## nline Sponsorships Step-by-Step Instructions

## How to Get Credit for Sponsored Wreaths

### ONLINE ORDERS

- Encourage your supporters to visit your group or location page and click the 'Sponsor Wreaths' button. This is the quickest way to make a meaningful difference for our veterans!
- Secure payment methods: Credit/Debit Card, Google Pay, or PayPal.
- Processing time: 24-48 hours.

### MAILED ORDERS

- For mailed orders, sponsors should send a check made out to Wreaths Across America, along with the approved WAA Order Form, or you can complete a Tally Sheet that includes your Group ID and Location ID and mail it with their checks.
- > Processing time:
  - February-October: 3-4 weeks
  - November-January: 8-12 weeks
- ♦ PHONE ORDERS
  - Sponsors can call 877-385-9504 for assistance and provide your Group ID and Location ID.
  - Processing time: 24-48 hours. A simple phone call can make a big impact!

## IMPORTANT

For volunteers managing both a Group and a Location: Always direct your supporters to your Sponsorship Group's WAA page to ensure wreaths are credited correctly to your group's plan and placed at your location. Sponsors have 60 days to make changes if they accidentally place an order incorrectly. Sponsorship Groups get credit only for orders processed through their group's page or connected member pages.



## How to Sponsor Online

## Step-by-Step Instructions for Sponsoring Online

- I. Click the red Sponsor Wreaths button.
- 2. Select the number of wreaths to sponsor.
- 3. Choose the sponsorship group to support.
- 4. Pick the location for wreath placement.
- 5. Add customizations, if desired: Grave Specific Request, Remember Wall Post, Pair Wreaths, e-Card or Mailed, In Honor/Memory Of
- 6. Confirm and add to cart, then checkout or add more sponsorships before completing the order.

## IMPORTANT

Online sponsorships will appear on the Details tab of your Wreath Count Report within 24-48 hours of processing. They will show up on your Wreath-O-Meter and Research Orders right away!



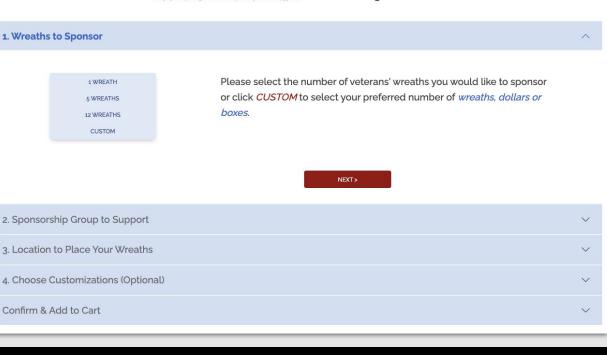


Sponsorship \$17

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://tinvut.com/n754zrbd)



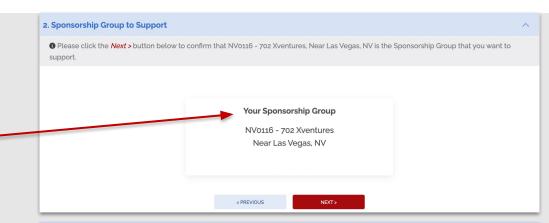
## Choose a Group & Location to Support

## Select a Group to Support

 Your Sponsorship Group is automatically selected for the sponsor if they used the direct link to your groups WAA page.

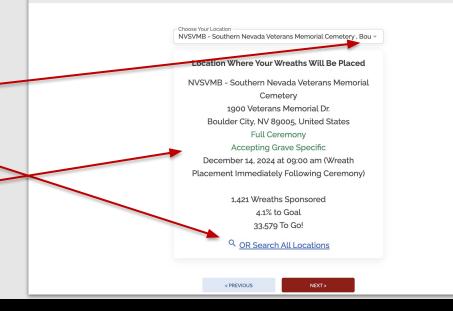
### Choose a Location for Wreath Placement

- Sponsors can choose where the wreaths will be placed by selecting a Location.
  - If your group supports one location, it will be automatically selected.
  - If your group supports multiple locations, sponsors can choose from the dropdown. Your primary location will be listed first.
  - If the sponsor wants a wreath placed at a location that's not listed, they can search for and select another location.
- Sponsors will also see key details about their selected location, including the address, ceremony info, and whether grave-specific requests are accepted, as well as how many wreaths are sponsored and how close they are to meeting their goal.



#### 3. Location to Place Your Wreaths

• Please click the *Next* > button to confirm that you want your sponsored wreaths placed at NVSVMB - Southern Nevada Veterans Memorial Cemetery , Boulder City, NV 89005, United States. Alternatively, you can (1) choose a location from the dropdown list below to choose a location assigned to NV0116 - 702 Xventures sponsorship group or (2) click the OR Search All Locations link below to choose any of our more than 4,600 participating locations Note the group shown in the previous step will receive credit for your sponsorships even if you choose another location.



