

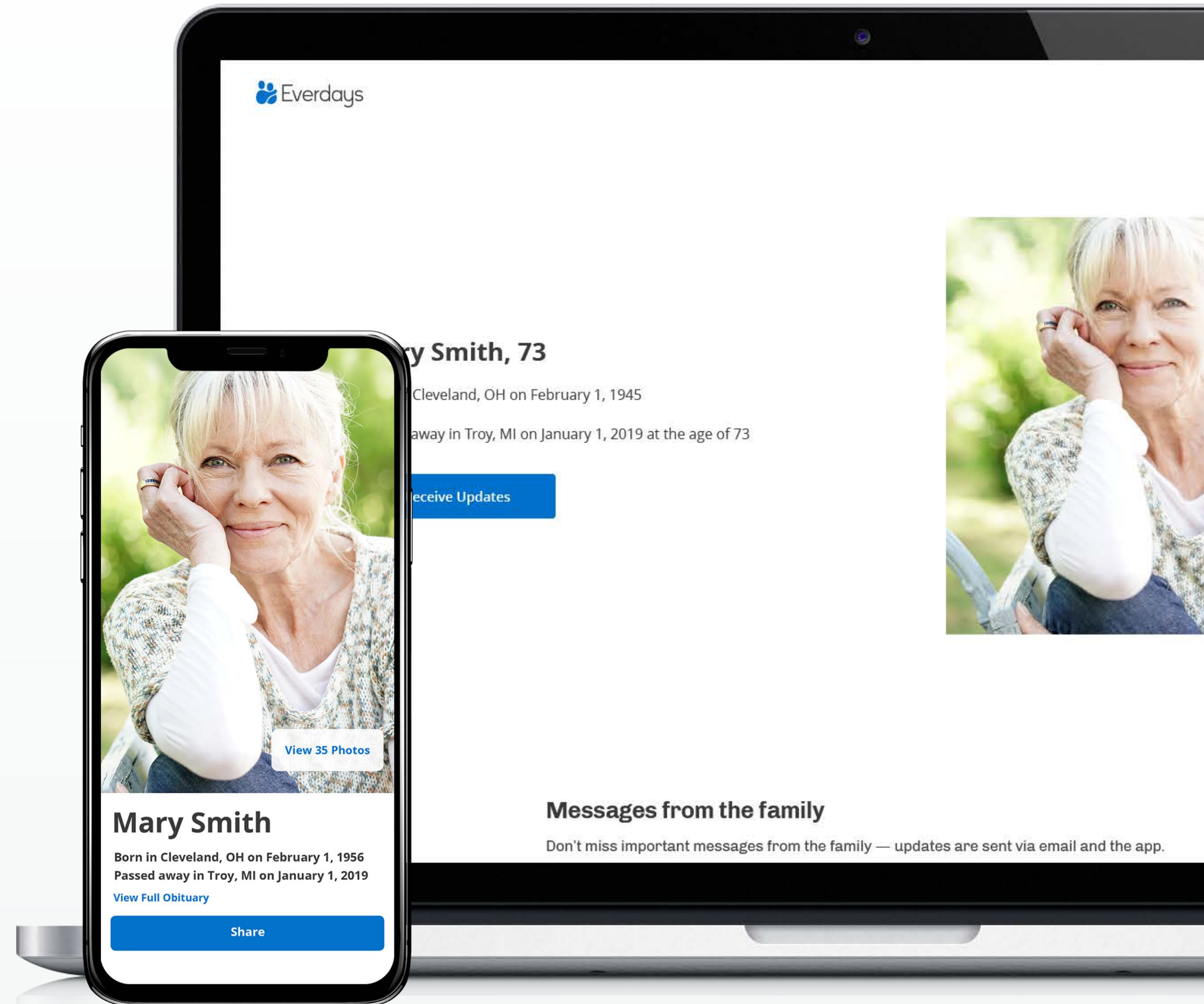
Everdays Professional 3.0

Announcement Creation



Be the one to help your families build a community of support.

Create an Everdays Announcement in minutes.



