: 1. 'One way to add titles and captions or change the order that your photos are displayed in the album is to click the 3 dots to the lower right of any photo. It will bring up a menu of options for the photo.' (pointing to the menu icon). 2. 'Click "Set Title/Caption" to type your title (or caption). Click "Save" when you are done.' (pointing to the 'Set Title/Caption' option). 3. 'Click "Set Photo Rank" to change the order that your photos are displayed in the album. Click "Ok" when you are done.' (pointing to the 'Set Photo Rank' option). Below the menu, the first photo is shown with a 'n/a Photo Title' and a '3 dots' menu icon. The second photo is also shown with a 'n/a Photo Title' and a '3 dots' menu icon. The third photo is shown with a 'n/a Photo Title' and a '3 dots' menu icon.

Photo Album

Album Title Sample Photo Album

Album Description This is a sample photo album. The description here is optional. Provide a description if you want it to show in various parts of the system.

SETTINGS

PHOTOS

PHOTOS (4) ...

1 item selected.

Set Title/Caption

Upload/Edit Photo

Set Photo Rank

View Fullsize Image

Delete

Edit Item

New Item

Click "Set Title/Caption" to type your title (or caption). Click "Save" when you are done.

Click "Set Photo Rank" to change the order that your photos are displayed in the album. Click "Ok" when you are done.

Click "Delete" to remove a photo from the album.

n/a Photo Title

n/a Photo Title

n/a Photo Title

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Post a NEWS ARTICLE

Get started by clicking Manage Articles, then click the (+) plus sign in the bottom right corner of the page.

The 'New News' form is shown with the 'News' tab selected. The 'Title' and 'Snippet' fields are marked as 'Required'. Red arrows point to these fields with the following instructions: 'The Title should be eye-catching.' and 'The snippet should be one short sentence that describes the news article.'

The 'New News' form is shown with the 'Body' tab selected. The 'EDIT Body' button is circled in red. A red arrow points to the text area with the instruction: 'Add the text of the news article here!'. Another red arrow points to the formatting toolbar with the instruction: 'Adjust the font and formatting of this page by selecting the options listed above.' A third red arrow points to the 'Save' button with the instruction: 'Click Save when complete.'

The 'New News' form is shown with the 'Media' tab selected. The 'Media' tab is circled in red. Red arrows point to the 'Include Album' and 'Include Video' toggle switches with the instruction: 'Do you have photos or videos to include with the news article? Add them here!'. A fourth red arrow points to the 'Banner Name' dropdown menu with the instruction: 'Be sure to add them to your Image Library prior to this step.'

The 'New News' form is shown with the 'Settings' tab selected. The 'Settings' tab is circled in red. A red arrow points to the 'Author Page Name' dropdown menu with the instruction: 'If you oversee multiple groups or locations, be sure to select the correct Group ID or Location ID for the page you would like this news article to appear on.'

News Articles

Post news articles on your page to engage potential volunteers and donors, as well as to keep your supporters informed of your progress. Distribute your news articles to media outlets or receive help distributing from WAA's media team.

[Manage Articles](#)

News articles that feature your group or location furthering the mission of Wreaths Across America to **REMEMBER, HONOR, and TEACH** are a great addition for your WAA page!

Create a Page Alert

A Page Alert is a message that immediately pops-up in a box when someone visits your page.

Use a Page Alert to encourage donors to help meet your goal!

Gather help for the wreath clean-up at the cemetery!

Invite supporters to attend your fundraising events or share important details for the wreath laying ceremony.

The image shows two screenshots from the Wreaths Across America website. The top screenshot shows the 'Manage' dropdown menu with options: Research Orders, Grave Specific, Reporting, Page Alerts, Event Scheduling, and Event Participants. Red arrows point to 'Manage' (Step 1: Click Manage) and 'Page Alerts' (Step 2: Click Page Alerts). The bottom screenshot shows the 'New Page Alert' form. Red circles and arrows highlight specific fields and instructions:

- Title:** Required. The Title of your Page Alert should be short and to the point (Example: Fundraising Event, Ceremony Details, Wreath Clean-Up, etc.).
- Text:** Required. The Text should be concise, but clearly explain what you want your supporters to be aware of.
- Show On (EST):** Tomorrow, 12:18:45 AM. Show On = Start Date of the Page Alert.
- Hide After (EST):** Next Tue, 12:18:45 AM. Hide After = End Date of the Page Alert.
- Page Name:** NMCLYC - Clayton Cemetery. If you oversee multiple groups or locations, click these arrows to select the page you want the alert to show up on.

At the bottom of the form, there is a note: **** Back date the Show On date if you want the Page Alert to appear immediately. **** and three buttons: CANCEL, SAVE AND NEW, and SAVE.

WAA Communication Policy

It's quick and easy to message supporters on the Dashboard!

WAA does not share sponsor or volunteer contact information.

Protecting Sponsor and Volunteer Information helps ensure their continued participation year after year.



Communication with sponsors must be initiated through the WAA Dashboard.



If a sponsor or volunteer freely gives you their contact information, then consent is assumed and you may communicate with them off the WAA Dashboard.



You may not solicit sponsors for order corrections, to recruit them for other groups/locations, or to solicit funds for other organizations than Wreaths Across America.

REMEMBER - HONOR - TEACH

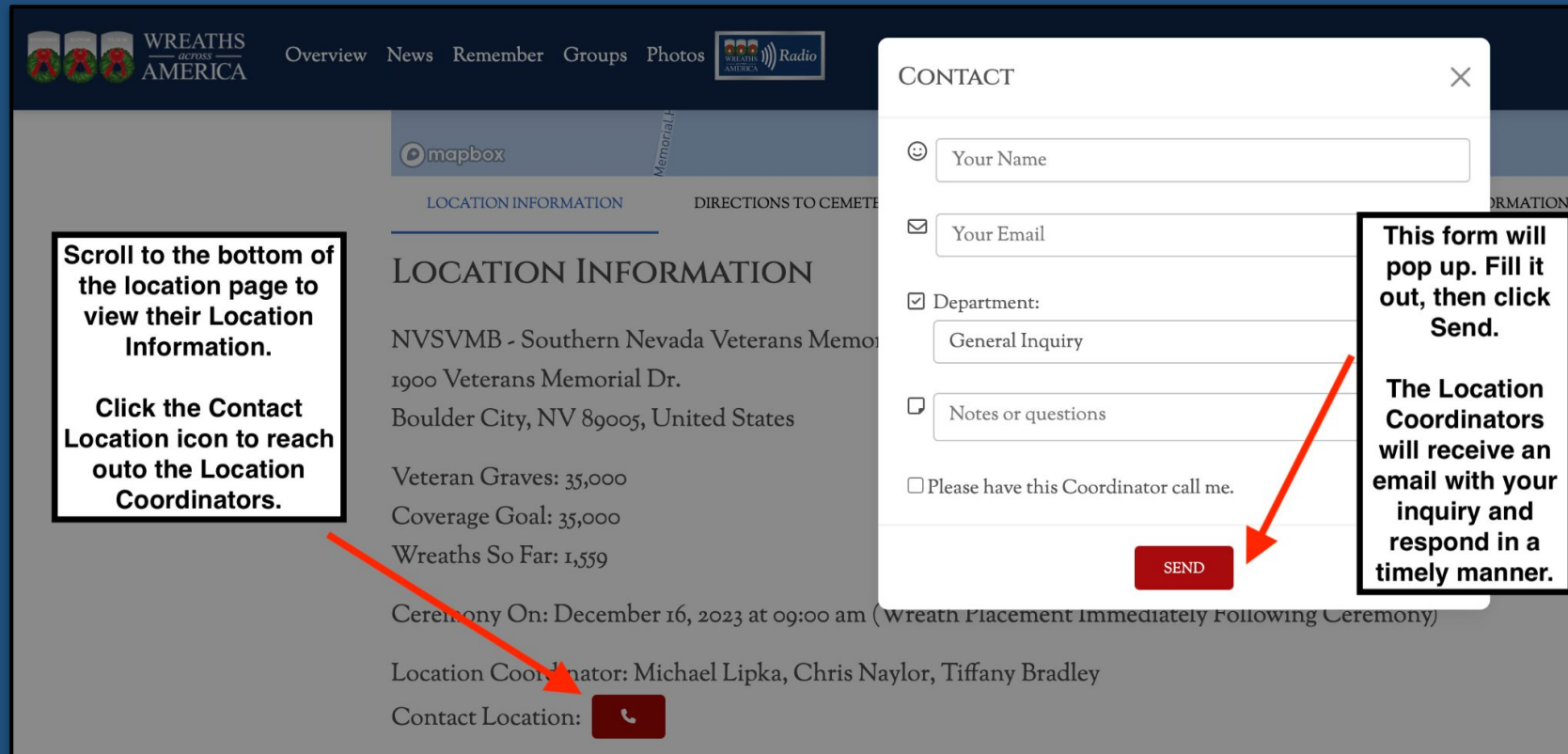
Wreaths Across America: Messaging Supporters

