



WREATHS *across* AMERICA

GRAVE SPECIFIC REPORT HOW-TO TUTORIAL

Wreaths Across America

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.

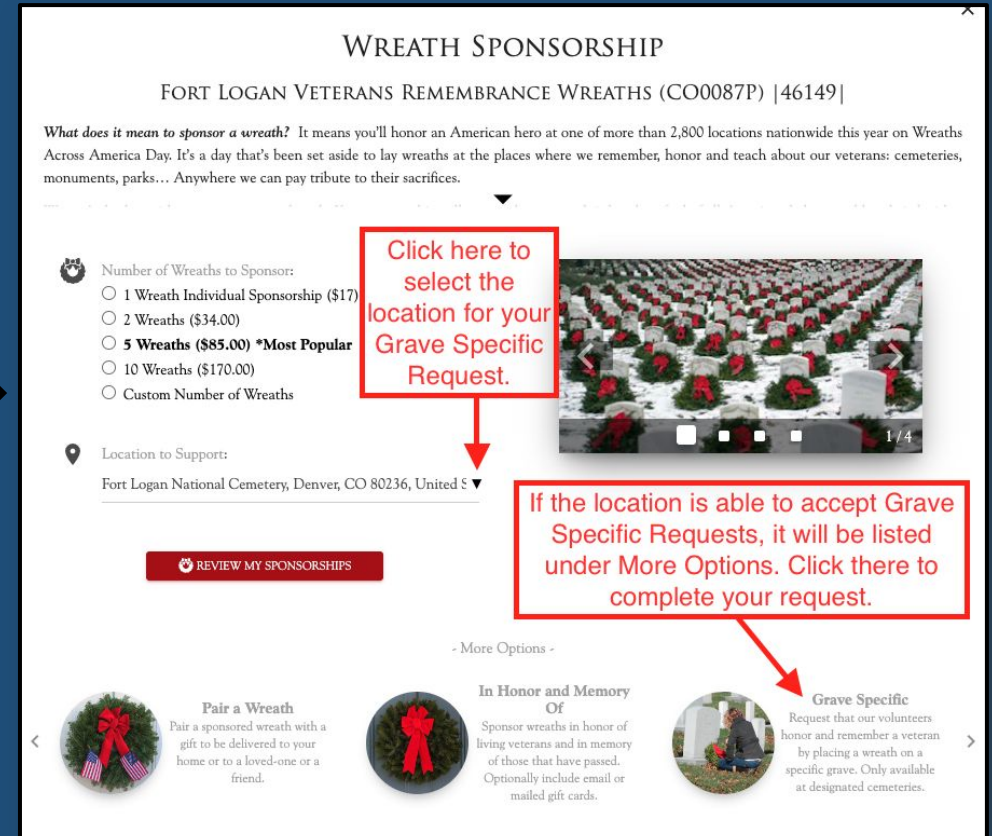
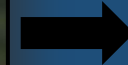
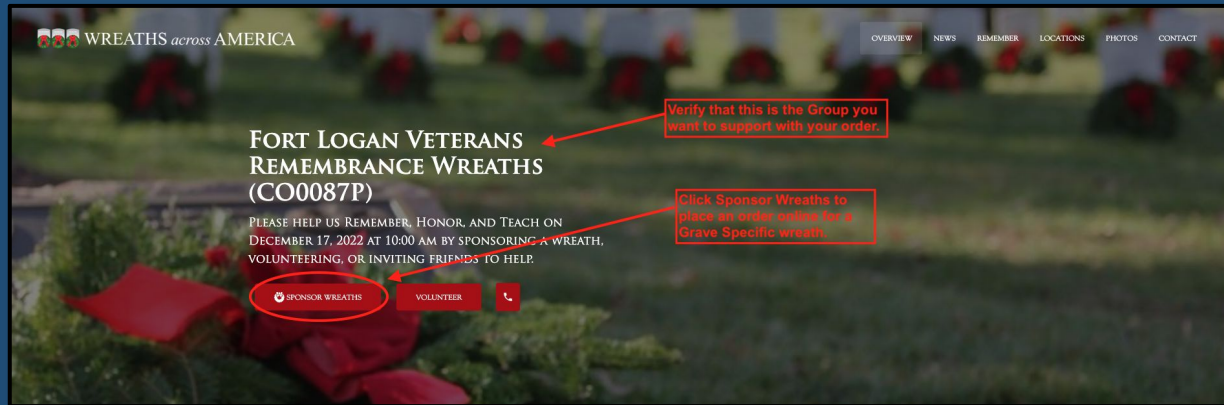
Grave Specific Requests are accepted online and in the mail.

- **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)**

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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.

| 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><i>** Grave Specific Requests must be received at WAA-HQ no later than the Cutoff Date.</i></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.

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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!

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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.

