



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 Order Grave Specific Wreaths ONLINE

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

## Step-by-Step Instructions


- ❖ Click the red Sponsor Wreaths button.
- ❖ Select the number of wreaths to sponsor.
- ❖ Choose the sponsorship group to support.
- ❖ Pick the location for wreath placement.
- ❖ Add any customizations.
  - Grave Specific Request
  - Remember Wall Post
  - Pair Wreaths
  - e-Card or Mailed
  - In Honor/Memory Of
- ❖ Confirm and add to cart.
- ❖ Checkout or add more sponsorships before completing the order.

## IMPORTANT

*For a Sponsorship Group to receive credit, sponsors must use the direct link to their WAA Sponsorship Group page to place an online order.*

SPONSORSHIP

\$17



What does it mean to sponsor a wreath? Sponsoring a veteran's wreath is a personal gift of gratitude and remembrance for someone who served this country so that we can be free.

Your sponsorship supports the yearlong mission to remember the fallen, honor those who serve, and teach the next generation the value of freedom, while making new and existing free programs available to the masses. With each sponsorship made, a veteran's wreath will be placed to honor an American hero at participating locations this year on National Wreaths Across America Day.

With each veteran's wreath placed by a volunteer, we ask that they "say their name" to ensure that the legacy of duty, service, and sacrifice is never forgotten.

Did you know that Wreaths Across America now offers recurring sponsorships? You can choose how often you'd like to contribute, with the flexibility to pause or cancel anytime! Sign up today by completing this form: (<https://tinyurl.com/n735zbrl>)

1. Wreaths to Sponsor

1 WREATH

5 WREATHS

12 WREATHS

CUSTOM

Please select the number of veterans' wreaths you would like to sponsor or click **CUSTOM** to select your preferred number of wreaths, dollars or boxes.

NEXT >

2. Sponsorship Group to Support

3. Location to Place Your Wreaths

4. Choose Customizations (Optional)

Confirm & Add to Cart

REMEMBER - HONOR - TEACH

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

**If the selected location accepts Grave Specific Requests, sponsors can request to have a wreath placed on a specific grave.**

- ❖ Sponsor may place the wreath themselves.
- ❖ Sponsor may request to have a volunteer place it for them.


- ❖ Veteran's First and Last Name
- ❖ Veteran's Branch of Service

- ❖ Military Rank
- ❖ Date of Birth
- ❖ Date of Passing
- ❖ Gravesite Information (Section, Row, and/or Marker Number)


**WREATHS** *across* AMERICA

# 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.*

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

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

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

...

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

REMEMBER - HONOR - TEACH

# 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 filter groups: 'Match all conditions' and 'with specified filters'. The 'Match all conditions' group has three filters: 'Order Line equals text', 'Year equals 2023', and 'Sponsor Name For Display equals text'. The 'with specified filters' group has two filters: 'Veteran Name equals text' and 'Will Place Myself equals text'. A red box highlights the 'Sponsor Name For Display' and 'Will Place Myself' filters. A red arrow points from the 'Search by Wreath Year' box to the 'Year equals 2023' filter. Another red arrow points from the 'Search however you would like!' box to the 'Veteran Name' and 'Will Place Myself' filters. A third red arrow points from the 'Click Search to generate your results.' box to the 'SEARCH' button. At the bottom, there are 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