Wreaths Across America offers several different ways to help you clearly and consistently communicate with your local supporters of the Wreaths Across America mission:

- ★ Group Leaders, Sponsors, and Volunteers can contact the **Location Coordinators** to offer their help with planning or to ask questions.
- ★ Location Coordinators can easily connect with their supporting **Sponsorship Groups** to involve them.
- ★ Group Leaders and Location Coordinators can thank their **Sponsors** for their support and give updates to **Volunteers** who are registered to help!
- ★ Group Leaders and Location Coordinators can reach out to **Grave Specific Sponsors** to get additional information or to let them know a wreath was placed and send them a picture. *Join us next month for instructions on how!*



Messaging Location Coordinators



The screenshot shows the Wreaths Across America website. The top navigation bar includes links for Overview, News, Remember, Groups, Photos, and a Radio button. The main content area is titled "LOCATION INFORMATION" and provides details for the NVSVMB - Southern Nevada Veterans Memorial Cemetery. It includes the address, number of graves, coverage goal, and wreaths placed so far. A contact form is overlaid on the right side of the page, titled "CONTACT". The form has fields for "Your Name", "Your Email", and "Department" (with a dropdown menu set to "General Inquiry"). There is also a checkbox for "Notes or questions" and a checkbox for "Please have this Coordinator call me.". A red "SEND" button is at the bottom of the form. A red arrow points from the "Contact Location" link on the page to the "SEND" button. Another red arrow points from a text box on the left to the "SEND" button.

WREATHS across AMERICA

Overview News Remember Groups Photos Radio

mapbox

LOCATION INFORMATION

DIRECTIONS TO CEMETERY

LOCATION INFORMATION


NVSVMB - Southern Nevada Veterans Memorial Cemetery

1900 Veterans Memorial Dr.
Boulder City, NV 89005, United States

Veteran Graves: 35,000
Coverage Goal: 35,000
Wreaths So Far: 1,559

Ceremony On: December 16, 2023 at 09:00 am (Wreath Placement Immediately Following Ceremony)

Location Coordinator: Michael Lipka, Chris Naylor, Tiffany Bradley

Contact Location: 

CONTACT

Your Name

Your Email

Department: General Inquiry

Notes or questions

Please have this Coordinator call me.

SEND

Scroll to the bottom of the location page to view their Location Information.

Click the Contact Location icon to reach out to the Location Coordinators.

This form will pop up. Fill it out, then click Send.

The Location Coordinators will receive an email with your inquiry and respond in a timely manner.

WAA Location Coordinators are volunteers and do their best to communicate their wreath laying ceremony plans through their location page details, with page alerts, and through the messaging system.

Please take the time to read through their page first, then contact them if you still have questions, and allow them time to get back to you.

Remember, many Location Coordinators are just like you and work full time jobs and have family and other responsibilities outside of their volunteer time for WAA.

REMEMBER - HONOR - TEACH

Messaging Sponsorship Groups

An opportunity to serve!

Many Sponsorship Groups want to help with the wreath laying ceremony at the location they support. Their involvement in the Wreaths Across America mission gives them an opportunity to serve their community and local veterans.

Location Coordinators can give them an opportunity to serve by involving them in planning and logistics such as parking and traffic control, ceremony set-up and presentation, wreath disbursement, grave specific placements, and clean up.

Location Coordinators can use the [Messaging Module](#) on their Dashboard to contact their Sponsorship Groups.

Share important details about the wreath-laying ceremony at your location!

Ask for help with Wreath Day planning and logistics at your location!

REMEMBER - HONOR - TEACH

Messaging Sponsors

Remember the fallen, Honor those who serve, and Teach the next generation the value of freedom. It's the mission of Wreaths Across America. It's WHY our sponsors support us each year.

Taking the time to thank your Sponsors for their support goes a long way and inspires them to get involved in all of the different programs offered through the Wreaths Across America mission!

How to message Sponsors?

Use the Messaging Module to:

- ★ Let Sponsors know the details for Wreath Day and invite them to attend and participate.
- ★ Message previous Sponsors to remind them to sponsor if they haven't already.

Use Research Orders to:

- ★ Thank individual Sponsors for their support using the WAA thank you template.
- ★ Send a personal message to individual Sponsors.


REMEMBER - HONOR - TEACH



How To: Message in Research Orders




















Research Orders

Research order history involving all of your Sponsorship Sites. Search by donor name, email, check number, order date, or any other search terms needed to find records. Export to word, excel, and other formats.

Research Orders

 ADVANCED SEARCH
Research Orders

Match all conditions  with specified filters 

Order No	contains 	<u>text</u>
Wreath Year	equals 	2023 
Transaction Type	equals 	text 
Store Receipt No	contains 	text
Line No	contains 	text
Order Date	between 	date and date
Donor Name	contains 	text
Donor Email	contains 	text
Donor Phone	contains 	text
Location Name	equals 	text 
Group Name	equals 	text 
Group Member	equals 	text 
Payment Type	equals 	text 

Click Search to generate your results.

SHOW LESS CANCEL RESET SEARCH

Research Orders is an excellent way to see the specific details of each order that supports your Group or Location.

Find specific orders using the Advanced Search options to filter the report.

Messaging is only available for those with an email address on file with WAA.

REMEMBER - HONOR - TEACH

Messaging in Research Orders

Click the 3 dots in the top right corner of any order to message individual Sponsors.

- ☐ **Send Thank You:** This is a WAA template and can be edited.
- ☐ **Send Message:** This acts similar to a blank email and can be customized however you would like.

The Message Status lets you know if we have an email address on file for the Sponsor. Once an email is sent, it will update to show the status of the last message. *Keep in mind messages can only be sent to those who provided us with an email address.*

RESEARCH ORDERS (34) DOWNLOAD

Matched: Wreath Year equals "2023".

Order No 2106216	Donor Phone n/a	Wreaths Paid For 2.0
Wreath Year 2023	Location Name NYLINC - Long Island National Cemetery	Three For2 Wreaths 1.0
Transaction Type Finance	Group Name NV0116 - 702 Xventures	Matching Wreaths 0.0
Store Receipt No n/a	Plan 3 Wreaths for 2	Total Wreaths 3.0
Line No 5534863	Group Member n/a	Sale Amount \$20.00
Order Date 1/30/2023 12:00 AM	Product Sponsor A Wreath	Message Status Email Not Avail
Donor Name <input type="text"/>	Payment Type Mail/Check	
Secure Email n/a	Check Number 8835	

Click the 3 dots in the top right corner of any order to send the Sponsor the templated thank you message or to send a personalized message.

Send Thank You
 Send Message

Messages will only be sent to Sponsors who provided WAA with an email address.

REMEMBER - HONOR - TEACH

Messaging Volunteers

Volunteers want to help!

Communicating with registered volunteers will help your event run more smoothly on National Wreaths Across America Day.

Volunteers want to know WHERE to be, WHEN to be there, WHAT is involved as a volunteer, and any other pertinent information about the event at your location.

Registered Volunteers may not realize they can make a sponsorship as well as help place wreaths. Messaging them is a great way to help them understand that the wreaths are all community funded through sponsorships and to ask for their support.

How to Contact Volunteers?

Use the Messaging Module to:

- ★ Invite Volunteers to help ensure a wreath for every veteran and sponsor if they haven't already.
- ★ Send a message to previous Volunteers to encourage their participation on National Wreaths Across America Day or to ask for help.

Use Event Scheduling to:

- ★ Leading up to wreath day, message all Volunteers using the WAA templated reminder messages that are customizable.
- ★ Contact individual Volunteers with important information about their event registration through event participants.

REMEMBER - HONOR - TEACH

How to: Message in Event Scheduling

For Location Coordinators ONLY:

Select any of the WAA messaging templates found under Event Scheduling.

- ☐ **Resend Registration:** Use this if you want to resend registration info.
- ☐ **Send Reminder:** Send this a week or two prior to the event to share important information.
- ☐ **Send General Message:** Use this to share specific information for your wreath day plans.