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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

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

| | | | | | | |
|-------------------|---|--------------------|--|----------------|---------------------------|-----|
| Order Line | 2117507 - Online - 1414190 - 04/03/23 - 5549929 - Julie Bright - NCADCC - NC0280 - \$17.00 - Grave Specific | Member Live | n/a | Last More Info | n/a | ... |
| | | Veteran Name | Kelly Gore | Message | | |
| | | Served Or Other | United States Military | Last Photo | n/a | |
| | | Branch | Navy | Message | | |
| Year | 2023 | Cemetery Section | Next to the dirt road facing the road. | Last Reorder | Jul 25, 1:54:39 PM | |
| Sponsor Name | Julie Bright | | | Message | | |
| For Display | | Cemetery Row | n/a | Complete | 100 % | |
| Will Place Myself | No - Volunteer | Marker Number | n/a | Percentage | | |
| Group | NC0280 - Fayetteville Area Wreaths for Veterans | Other Identifying | Shared marker with Vernell Gore | Grave Specific | 2. Requested Info | |
| | | Items | | Status | | |
| Group Live | Live | Other Instructions | n/a | Grave Specific | Tim Gore - | |
| Location | NCADCC - Adcock Cemetery | | | Status By | fayettevillewaa@gmail.com | |
| Location Live | Live | | | Grave Specific | 10:51 PM | |
| Group Member | n/a | | | Status At | | |
| | | | | Grave Specific | n/a | |
| | | | | Status Comment | | |

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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 equals text'. The 'with specified filters' section has a dropdown menu set to 'Year equals 2023'. A red box highlights the 'Sponsor Name For Display equals text', 'Veteran Name equals text', and 'Will Place Myself equals text' filters. A red arrow points from the 'Search by Wreath Year' button to the 'Year equals 2023' dropdown. Another red arrow points from a text box to the 'Sponsor Name For Display equals text' filter. A third red arrow points from a text box to the 'SEARCH' button. The text box at the bottom right says 'Click Search to generate your results.' The bottom of the interface has buttons for 'SHOW LESS', 'CANCEL', 'RESET', and 'SEARCH'.

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

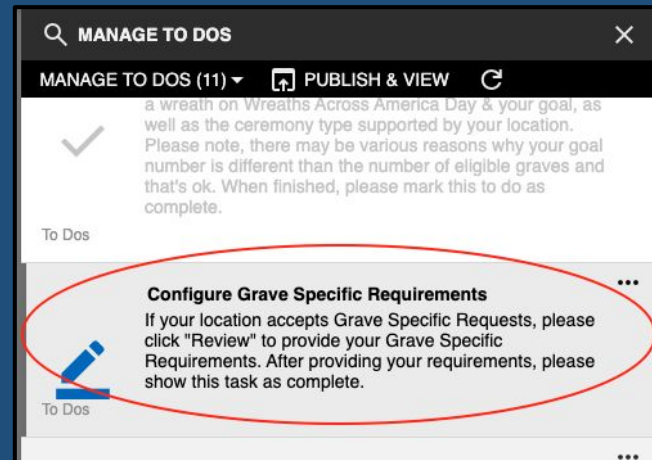
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Set Grave Specific Requirements For Your Location

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

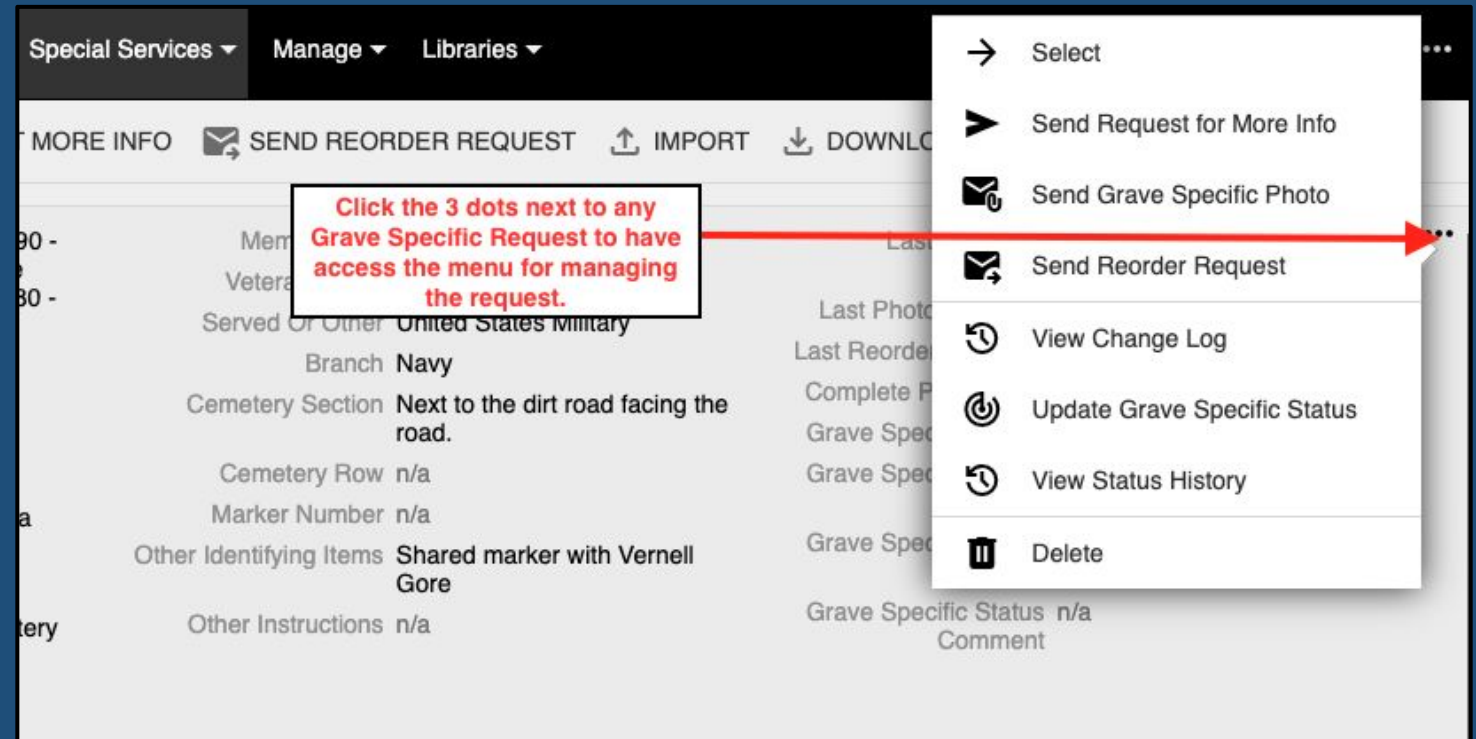
Send - These options are all messaging templates that we will discuss in detail on the next slide.

