How to add Memorials

Category: Class Reunions
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The Memorials feature lets you honor those who are no longer with us, adding depth, meaning, and shared history to class and family reunion websites.

Once a **Memorial** is published, visitors can leave "**Tributes**" or comments on Memorials.

Before getting started with Memorials, it's a good idea to review some of the options available in the settings. You can choose to require approval or to automatically publish Memorials and Tributes, choose how Memorials are sorted, as well as other options.

To browse the options in the settings, go to **Sitebuilder -> Features -> Memorials**, and in the top right of the screen click on the "Settings" button.

By default, the site owner will receive an automated email notification when a new Memorial or Tribute is submitted. These notifications can be managed in your Dashboard by going to **Sitebuilder -> Settings -> Notifications**.

Memorials and Tributes can be added 2 ways:

1. Visitors can add Memorials and Tributes by visiting the **Memorial page on your website** and filling in the form.
2. As the website admin, you can add Memorials and Tributes, as well as edit and publish or unpublish all the entries via your Dashboard. Log into your dashboard, and go to **Sitebuilder -> Features -> Memorials**. Click on an icon under the "Actions" column to manage the Memorials in the list, and/or the tributes associated with each Memorial.