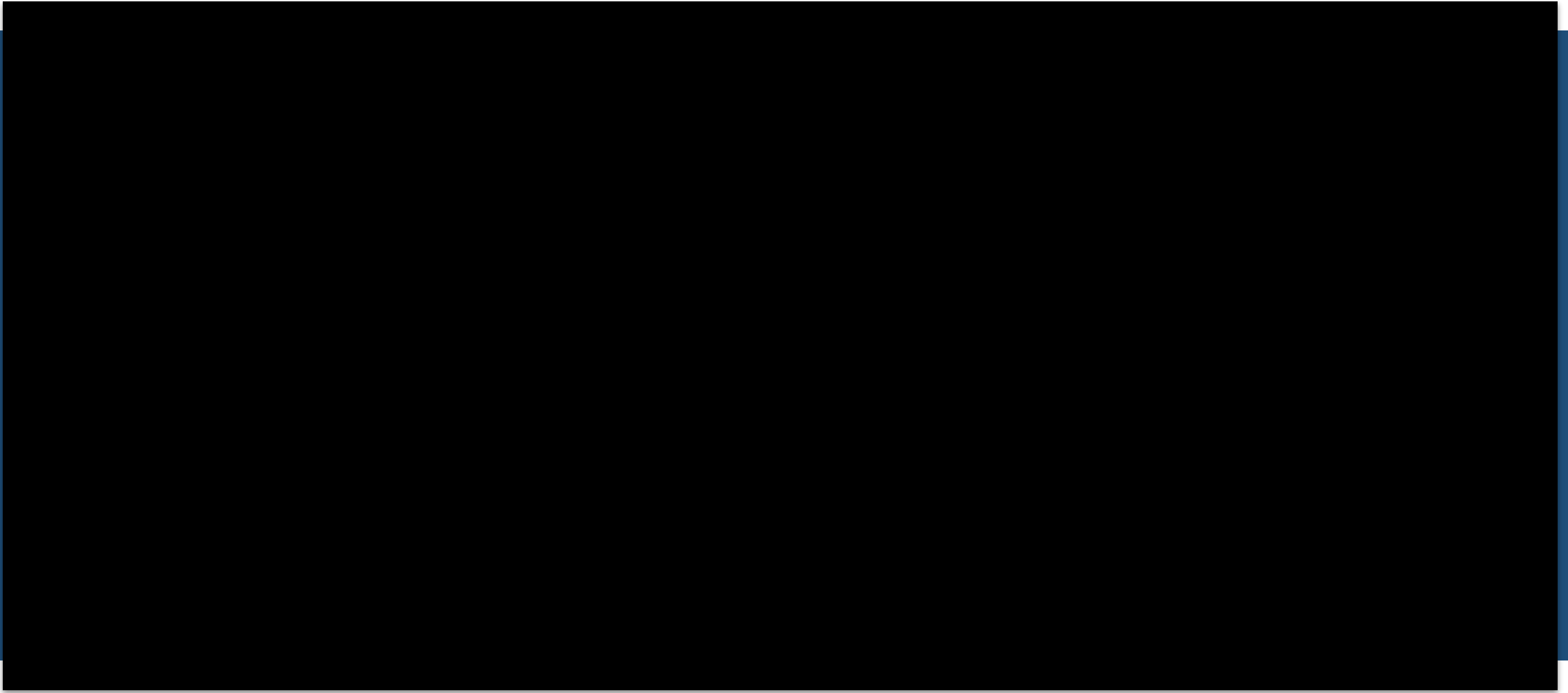
Each message can be customized.

- ☐ **No, Use System Default:** this will not send the default message only.
- ☐ **Yes, For All My Events:** this will save your message for all events.
- ☐ **Yes, For This Event Only:** this will save the message only for the event you are currently in.

REMEMBER - HONOR - TEACH

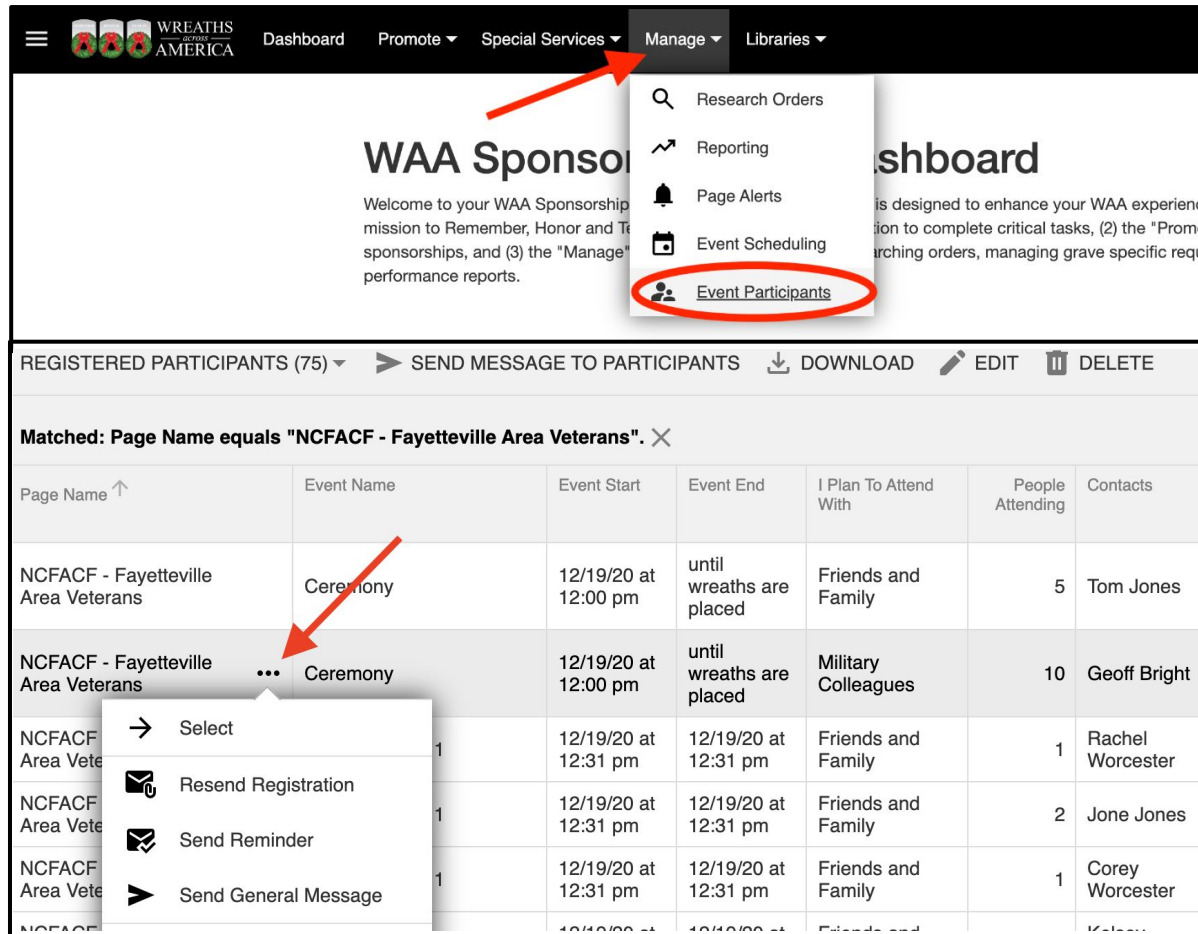
How To: Message in Event Scheduling

Click the video below or click [HERE](#) to watch the step-by-step instructions.



REMEMBER - HONOR - TEACH

How To: Message in Event Participants



The screenshot shows the Wreaths Across America dashboard. The 'Manage' dropdown menu is open, with 'Event Participants' highlighted. Below the menu, the 'REGISTERED PARTICIPANTS (75)' section is visible. A table lists participants, with a red arrow pointing to the three dots next to 'NCFACF - Fayetteville Area Veterans'. A dropdown menu is open for this participant, showing options: 'Select', 'Resend Registration', 'Send Reminder', and 'Send General Message'.

Page Name ↑	Event Name	Event Start	Event End	I Plan To Attend With	People Attending	Contacts
NCFACF - Fayetteville Area Veterans	Ceremony	12/19/20 at 12:00 pm	until wreaths are placed	Friends and Family	5	Tom Jones
NCFACF - Fayetteville Area Veterans	Ceremony	12/19/20 at 12:00 pm	until wreaths are placed	Military Colleagues	10	Geoff Bright
NCFACF - Fayetteville Area Veterans	Ceremony	12/19/20 at 12:31 pm	12/19/20 at 12:31 pm	Friends and Family	1	Rachel Worcester
NCFACF - Fayetteville Area Veterans	Ceremony	12/19/20 at 12:31 pm	12/19/20 at 12:31 pm	Friends and Family	2	Jone Jones
NCFACF - Fayetteville Area Veterans	Ceremony	12/19/20 at 12:31 pm	12/19/20 at 12:31 pm	Friends and Family	1	Corey Worcester

For Location Coordinators ONLY:

The Event Participants Report is only available for Location Coordinators because they are responsible for planning the logistics of the wreath laying ceremony.

This report can be sorted however you like!

- ❑ Click any column header to select filter options.
- ❑ Message individual volunteers by clicking the 3 dots next to their name, then selecting a message template.
- ❑ If you want to message multiple volunteers the use the Event Scheduling feature.

REMEMBER - HONOR - TEACH

The Messaging Dashboard!

There are 6 sections in the messaging module!

- ❑ **Compose Messages:** Write a message to send or save it as a draft for later.
- ❑ **Draft Messages:** View all your saved drafts.
- ❑ **Scheduled Messages:** View messages that you have scheduled to send at a later date.
- ❑ **Sent Messages:** View all the messages you have sent.
- ❑ **My Contacts:** Upload your own contacts to message for support.
- ❑ **Sponsors/Volunteers:** Write a message to past and or current year sponsors and volunteers.