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 | Last More Info Message n/a |
| Year 2023 | Veteran Name Helmut J. Fischer | Last Photo Message n/a |
| Sponsor Name For Display | Served Or Other United States Military | Last Reorder Message n/a |
| Will Place Myself No - Volunteer | Branch Army | Complete Percentage 100 % |
| Group n/a | Cemetery Section V | Grave Specific Status 4. Res |
| Group Live n/a | Cemetery Row n/a | Grave Specific Status By Kathy |
| Location COFLND - Fort Logan National Cemetery | Marker Number 2257 | Grave Specific Status At Feb 2 |
| Location Live Live | Other Identifying Items Vietnam | Grave Specific Status Comment n/a |
| | Other Instructions 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

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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

✉ SEND

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.

Select as many that are applicable and then click on Request More Info.

| | | | | |
|--------------------------|---|--------------------|------------------------|---------------------------|
| Wreaths for Veterans | Cemetery Row | n/a | Grave Specific Status | 3. Info Provided |
| Group Live | Live | Marker Number | n/a | Grave Specific Status |
| Location | NCGLMC - Gilmont Cemetery | Other Identifying | n/a | By |
| Location Live | Live | Items | | fayettevillewaa@gmail.com |
| Group Member | NC0280 - Christine Bright's WAA Page | Other Instructions | n/a | Grave Specific Status |
| | | | | At |
| | | | | Grave Specific Status |
| | | | | n/a |
| | | | | Comment |
| Order Line | n/a | Member Live | n/a | Last More Info |
| Year | 2023 | Veteran Name | William Gardner | Message |
| Sponsor Name For Display | Julie Bright | Served Or Other | United States Military | Last Photo Message |
| Will Place Myself | No - Volunteer | Branch | Army | Last Reorder |
| Group | NC0280 - Fayetteville Area Wreaths for Veterans | Cemetery Section | n/a | Message |
| Group Live | Live | Cemetery Row | n/a | Complete Percentage |
| Location | NCFACF - Fayetteville Area Veterans | Marker Number | n/a | 67 % |
| Location Live | Live | Other Identifying | n/a | Grave Specific Status |
| Group Member | n/a | Items | | 2. Requested Info |
| | | Other Instructions | n/a | Grave Specific Status |
| | | | | Tim Gore - |
| | | | | By |
| | | | | fayettevillewaa@gmail.com |
| | | | | Grave Specific Status |
| | | | | 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

REMEMBER - HONOR - TEACH

Region 1 Liaison Team

Terra Delong & Emily Carney

207-578-6277

region1@wreathsacrossamerica.org

Region 2 Liaison Team

Miesa Bland & Janelle Eveld

207-578-6283

region2@wreathsacrossamerica.org

Region 3 Liaison Team

Stephanie Molina & Ana Diaz

207-578-6287

region3@wreathsacrossamerica.org

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



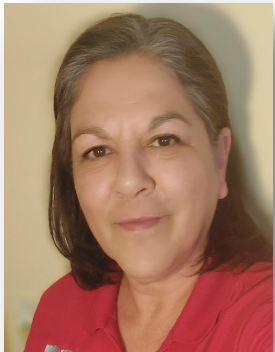
Meagan Erickson
Asst. Director of Locations & Groups



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Richelle Bergeson
Finance Liaison



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Region 5 Liaison Team
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WREATHS *across* AMERICA

THANK YOU

Wreaths Across America