## Ways to Customize

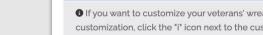
## **Customization Options**

- Sponsors can choose to add any of the \* following customizations by checking the box next to their desired option:
  - Grave Specific Request  $\succ$
  - Remember Wall Post  $\succ$
  - $\succ$  Pair Wreaths

WREATHS across AMERICA

- e-Card or Mailed  $\succ$
- In Honor/Memory Of  $\succ$

Wreaths can also be sponsored without any customizations. Simply click Next to skip this step.



Grave Specific: Request a wreath to be placed on a *specific* grave.

- Remember Wall: Post a *photo* or *message* on our Remember Wall webpage.
- Pair Wreaths: Send additional wreath(s) to a home address.
- e-Card or Mailed: Send an e-Card or mail a card to a loved one or friend.
- □ In Honor/Memory Of: Sponsor in honor of a living veteran or in memory of one who has passed. ④



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

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Sponsorship \$17

If you want to customize your veterans' wreaths sponsorship, you may optionally select your customizations below. To learn more about each customization, click the "i" icon next to the customization. After making your selections, click Next > to continue

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## Grave Specific Requests

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

## Choose Placement Option

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

### **Required Information**

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

## Optional (but helpful!) Information

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

#### 5. Grave Specific Request

• Please select whether you would like to place your sponsored veteran's wreath yourself or have a volunteer place it for you. Then, input the specific information regarding the veteran being remembered into each field below. If there is any additional information you would like to offer in helping to *identify the correct gravesite*, please enter it into the text box under "Additional Info to Identify Gravesite Location (Optional)." Please click *Next* > to continue.

|                                       | Gra                            | vesite Info                  |        |  |
|---------------------------------------|--------------------------------|------------------------------|--------|--|
|                                       | Gra                            | vesite into                  |        |  |
| U.S. Veteran                          |                                |                              |        |  |
| Veteran Name                          |                                |                              |        |  |
| Military Branch                       |                                |                              |        |  |
| Military Rank                         |                                |                              |        |  |
| Date of Birth<br>MM/DD/YYYY           |                                | Date of Passing<br>MM/DD/YYY | Υ      |  |
|                                       | Gravesi                        | te Information               |        |  |
| Section                               | Row                            |                              | Marker |  |
| Additional Info to Identif            | y Gravesite Location (Optional | IJ                           |        |  |
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### **Base** WREATHS across AMERICA

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## Patriot and Military Pairs

For sponsors looking to participate in National Wreaths Across America Day and honor a veteran or military family, the Patriot and Military Pairs are a meaningful way to get involved and share the mission with others!

## Patriot Pair - \$34 + Shipping

- One sponsored veteran's wreath delivered to a participating location of your choice.
- One personal remembrance wreath delivered to the address of your choice.
  - What is a Personal Remembrance Wreath? A 22" fresh balsam wreath with a red bow, identical to the veteran wreaths placed nationwide.

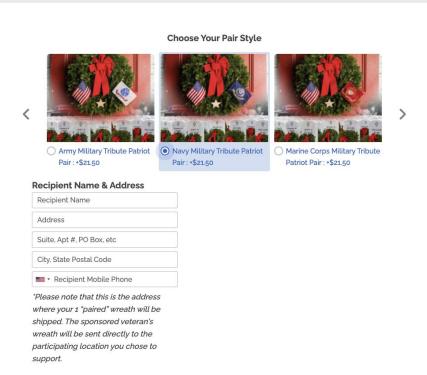
## Military Pair - \$38.50 + Shipping

- One sponsored veteran's wreath delivered to a participating location of your choice.
- One military tribute wreath delivered to the address of your choice.
  - What is a Military Tribute Wreath? A 22" fresh balsam wreath with a red bow, adorned with an American flag and a Military Branch flag of your choice.

#### 5. Configure Paired Wreath

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Please select the pair style of the wreath that will be sent to the recipient designated below, in addition to the sponsored veteran's wreath that will be placed on a gravesite. Then, input the name and address of the recipient, shipping date of delivery, and shipping method. Please click Next > to continue.



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### BERICA WREATHS across AMERICA

## In Honor/In Memory Of

For those wishing to honor a living veteran or remember a loved one who has passed, sponsoring a general veteran's wreath at a participating location is a meaningful way to contribute.

Please note that nothing will be added to the wreath to indicate it was sponsored in honor or memory of someone.

## In Honor Of

- A general veteran's wreath delivered to a participating location of your choice, sponsored In Honor Of a living veteran.
  - What is an Honor Card? An eCard that Wreaths Across America will send to a friend or loved one, letting them know you've made this gift in their name. You can also choose a physical card for a \$2 mailing fee (online only).