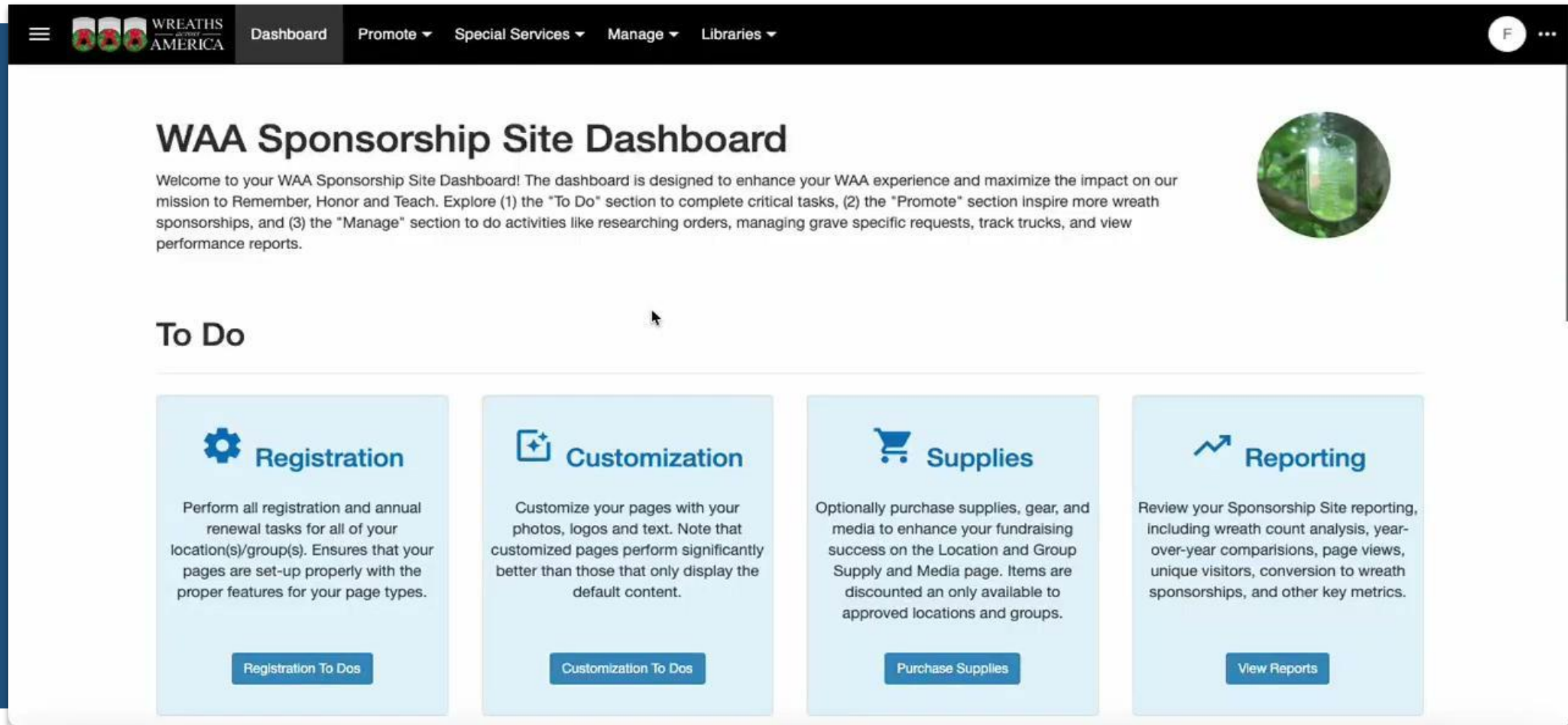
The screenshot displays the 'MESSAGING DASHBOARD' with the following sections:

- Compose Messages:** Shows a count of 3. Text: "Click 'Compose Message' to send a message now or save to send later. You currently have 3 Draft/Scheduled messages." Button: COMPOSE MESSAGE.
- Draft Messages:** Shows a count of 3. Text: "Click 'View Drafts' to review the 3 messages that you are drafting." Button: VIEW DRAFTS.
- Scheduled Messages:** Shows a count of 0. Text: "You currently do not have any messages Scheduled. Click 'Compose Message' to create a new scheduled message." Button: VIEW SCHEDULED MESSAGES.
- Sent Messages:** Shows a count of 1. Text: "Click 'View Sent' to review the statistics on your 1 Sent message." Button: VIEW SENT.
- My Contacts:** Shows a count of 0. Text: "You currently do not have any of your personal contacts uploaded. Click 'Upload My Contacts' to upload personal contacts." Button: VIEW MY CONTACTS.
- Sponsors/Volunteers:** Shows a count of 0.0 / 0. Text: "Click 'Message Sponsors/Volunteers' to send messages to past and current sponsors and/or volunteers." Button: MESSAGE SPONSORS/VOLUNTEERS.

REMEMBER - HONOR - TEACH

How To: The Messaging Dashboard

Click the video below or click [HERE](#) to watch the step-by-step instructions.



The screenshot displays the WAA Sponsorship Site Dashboard. At the top, a navigation bar includes a menu icon, the WREATHS across AMERICA logo, and links for Dashboard, Promote, Special Services, Manage, and Libraries. A user profile icon with the letter 'F' is in the top right. The main heading is 'WAA Sponsorship Site Dashboard', followed by a welcome message and a brief overview of the dashboard's purpose. Below this is a 'To Do' section with four light blue cards: 'Registration' (with a gear icon), 'Customization' (with a plus icon), 'Supplies' (with a shopping cart icon), and 'Reporting' (with an upward arrow icon). Each card contains a description of the task and a corresponding button at the bottom: 'Registration To Dos', 'Customization To Dos', 'Purchase Supplies', and 'View Reports'. A circular profile picture of a person is visible in the top right corner of the dashboard area.

WAA Sponsorship Site Dashboard

Welcome to your WAA Sponsorship Site Dashboard! The dashboard is designed to enhance your WAA experience and maximize the impact on our mission to Remember, Honor and Teach. Explore (1) the "To Do" section to complete critical tasks, (2) the "Promote" section inspire more wreath sponsorships, and (3) the "Manage" section to do activities like researching orders, managing grave specific requests, track trucks, and view performance reports.

To Do

- Registration**
Perform all registration and annual renewal tasks for all of your location(s)/group(s). Ensures that your pages are set-up properly with the proper features for your page types.
[Registration To Dos](#)
- Customization**
Customize your pages with your photos, logos and text. Note that customized pages perform significantly better than those that only display the default content.
[Customization To Dos](#)
- Supplies**
Optionally purchase supplies, gear, and media to enhance your fundraising success on the Location and Group Supply and Media page. Items are discounted and only available to approved locations and groups.
[Purchase Supplies](#)
- Reporting**
Review your Sponsorship Site reporting, including wreath count analysis, year-over-year comparisons, page views, unique visitors, conversion to wreath sponsorships, and other key metrics.
[View Reports](#)

REMEMBER - HONOR - TEACH

How to View Your Volunteer Report

Are you looking for a quick count of volunteers from your group or for your location?

Go to Manage, then Reporting, then Volunteers by Event.

When a supporter visits your group or location page and clicks the red Volunteer button to register to help at your event, they will be added to this list!

Make note, Location Coordinators can edit and message registered volunteers by following the instructions in the two previous slides.

The screenshot shows a web interface for viewing volunteer reports. On the left, there are filters for 'Current Year' (with a selected 'Current' option), 'Cemetery Or Group' (with two options: 'CO0251P - Fort Logan Wreaths Day Team' and 'COFLND - Fort Logan National Cemetery'), and 'Event' (with one option: 'COFLND: Ceremony - 12/17/22 at 10:00...'). A red arrow points to the 'COFLND - Fort Logan National Cemetery' option with the text: 'If you oversee multiple groups or locations, check the box next to whichever one you would like to view the volunteer report for.' On the right, a large red circle highlights the number '55' with the text 'People Attending' below it. Below this, a table shows the event details and the total number of people attending.

Event	People Attending
COFLND: Ceremony - 12/17/22 at 10:00 am	55
Total	55

At the bottom of the interface, there are three tabs: 'Overview', 'Trending', and 'Details'. A red arrow points to the 'Details' tab with the text: 'Click the Details tab to view a complete list of volunteers that have signed up! It's a long report, so be sure to use the scroll bar at the bottom of the report to view all of the details for each volunteer.'

REMEMBER - HONOR - TEACH

How Many Wreaths Do You Have?

Reach out to your Regional Liaison Team if you have questions about an order!



RESULTS
2023 SO FAR
22 Wreaths Sponsored
73.3% to Goal
8 To Go!