Let's Get Started

Click the Create Announcement button accessible from anywhere on your account

Create Announcement



Add the Director's Name and Funeral Home Location



Tip

The name you include here will be displayed within the Announcement, so the community knows you and your home are serving the family.

Create Announcement

Let's get started

Director Name

John Eaton



Funeral Home Location

Memorial Funeral Home- Birmingham



Decedent Information

Enter basic details

Enter Decedent Information

First Name

Susan

Last Name

Boswell

Middle Name

Nick Name

Next

Add a photo of the decedent

If you do not have a photo, select a placeholder image from the library

Upload



Drag and drop a photo here

Upload Photo

Next

Add Family Members

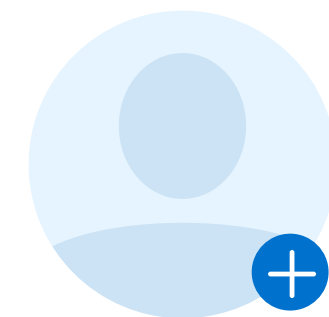
Empower the family so they can broadcast the news to their family and friends and keep everyone updated as details come together.



Tip

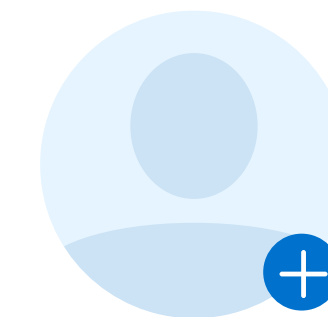
The more family you invite, the easier it is for them to reach everyone they need.

Add family members



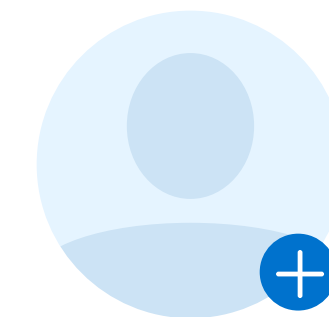
Primary Survivor

Add



e.g. Spouse

Add



e.g. Child

Add

Next

Add Events and Services

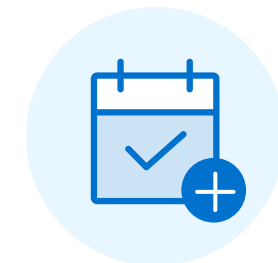
Include all of the details so loved ones come to the right place at the right time to support the family.



Tip

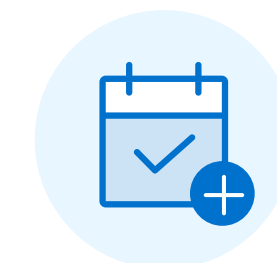
If no services are planned, or if the details are still coming together, select one of the available options. These details can be easily edited later.

Add Events and Services



Add Event

Add



e.g. Funeral

Add



e.g. Celebration

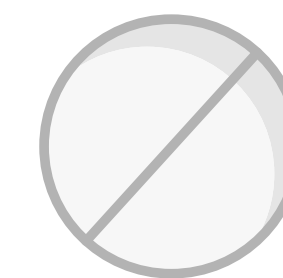
Add

No events yet?

Selected an option below:



Events Are Upcoming



No Events



No Events Are Private



Next

Enhancements



Family Message

Help the family share a note with whatever they'd like to say to their community.

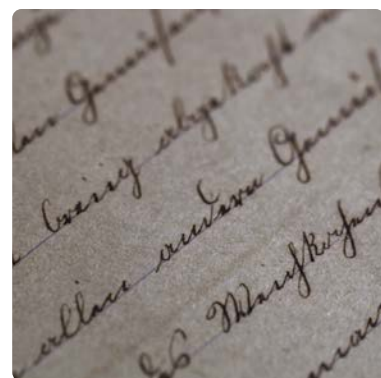
Add



Donations

Include direct access to organizations and causes the family cares about.