## In Memory Of

- A general veteran's wreath delivered to a participating location of your choice, sponsored In Memory Of a veteran loved one who has passed.
  - Will my loved one receive a wreath? No. Wreaths sponsored In Memory Of will be placed on the grave of any veteran at the location of your choosing. To sponsor a wreath for your loved one's grave specifically, please select the Grave Specific option.

| • | 3 1. Wreaths to Sponsor   | $\sim$ |
|---|---|--------|
| • | 2. Sponsorship Group to Support   | $\sim$ |
| • | 3. Location to Place Your Wreaths   | $\sim$ |
| • | 4. Choose Customizations (Optional)   | $\sim$ |
| • | 5. In Honor/Memory of a Specific Veteran  | ^      |
|   | • To designate your sponsorship to be "In Honor Of" or "In Memory Of" a particular veteran or relative. please provide that veteran's information |        |

| below. Please click <i>Next &gt;</i> to continue. |
|---|
|   |
|   |

|                 | Provide Veteran Info |  |
|-----------------|----------------------|--|
| U.S. Veteran    |                      |  |
| Veteran Name    |                      |  |
| Military Branch |                      |  |
| Military Rank   |                      |  |

## Other Options

5. Configure Wall Post

## There are many meaningful ways to honor your loved ones with a wreath!

## Remember Wall Post

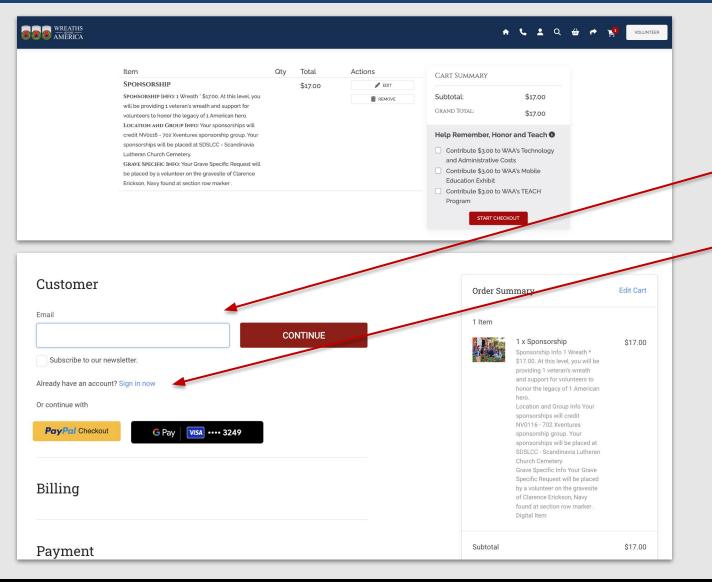
- Sponsors can honor their veteran loved one by sharing their memory on our Remember Wall.
  - Sponsors can post a photo or message dedicated to them on our Remember Wall page, celebrating their service and legacy.

## e-Card/Mailed Card

- Sponsors can notify a specific recipient about their wreath sponsorship with one or more of the following options:
  - e-Card: A digital card sent via email to let someone know about your sponsorship.
  - Mailed Card: A physical card sent through the mail for a \$2 fee, informing the recipient of your thoughtful gift.
  - Mobile SMS Text Message: A direct text message to quickly reach the recipient.

|                  |  | ost With Photo<br>ost With Message Only   |
|------------------|--|---|
|                  | o configure your photo, either drop your   | 1   |
|                  | photo below or click BROWSE and center<br>and size your photo so it displays properly on                       | In Memory Of -  |
|                  | the Remember Wall  | U.S. Veteran +  |
|                  |  | Veteran Name  |
|                  |  | Military Branch   |
|                  | Drag & Drop your image here or BROWSE  | Military Rank   |
|                  |  | By - My Name (optional)   |
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| Please continue. | and/or Mailed Card<br>select if you would like to send your message via Ema                                    |   |
| Please continue. | and/or Mailed Card<br>select if you would like to send your message via Ema<br>Send Via (Check All that Apply) | ill, Mobile/SMS, and/or Mail. Then, after completing the fields below, click <b>Nex</b><br>All Veterans |
| Please continue. | and/or Mailed Card<br>select if you would like to send your message via Ema                                    | il, Mobile/SMS, and/or Mail. Then, after completing the fields below, click <b>Nex</b>                  |

## Checkout is Easy!



## A Few Tips for Checkout

### → Email Address

- The sponsor must enter their own email address at checkout.
- Sponsors may consider creating an account
  with a login for quicker and more efficient checkout on future orders.

## Payment Processing

- → Payment Options: Sponsors can pay securely with Credit/Debit Card, Google Pay, or PayPal.
- → Billing Address: The billing address entered on your order must match the billing address associated with your payment method. This helps to prevent any processing issues and ensures a smooth transaction.