**Online
Orders
Process in
24-48 hours**

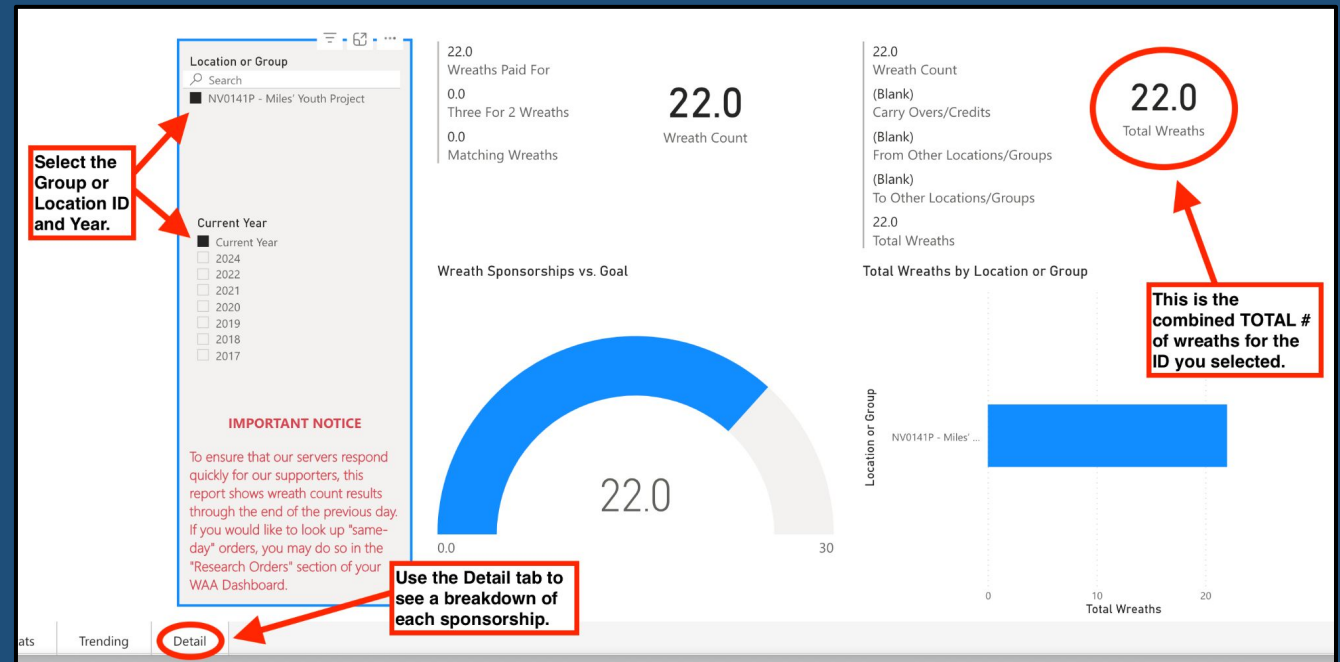
**Mailed
orders
process
in 3-4
weeks**

3 Places to View Orders

Wreath-O-Meter: Shows a live count of orders received.

Wreath Count Report: Is not live and syncs every 24 hrs during scheduled overnight system updates.

Research Orders: Shows a live count of orders received and is where you can individually thank each sponsor.



REMEMBER - HONOR - TEACH

NEW Cutoff Dates for 2024!

The November Educational Webinar goes into detail about what to expect for Cutoff this year. Mark your calendars!

WREATHS *across* AMERICA 2024 NEW CUTOFF DATES

REGION 1

DECEMBER 3RD
AT 11:59PM EST



REGION 2

DECEMBER 3RD
AT 11:59PM EST



REGION 3

DECEMBER 2ND
AT 11:59PM EST



REGION 4

NOVEMBER 29TH
AT 11:59PM EST



REGION 5

DECEMBER 3RD
AT 11:59PM EST



- ★ **While we accept sponsorships all year round, the last day that wreaths are guaranteed for delivery is the Cutoff Date.** Sponsorships received after the Cutoff Date are not guaranteed for delivery this year, but we will do our best to get them on the truck for shipment. Any wreaths that don't get delivered for placement this year will be added as a credit for the location for next year, giving them a head start for 2025!
- ★ **To give you as much time as possible to gather checks, we will email you a Cutoff Form a week before the Cutoff Date and you will fill out only if needed.** It works similarly to an IOU by letting us know you have sponsorship funds on hand, will be mailing them to us within a week of Cutoff, and want them included in the wreath shipment for the location this year.
- ★ **We always recommend making copies of the Tally Sheets and Order Forms that you mail in to help you track the processing of orders.** To submit a Cutoff Form, you will be required to upload a copy of the Tally Sheet or Order Form.
- ★ **Grave Specific Requests are not accepted on Cutoff Forms.** Mailed Grave Specific Requests must be manually added to the Grave Specific Report on your Dashboard before Cutoff.

REMEMBER - HONOR - TEACH

Grave Specifics

It's quick and easy to manage Grave Specific Requests on the Dashboard!

What is a Grave Specific Request?
A wreaths sponsored by someone to be placed on a specific veterans grave.

Sponsors may choose to place the wreath themselves or request to have a volunteer place it for them.

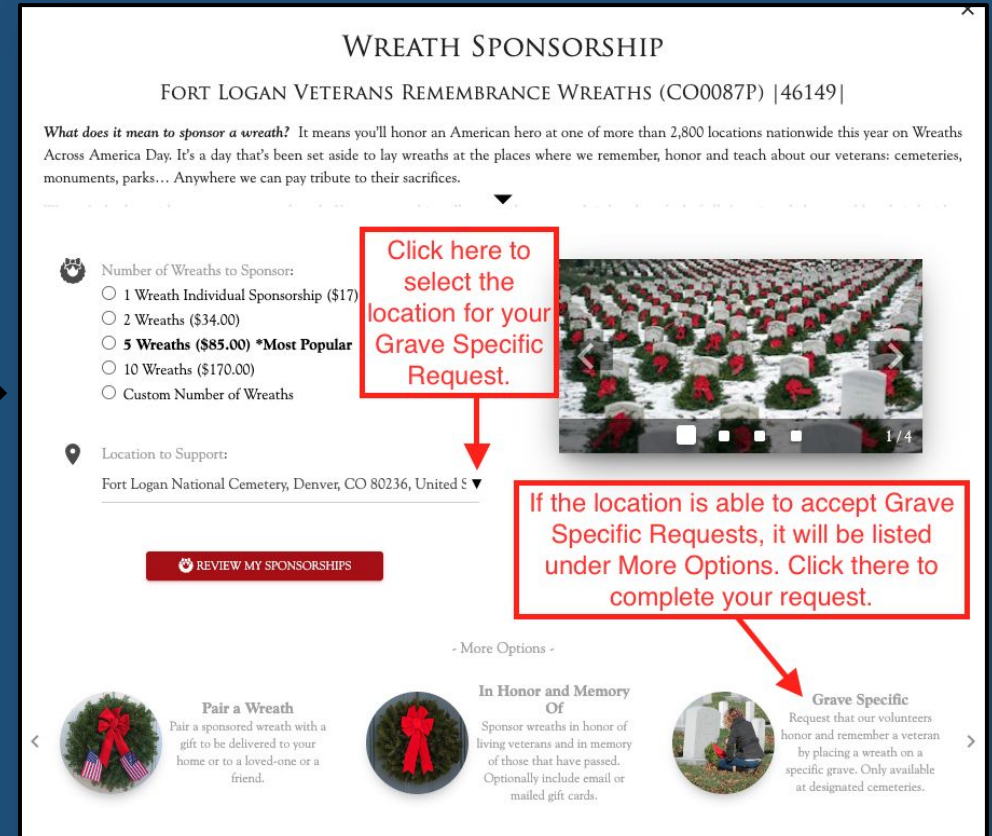
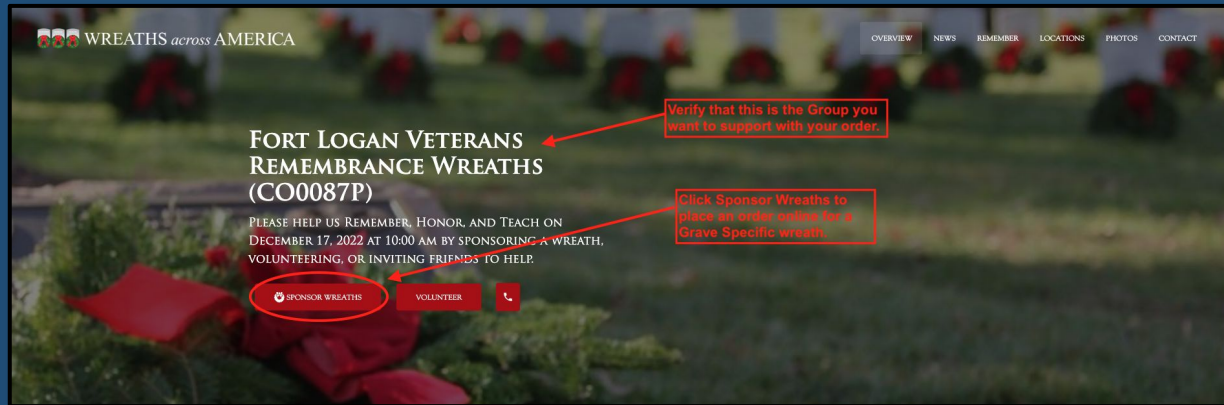
Grave Specific Requests are accepted online and in the mail.

