

Admin Death Notification

1. Add named of the deceased to the Memorial Notification Form
 1. Admin link: <https://people.planningcenteronline.com/forms/887256/fields>
 2. Public link: <https://foothillsuu.churchcenter.com/people/forms/887256>
2. Add name of deceased to the Memorial Planning Form
3. Create URL for memories to be shared
 1. Append their name to the URL below, with a %20 in place of any spaces
 1. URL: <https://foothillsuu.org/memorialstories/?belovedname=>
 2. Example: Ralph Emerson becomes
<https://foothillsuu.org/memorialstories/?belovedname=Ralph%20Emerson>

Death Announcement Template

We invite you to share a memory of time with *[Deceased First Name]*, or condolences for [Family Member First Name] and their family using this link *[link from step 3 above]* These stories will be gathered and shared with the family, offering a small source of comfort during this time of grief.

We will be holding a memorial for [First Name] at Foothills in the coming weeks. If you would like to be directly notified with these details, please sign up here

<https://foothillsuu.churchcenter.com/people/forms/887256>. We welcome you to check the memorial page on our website for all upcoming memorials: foothillsuu.org/memorials.

With love,

Revs. Gretchen, Sean, and Elaine

Revision #3

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