Add



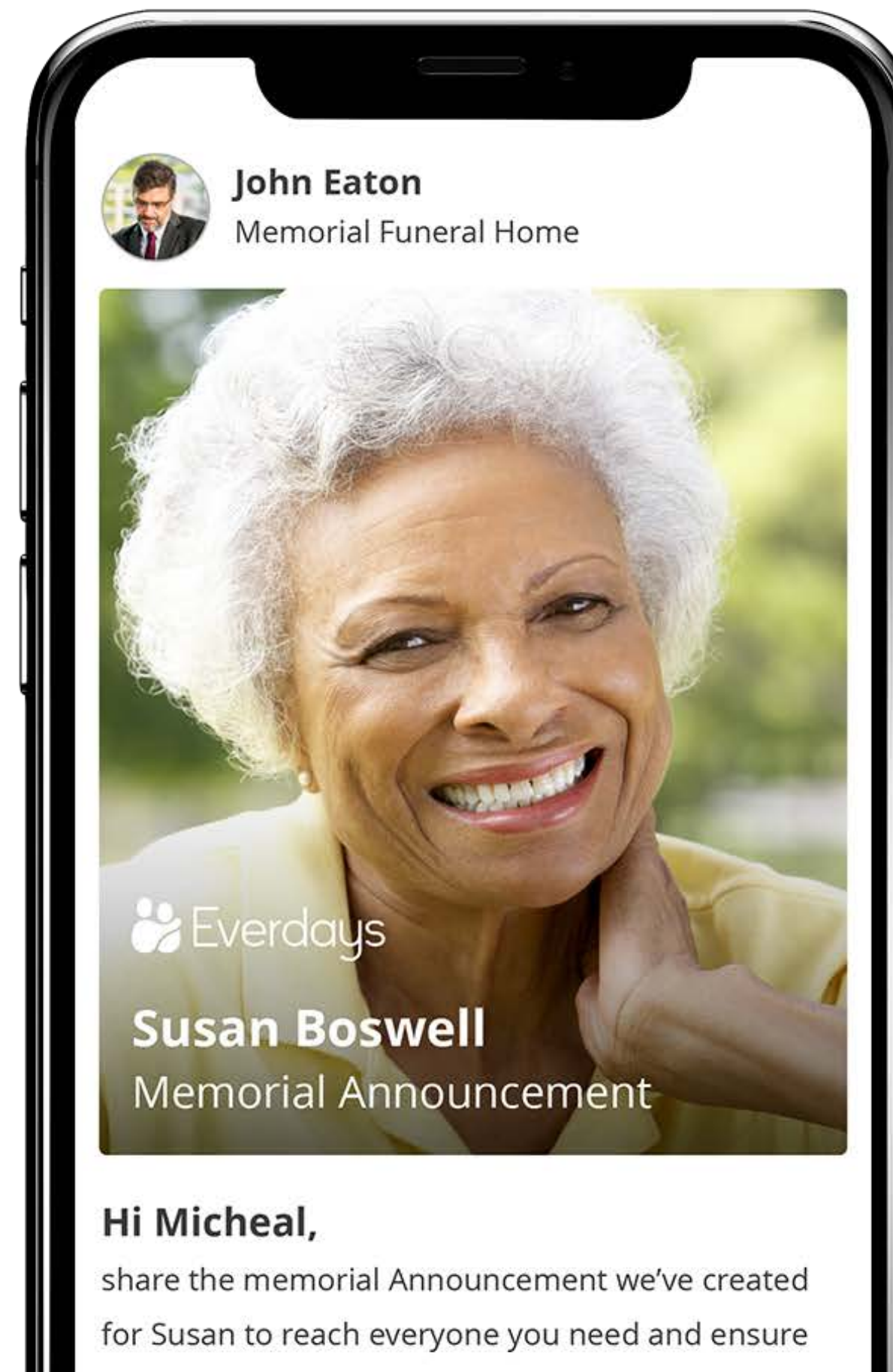
Obituary

Write or paste the obituary.

Add

Hit Send and Everdays does the rest

Each family member receives a personalized text message from your home guiding them to the Announcement so they can gather together their community of support



We are only a click away



support@everdays.com



248-480-2444



Live Chat Support