- **For online orders**, sponsors would select the Grave Specific option prior to checkout.
- **For mailed orders**, sponsors must first verify on the location page that they are able to accept Grave Specific Requests. Then, they must mail the approved Wreath Sponsorship Grave Specific Form with their check made payable to Wreaths Across America. When their sponsorship is received at WAA-HQ the information will be entered in the system and reflected on your Grave Specific Report.
- **Volunteers may gather a list of Grave Specific Requests** and mail the sponsorships with the approved Wreath Sponsorship Order Form and Tally Sheet, then manually enter the Grave Specific Requests to the Dashboard prior to the Cutoff Date.

REMEMBER - HONOR - TEACH

How To: Sponsor a Grave Specific Request ONLINE

Request a Grave Specific wreath online through a registered WAA group page for select locations!



REMEMBER - HONOR - TEACH

How To: Sponsor a Grave Specific Request ONLINE


Provide as much veteran information as possible to ensure volunteer Location Coordinators can place the wreath.

Grave Specific

702 Xventures (NV0116) supporting NVSVMB - Southern Nevada Veterans Memorial Cemetery

Was there a special veteran in your life? A family member? A friend? We're on a mission to remember, honor and teach about these American heroes. Join us by sponsoring a wreath & we'll ensure that their sacrifice is remembered yet again.

[Learn More](#)



\$17.00

Want to send wreaths as gifts or honor multiple veterans? [Learn More](#)

Who Should Place Your Wreath?:

☐ Place Yourself: I will place this remembrance wreath

☐ A Volunteer: Please have a volunteer place this wreath for me

First Name (of Person to Honor and Remember):

Last Name (of Person to Honor and Remember):

Served in/as:


Choose Options

Date of Birth (optional):

Date of Passing (optional):

Section in Cemetery (optional):

Important: If you'd like to make a grave-specific request, please be sure to provide us with all applicable details below. Not all locations are able to accommodate grave-specific requests, but our volunteers do their very best to honor your wishes.



Required Information:

- **Veteran First and Last Name**
- **Their Military Branch of Service**


Optional (and very helpful!) Information:

- **Date of Birth**
- **Date of Passing**
- **Where They Are Location in Cemetery (Section, Row and/or Marker Number)**

REMEMBER - HONOR - TEACH

How To: Sponsor a Grave Specific Request MAILED

The Sponsor must put their email address on the form so that we can collect any missing information.



WREATHS across AMERICA
Wreath Sponsorship Grave Specific Order Form

Add QR Code Here

Sponsored wreaths are placed on grave markers at state and national veterans' cemeteries, as well as at local and community cemeteries each December for National Wreaths Across America Day.

Your donation will ensure the placement of a veteran's wreath for one or more veterans laid to rest at the participating location of your choice.

All sponsored veteran wreaths are shipped directly to the location selected by the sponsor on this form. Wreaths are not shipped to individual wreath sponsors.

Please make checks payable to:
Wreaths Across America
PO Box 249
Columbia Falls, ME 04623

Call 877-385-9504 with any questions.
Thank you for your sponsorship and for joining us in our mission to Remember, Honor, and Teach!

SPONSORSHIP TYPE	PRICE	QUANTITY	TOTAL
Individual = 1 Wreath	\$17.00		
Family = 4 Wreaths	\$68.00		
Small Business = 10 Wreaths	\$170.00		
Corporate = 100 Wreaths	\$1,700.00		

For quicker processing and the convenience of paying with a credit card, debit card, Google Pay, or PayPal, veteran wreaths may be sponsored online by scanning the QR Code above or by visiting: [\(insert direct link to group page and update the QR code\)](#)

You should be the only one to enter your credit card information at checkout on the Wreaths Across America website. For your security, do not share this information with anyone else who offers to place an order for you. To verify the validity of the QR Code, always check that wreathscrossamerica.org is part of the web address when sponsoring wreaths online.

If you prefer to pay with a check, please complete this form and mail it along with your check to Wreaths Across America at the address listed in the box above.

CHECK #	CHECK DATE	SPONSOR NAME FOR DISPLAY <i>If different than name on check.</i>
GROUP ID(s)		EMAIL ADDRESS
LOCATION ID(s)		PHONE #
DOLLAR AMOUNTS(s)		MAILING ADDRESS

To split your donation between multiple groups and/or locations, please list the IDs and dollar amounts for each.

SPECIAL REQUESTS
Please note in memory/honor of requests do not place a wreath on a specific loved one's grave.

GRAVE SPECIFIC REQUEST	IN MEMORY OF REQUEST	IN HONOR OF REQUEST
<p>You will receive an email from WAA requesting the Grave Specific information. You must respond to that email if you would like a wreath placed on your loved ones grave.</p> <p>** Grave Specific Requests must be received at WAA-HQ no later than the Cutoff Date.</p>	<p>The "In Memory Of" Name will be listed on the Wreaths Across America online Remember Wall, along with your personal message.</p> <p>NAME FOR MEMORY WALL POST</p> <p>SPONSOR EMAIL ADDRESS</p> <p>MESSAGE (optional)</p>	<p>An email will be sent to your chosen recipient from Wreaths Across America letting them know of your donation of sponsored veteran wreaths in their honor.</p> <p>RECIPIENT NAME</p> <p>RECIPIENT EMAIL ADDRESS</p> <p>MESSAGE (optional)</p>

VETERAN NAME
SPONSOR EMAIL ADDRESS
SPONSOR PHONE #

Thank you for supporting our mission to REMEMBER, HONOR, and TEACH!

Grave Specific Requests are accepted through the mail with the approved Wreath Sponsorship Grave Specific Form.

REQUIRED:

- You must first check the location page to make sure they are able to accept Grave Specific Requests.
- Complete and mail the approved Wreath Sponsorship Grave Specific Order Form with check made payable to Wreaths Across America.
- WAA will add the Grave Specific Request to the to the Grave Specific Report on the Dashboard.

Orders with incorrect or incomplete forms, and/or with illegible information will experience delayed processing times.

REMEMBER - HONOR - TEACH

The Grave Specific Report

A great organizational tool!

The Grave Specific Report is where Location Coordinators organize their list of grave specific wreaths that need to be placed on National Wreaths Across America Day. The last day to add Grave Specific Requests is the Cutoff Day.

Group Leaders can offer to help Location Coordinators by contacting sponsors if more information is needed, assisting with placement of the grave specific wreaths, and sending photos of the grave specific wreaths to sponsors.

MAILED orders are added to the Grave Specific Report after WAA - HQ receives and processes the sponsorships.

ONLINE orders are automatically added to the Grave Specific Report.

Groups can add their own Grave Specifics MANUALLY!

REMEMBER - HONOR - TEACH

How To: Gather Grave Specific Requests for MANUAL ENTRY

For your group and location to receive credit, all forms must have your Group ID and Location ID printed clearly in the required sections.

STEP 1:

Gather your own list of Grave Specific Requests.

STEP 2:

Send in their checks, using the approved Tally Sheet and Wreath Sponsorship Order Forms.

Mail Checks To:

Wreaths Across America
PO Box 249
Columbia Falls, ME 04623

Checks must be made payable to Wreaths Across America.

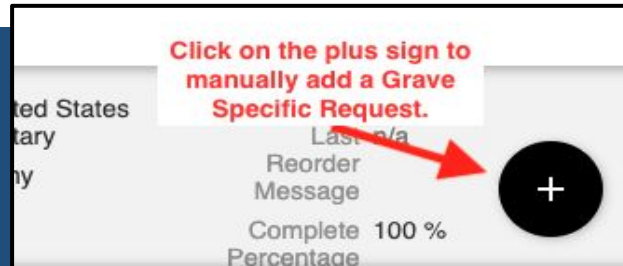
Orders mailed with the Wreath Sponsorship Grave Specific Order Form should NOT be manually entered to the Grave Specific Report.

STEP 3:

Manually enter them to the Grave Specific Report on your Dashboard prior to the Cutoff Date.

How To: MANUALLY ENTER a Grave Specific Request

Provide as much veteran information as possible to ensure volunteer Location Coordinators can place the wreath.



New Special Services

SPONSOR INFO

Order Line

* Year 2022 >

Sponsor Name for Display

LOCATION/GROUP

Group (select) >

* Location NCFACF - Fayetteville Area Veterans >

SERVICES

* Wall Post ☐

* Card Or Invite ☐

* Grave Specific ☒

* Will Place Myself ☐

Toggle ON for Grave Specific and if the sponsor wants to place the wreath.