## How Many Wreaths Do You Have?

## 3 Places to View Orders

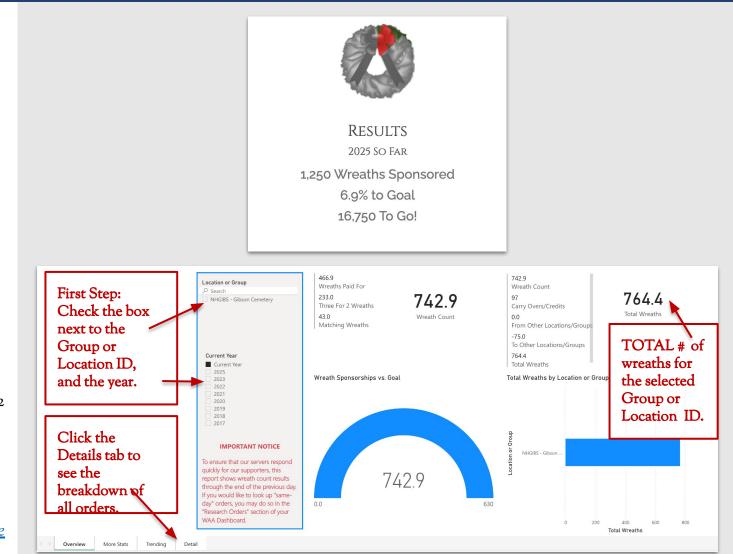
- **Wreath-O-Meter:** Shows a live count of orders received.
- Wreath Count Report: Syncs every 24 hours during scheduled overnight system updates (not live).
- Research Orders: Provides a live count of orders received and allows you to individually thank each sponsor.

## Order Processing Times

- Online Orders: These process quickly and are visible on your Dashboard Reports within 24-48 hours!
  - Promotional wreaths will not appear in the shopping cart prior to checkout. They will be added to qualifying orders after processing is complete.
- Mailed Orders: Processed individually as received; during peak times, they may be added in bulk. Individual details might take 8-12 weeks to appear, especially from November to January.

### Manage your WAA account on the Dashboard: manage.wreathsacrossamerica.org

**Need Help?** Check out our Volunteer Tutorials on the <u>Volunteer Resource Page</u> or contact your Regional Liaison Team!



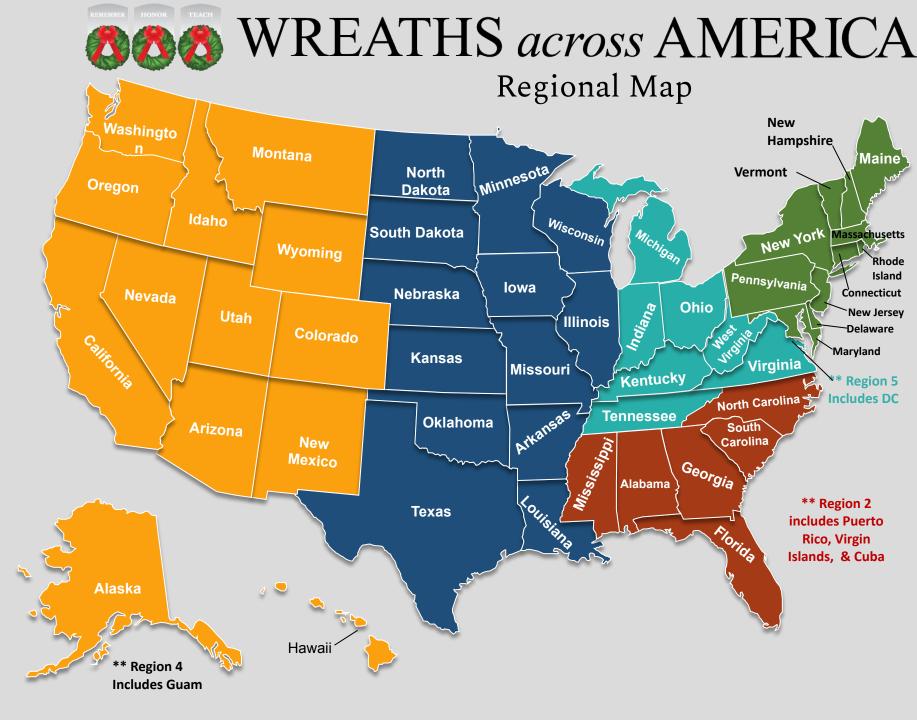
Region 1 Liaison Team 207-578-6277 region1@wreathsacrossamerica.org

Region 2 Liaison Team 207-578-6283 region2@wreathsacrossamerica.org

Region 3 Liaison Team 207-578-6287 region3@wreathsacrossamerica.org

Region 4 Liaison Team 207-578-6284 region4@wreathsacrossamerica.org

Region 5 Liaison Team 207-578-6289 region5@wreathsacrossamerica.org



# THANK YOU!