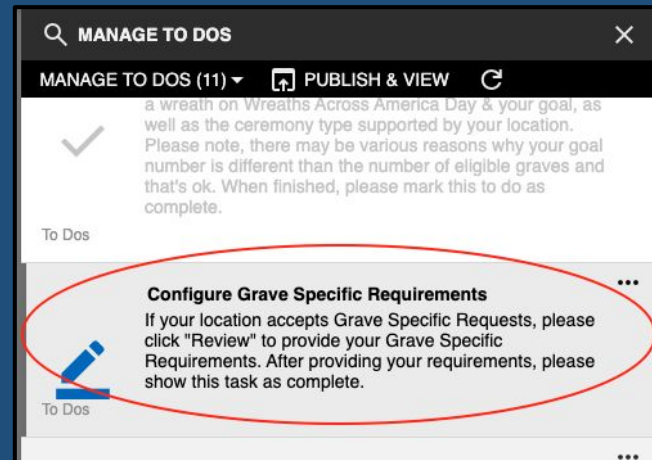
REMEMBER - HONOR - TEACH

# 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.***



**REMEMBER - HONOR - TEACH**

# Manage Grave Specific Requests

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

**Select** - Opens the order for editing

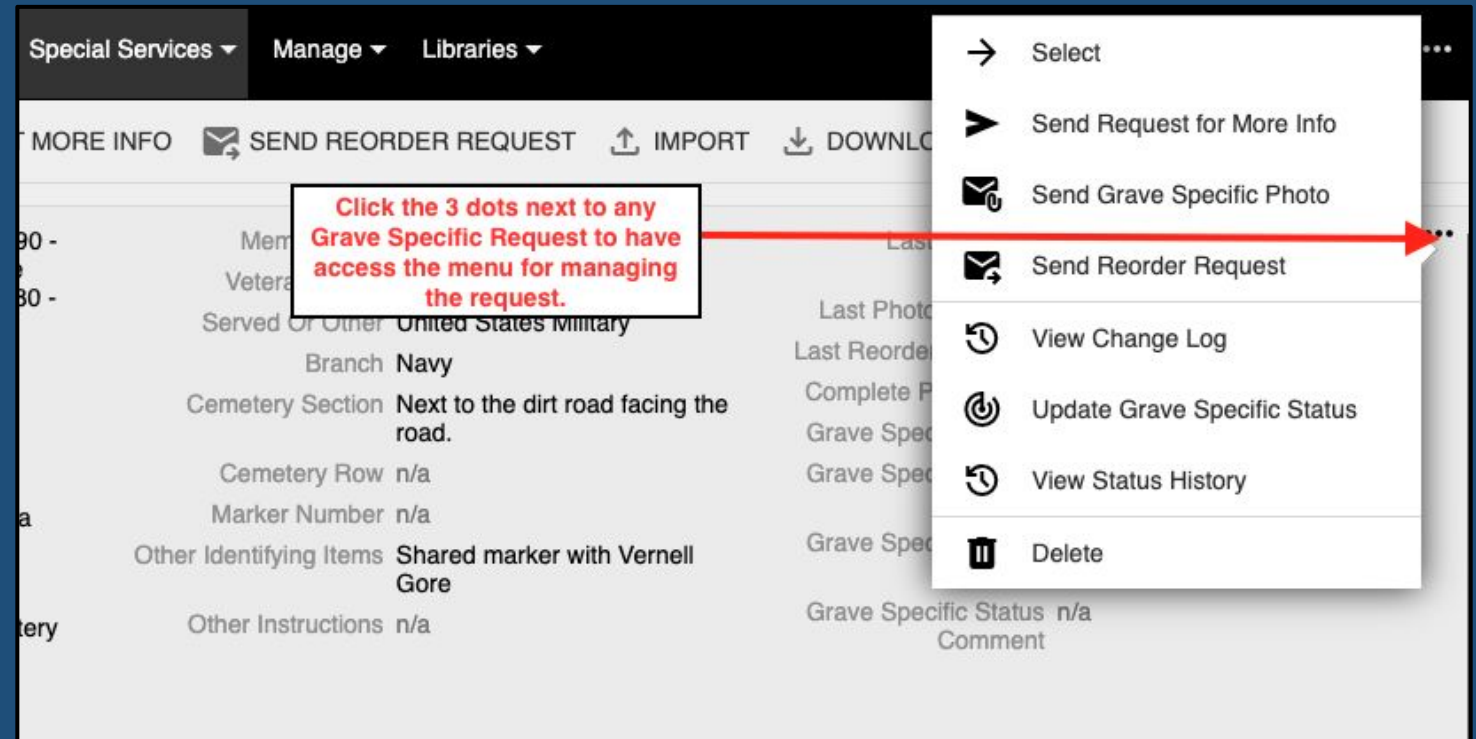
**Send** - These options are all messaging templates that we will discuss in detail on the next slide.

**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.



REMEMBER - HONOR - TEACH



# 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

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

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.

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

REMEMBER - HONOR - TEACH

## Region 1 Liaison Team

Terra Delong & Emily Carney

207-578-6277

[region1@wreathsacrossamerica.org](mailto:region1@wreathsacrossamerica.org)

## Region 2 Liaison Team

Miesa Bland & Janelle Eveld

207-578-6283

[region2@wreathsacrossamerica.org](mailto:region2@wreathsacrossamerica.org)

## Region 3 Liaison Team

Stephanie Molina & Ana Diaz

207-578-6287

[region3@wreathsacrossamerica.org](mailto:region3@wreathsacrossamerica.org)

## Region 4 Liaison Team

Amber Rocha & David Koskelowski

207-578-6284

[region4@wreathsacrossamerica.org](mailto:region4@wreathsacrossamerica.org)

## Region 5 Liaison Team

Tiffany Lynch & Annie Brooks

207-578-6289

[region5@wreathsacrossamerica.org](mailto:region5@wreathsacrossamerica.org)



# WREATHS *across* AMERICA

## Regional Map





# Meet the Locations and Groups Team



**Julie Bright**  
Director of Locations & Groups



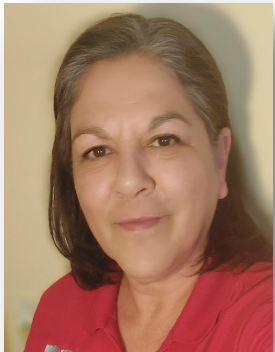
**Meagan Erickson**  
Asst. Director of Locations & Groups



**Region 1 Liaison Team**  
Terra Delong & Emily Carney  
207-578-6277  
[region1@wreathsacrossamerica.org](mailto:region1@wreathsacrossamerica.org)



**Region 2 Liaison Team**  
Miesa Bland & Janelle Eveld  
207-578-6283  
[region2@wreathsacrossamerica.org](mailto:region2@wreathsacrossamerica.org)



**Richelle Bergeson**  
Finance Liaison



**Region 3 Liaison Team**  
Stephanie Molina & Ana Diaz  
207-578-6287  
[region3@wreathsacrossamerica.org](mailto:region3@wreathsacrossamerica.org)



**Region 4 Liaison Team**  
Amber Rocha & David Koskelowski  
207-578-6284  
[region4@wreathsacrossamerica.org](mailto:region4@wreathsacrossamerica.org)



**Region 5 Liaison Team**  
Tiffany Lynch & Annie Brooks  
207-578-6289  
[region5@wreathsacrossamerica.org](mailto:region5@wreathsacrossamerica.org)





WREATHS *across* AMERICA

THANK YOU

Wreaths Across America