NEW SPECIAL SERVICES

VETERAN INFO

Veteran Name Seth Pettit

Served Or Other United States Military

Branch Army

Veteran Rank

Year Of Service First

Year Of Service Last

* Living Or Passed ☒ Passed ☐ Living ☐ Not Specified

Date Of Birth

Date Of Passing

Cemetery Section

Cemetery Row

Marker Number

Other Identifying Items

Other Instructions

SERVICE STATUS

CANCEL **SAVE AND NEW** SAVE

Enter the veteran's name and as much other additional information as possible.

You must select PASSED to enter the Grave Specific details.

These details are very important!


The more info you provide, the easier it will be for the Location Coordinator to fulfill the Grave Specific Request.

Click SAVE AND NEW to add another Grave Specific Request or click SAVE if you are done entering them.

REMEMBER - HONOR - TEACH

View the Grave Specific Report


There are many different options for viewing your Grave Specific Report!

**Grave Specific**


Manage grave specific requests for your Locations or the Locations your group supports. Identify requests with missing data and message donors directly for them to provide the required information. Export to word, excel, and other formats.


Grave Specific


Special Services ▾ Manage ▾ Libraries ▾


 Grave Specific



 Grave Specific (Previous Year)

 Remember Wall

 Cards Or Invites

 All Special Services

 All Special Services (Past Years)

GRAVE SPECIFIC REQUESTS (1) ▾  IMPORT  DOWNLOAD

Order Line 2117507 - Online -
1414190 - 04/03/23 -
5549929 - Julie Bright -
NCADCC - NC0280 -
\$17.00 - Grave Specific

Member Live n/a
Veteran Name Kelly Gore
Served Or Other United States Military
Branch Navy
Cemetery Section Next to the dirt road
facing the road.
Cemetery Row n/a
Marker Number n/a
Other Identifying Shared marker with
Items Vernell Gore
Other Instructions n/a

Last More Info n/a
Message
Last Photo n/a
Message
Last Reorder Jul 25, 1:54:39 PM
Message
Complete 100 %
Percentage
Grave Specific 2. Requested Info
Status
Grave Specific Tim Gore -
Status By fayettevillewaa@gmail.com
Grave Specific 10:51 PM
Status At
Grave Specific n/a
Status Comment

...

Year 2023

Sponsor Name Julie Bright
For Display

Will Place Myself No - Volunteer

Group NC0280 - Fayetteville
Area Wreaths for
Veterans

Group Live Live

Location NCADCC - Adcock
Cemetery

Location Live Live

Group Member n/a

You can download a list for
your records by clicking on
Download.

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Search the Grave Specific Report

It's easy to filter the Grave Specific Report to quickly find the request you are looking for!

Use the quick filters to help you manage and plan.

Veterans Name - Use this filter to find a specific Veteran.

Will Place Myself - Use this to filter to pull a list for disbursement on wreath day.

Complete Percentage - Use this filter to quickly send a message to request more info for those not at 100%.

Other Instructions - Use this filter to quickly see if anyone had any special instructions.

The screenshot shows the 'Grave Specific Requests' search interface. At the top, it says 'ADVANCED SEARCH' and 'Grave Specific Requests'. Below this, there are two main sections: 'Match all conditions' and 'with specified filters'. The 'Match all conditions' section has a dropdown menu set to 'Order Line' with the operator 'equals' and the data type 'text'. The 'with specified filters' section has a dropdown menu set to 'Year' with the operator 'equals' and the value '2023'. Below these, there are three more filters: 'Sponsor Name For Display' (operator 'equals', data type 'text'), 'Veteran Name' (operator 'equals', data type 'text'), and 'Will Place Myself' (operator 'equals', data type 'text'). A red box highlights these three filters. To the right of the filters, there is a text box that says 'Search by Wreath Year'. Below the filters, there is a button that says 'add search condition'. At the bottom of the filter section, there is a button that says 'add matching group'. On the right side of the interface, there is a text box that says 'Search however you would like! Search by Sponsor Name, Veteran Name, or to see who is placing the wreath. Add an additional search condition for more specific filters.' Below this, there is a button that says 'Click Search to generate your results.' At the bottom of the interface, there are four buttons: 'SHOW LESS', 'CANCEL', 'RESET', and 'SEARCH'. Red arrows point from the annotations to the 'Year' dropdown, the highlighted filters, the 'Click Search to generate your results.' button, and the 'SEARCH' button.

ADVANCED SEARCH
Grave Specific Requests

Match all conditions with specified filters

Order Line equals text

Year equals 2023

Sponsor Name For Display equals text

Veteran Name equals text

Will Place Myself equals text

add search condition

add matching group

Search by Wreath Year

Search however you would like!
Search by Sponsor Name,
Veteran Name, or to see who is
placing the wreath.
Add an additional search
condition for more specific filters.

Click Search to
generate your results.

SHOW LESS CANCEL RESET SEARCH

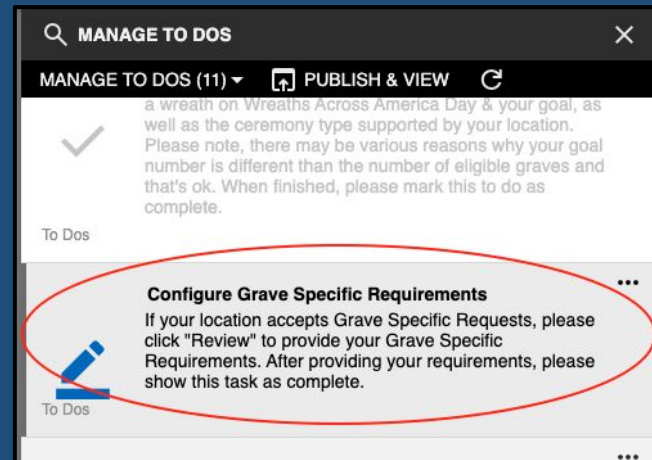
REMEMBER - HONOR - TEACH

Set Grave Specific Requirements For Your Location

This is a great way for larger cemeteries to track requests that are missing important information.

Setting Requirements for your Grave Specific Requests will not restrict people from placing orders without missing information, but it will allow you to send a message to Request More Info based on the percentage complete.

We will show you how to send those emails in a few slides.



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Manage Grave Specific Requests

Location Coordinators can delegate a team of volunteers to handle their Grave Specific Requests!

Select - Opens the order for editing

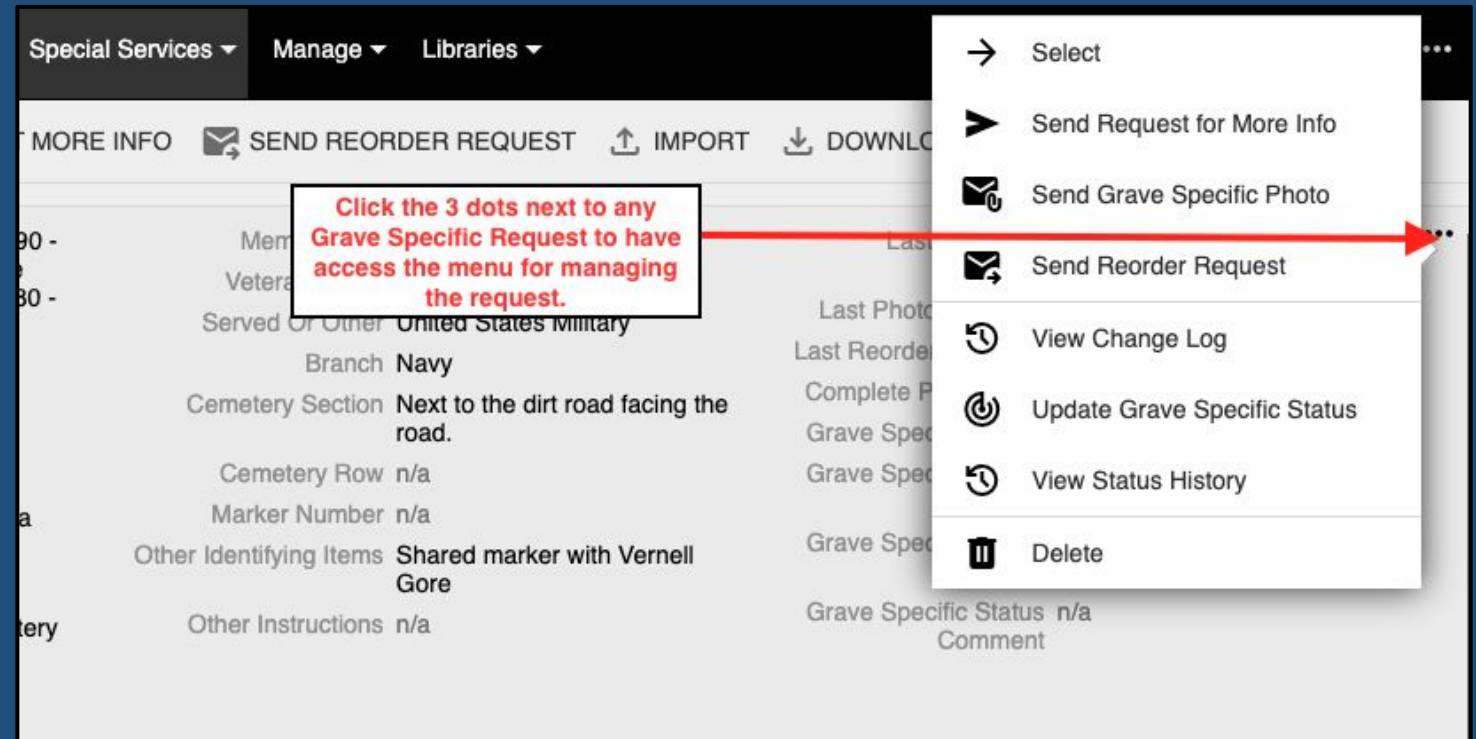
Send - These options are all messaging templates that we will discuss in detail on the next slide.

View Change Log - Opens a log so that you can view any changes or status updates that have been made to that request.

Update Grave Specific Status - Allows you to set the status to mark the request as Ready to Place, Requested Info, etc.

View Status History - Opens a log so that you can view the status updates overtime.

Delete - Allows you to delete an entry in the case of a duplicate entry.



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Message Grave Specific Sponsors

Click the 3 dots in the top right corner of any order to message of a Grave Specific Request.

Grave Specific Report Message Templates

- ❑ **Send Request for More Info:** This is a WAA template and cannot be edited. It asks for the information needed, based on the Grave Specific requirements that the Location Coordinator toggles on in their Registration To-Do's.
- ❑ **Send Grave Specific Photo:** This is a WAA template and can be edited. Be sure to toggle on to Include Attachments of the Image or Video of their grave specific wreath.
- ❑ **Send Reorder Request:** This is a WAA template and cannot be edited.

Will Place Myself No - Volunteer	Cemetery Section VE	Grave Specific Status n/a
Group CO0087P - Fort Logan Veterans Remembrance Wreaths	Cemetery Row n/a	Grave Specific Status By Kathy
Group Live Live	Marker Number 456	Grave Specific Status At Feb 2
Location COFLND - Fort Logan National Cemetery	Other Identifying Items Vietnam	Grave Specific Status Comment n/a
Location Live Live	Other Instructions n/a	
Group Member n/a		
Order Line 2084205 - Online - 1400660 - 12/20/22 - 5506864 - Rose Hoopes - COFLND - \$15.00 - Grave Specific	Member Live n/a	
Year 2023	Veteran Name Helmut J. Fischer	Last More Info Message n/a
Sponsor Name For Display	Served Or Other United States Military	Last Photo Message n/a
Will Place Myself No - Volunteer	Branch Army	Last Reorder Message n/a
Group n/a	Cemetery Section V	Complete Percentage 100 %
Group Live n/a	Cemetery Row n/a	Grave Specific Status 4. Res
Location COFLND - Fort Logan National Cemetery	Marker Number 2257	Grave Specific Status By Kathy
Location Live Live	Other Identifying Items Vietnam	Grave Specific Status At Feb 2
	Other Instructions n/a	Grave Specific Status Comment n/a

Click the 3 dots in the top right corner of any Grave Specific Request to send the Sponsor a message.

- Select
- Send Request for More Info
- Send Grave Specific Photo
- Send Reorder Request
- View Change Log
- Update Status
- Update Grave Specific Status
- View Status History
- Delete

REMEMBER - HONOR - TEACH

Sending Multiple Messages to Grave Specifics

Send an email to request missing information to all orders less than 100% complete in a few clicks!

WREATHS

across

AMERICA

Dashboard

Promote

Special Services

Ma

GRAVE SPECIFIC REQUESTS (1)

REQUEST MORE INFO

SEN

Grid

✓ List

Cards

Charts

Calendar

✓ Multi Selection

Select All

Reading Pane

Refresh

17 - Online - 1414190 -

23 - 5549929 - Julie Bright

OCC - NC0280 - \$17.00 -

Specific

right

Volunteer

0 - Fayetteville Area

s for Veterans

Other Iden

Other

CC - Adcock Cemetery

Click the arrow next to Grave Specific Request to open this menu. Next select Multi Selection if it isn't already selected.

WREATHS

across

AMERICA

Dashboard

Promote

Special Services

Manage

Libraries

GRAVE SPECIFIC REQUESTS (3)

REQUEST MORE INFO

SEND REORDER REQUEST

IMPORT

DOWNLOAD

1 item selected. Showing 3 items.

This shows you how many you have selected.

Wreaths for Veterans

Group Live Live

Location NCGLMC - Gilmont Cemetery

Location Live Live

Group Member NC0280 - Christine Bright's WAA Page

Order Line n/a

Year 2023

Sponsor Name For Display Julie Bright

Will Place Myself No - Volunteer

Group NC0280 - Fayetteville Area Wreaths for Veterans

Group Live Live

Location NCFACF - Fayetteville Area Veterans

Location Live Live

Group Member n/a

Cemetery Row n/a

Marker Number n/a

Other Identifying n/a Items

Other Instructions n/a

Member Live n/a

Veteran Name William Gardner

Served Or Other United States Military

Branch Army

Cemetery Section n/a

Cemetery Row n/a

Marker Number n/a

Other Identifying n/a Items

Other Instructions n/a

Grave Specific Status 3. Info Provided

Grave Specific Status Tim Gore - By fayettevillewaa@gmail.com

Grave Specific Status 2:28 AM

At

Grave Specific Status n/a

Comment

Last More Info n/a

Message

Last Photo Message n/a

Last Reorder n/a

Message

Complete Percentage 67 %

Grave Specific Status 2. Requested Info

Grave Specific Status Tim Gore - By fayettevillewaa@gmail.com

Grave Specific Status 4:17 AM

At

Grave Specific Status n/a

Comment

This tells you if they are missing required information. Don't forget you can filter by this to easily identify those who are missing information.

REMEMBER - HONOR - TEACH

Add Grave Specific Photo to Requests

1815033 - ONLINE - 1152979 - 10/06/22 - 5103063 - JULIE BRIGHT - NCFACF - N...



Other Instructions

Click here to add a new photo.

HELPFUL TIP: When you message the sponsor, you can send them a photo of their loved one's wreath if you use this feature!

PHOTOS

SPECIAL SERVICES PHOTO (2) ... + NEW PHOTOS See All >

Photo Name	Photo	Wall Photo	Grave Specific Photo
Carl Burr's Wreath		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Carl Burr Photo		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Check here if you want the picture on your Remember Wall.

Always SAVE your work!

CANCEL SAVE

If you have a Grave Specific Photo, it will automatically pull into the Grave Specific Photo Message.

Dear Julie Bright: Thank you so much for your grave specific request for Carl Burr at Fayetteville Area Veterans. I am writing to share the following photo we took when our volunteers placed your wreath:



Thank you very much for supporting our cemetery and allowing us the privilege of remembering your loved one.

Sincerely,

Julie Bright

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Volunteer Resource Page

Where Can I Find the Volunteer Resource Page?

Visit the main WAA page at www.wreathsasscrossamerica.org and go to Resources, then Volunteer Resource Page.

What Is The Volunteer Resource Page?

It is your go-to spot for all of the WAA approved (and updated!) order forms, documents, marketing materials, logos, press releases, webinar recordings, and volunteer tutorials.

What If I Want to Customize A Document?

If you would like to customize an image or document, email the draft to your Regional Liaison Team prior to any printing or distribution to get approval from WAA. This is required.

Should I Use a QR Code?

Yes! Be sure to link it to the WAA group page you want to support so they get credit for the orders.



WREATHS
— *across* —
AMERICA

LIVE ★ WITH ★ PURPOSE

Region 1 Liaison Team

Terra Delong & Emily Carney

207-578-6277

region1@wreathsacrossamerica.org

Region 2 Liaison Team

Miesa Bland & Janelle Eveld

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Region 3 Liaison Team

Stephanie Molina & Ana Diaz

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Region 4 Liaison Team

Amber Rocha & David Koskelowski

207-578-6284

region4@wreathsacrossamerica.org

Region 5 Liaison Team

Tiffany Lynch & Annie Brooks

207-578-6289

region5@wreathsacrossamerica.org



WREATHS *across* AMERICA

Regional Map



Meet the Locations and Groups Team



Julie Bright
Director of Locations & Groups



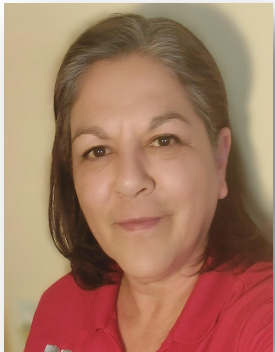
Meagan Erickson
Asst. Director of Locations & Groups



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WREATHS *across* AMERICA

THANK YOU

Wreaths Across America