

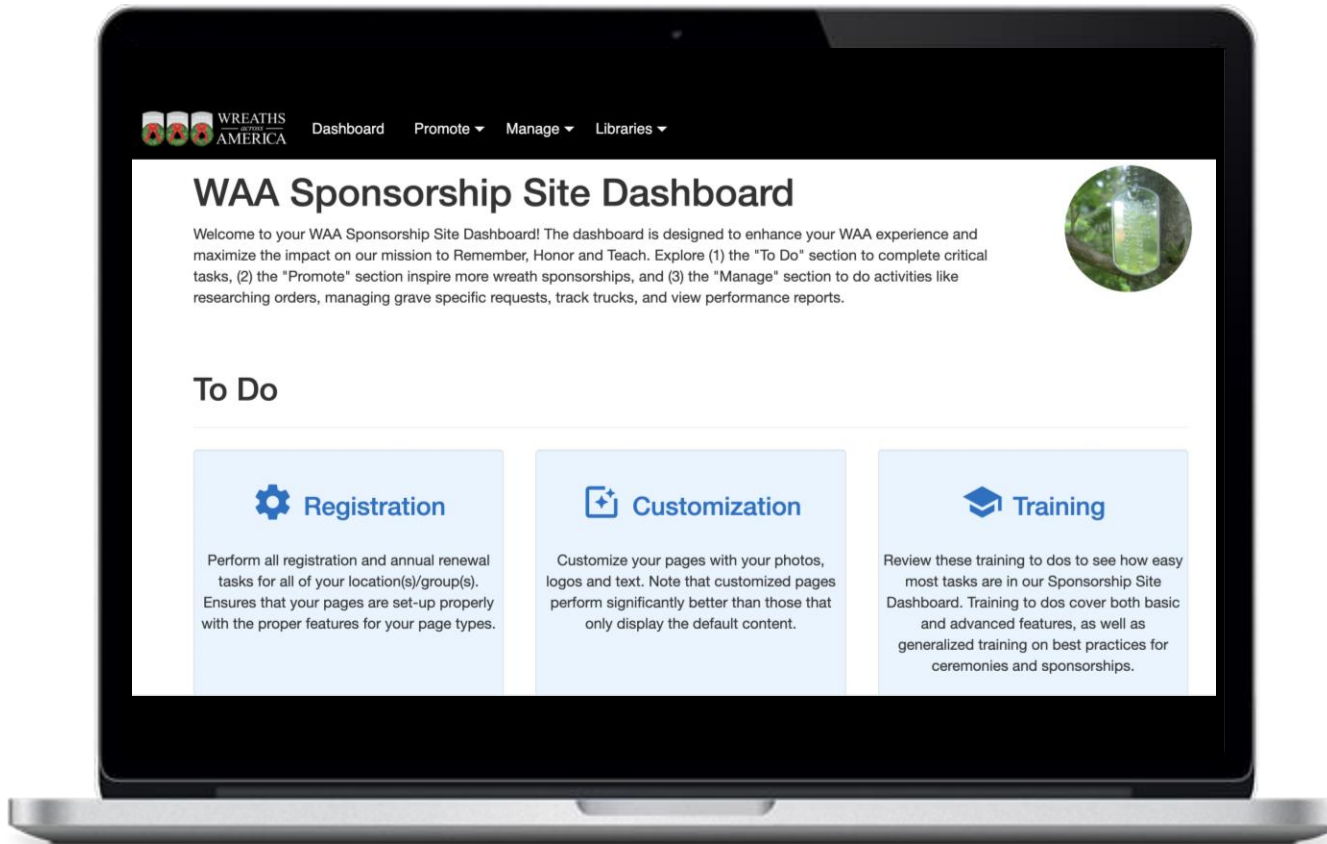


WREATHS *across* AMERICA

DASHBOARD HOW-TO TUTORIAL

Wreaths Across America

Why a Dashboard?



1

The WAA Dashboard is where you will manage your group(s) and/or location(s).

2

Customize how your WAA page looks: personalize with photos, create a page alert, add a news article!

3

Message your supporters and invite them to sponsor wreaths, attend your fundraising events, and let them know what to expect on wreath day.

4

View the **Wreath Count Report** to see the total number of wreaths sponsored for your group(s) and/or location(s)!

5

Keep track of **Grave Specific Requests** and see who has volunteered to help on wreath day.

6

Thank donors for their generosity!

Getting Logged In

WAA - MANAGE PAGES
Login

Step 2: After you create your login credentials, enter your User Name and Password, then click Login.

* User Name Required

* Password Required

* Remember me next time ☐

Step 1: Click Sign Up Now to create your login credentials.

FORGOT YOUR PASSWORD? SIGN UP NOW LOGIN

WAA - MANAGE PAGES
Account Sign Up

All Required fields must be completed.

NEW USER INFORMATION

Please enter user name and password. Note that password must be at least 7 characters long and include one non-alphanumeric character. Only approved users will be able to login into the website.

* User Name Required

* Password Required

* Confirm Password Required

PASSWORD RECOVERY

These fields are required to help you to recover a forgotten password. During the recovery process you will be asked to enter a user name. If a user account exists then a security question is requested to be answered. A correct answer will trigger an email with a temporary password send to the registered email.

* Email used to register your group or location Required

* Password Question Choose a four digit pin number as your password question

* Password Answer Required

Email address must match what WAA has on file for you.

Once complete, click Sign Up.

CANCEL SIGN UP

Access the WAA Account Dashboard by visiting:
manage.wreathsacrossamerica.org

1

Every page owner needs to create their own unique login that's linked to their email on file with WAA.

2

On your first visit to the WAA Account Dashboard, click Sign Up Now to create your login credentials. After that, you will simply enter your Username and Password, then click Login.

3

Your password must be at least 8 characters, contain one uppercase, one number, and one special character. Your Username and Password are case *and* space sensitive.

4

If you get locked out or need your password reset, please contact your Regional Liaison and they'll fix it for you!

Bookmark this page on your internet browser for easy access later on.

Registration To-Do's



The Registration To-Do Items for your group(s) and/or location(s) are primarily completed by your Regional Liaison, however, **please take the time to review each item to ensure the information listed is correct. *If you notice any corrections to be made, please update the information, then click Save & Complete or for help with this, contact your Regional Liaison right away!***



If an item is **gray**, it has been completed. You can still click on it to review the information on file and/or make changes. Click Save & Complete after making updates.



If an item is **blue**, it has not been completed and we need that missing information. Contact your Regional Liaison to provide this information or make updates, then click Save & Complete.



While we wish you could remain as a WAA volunteer forever, we are grateful for your service and understand if you need to pass the torch and let someone else take the lead! ***Please let your Regional Liaison know if you are no longer able to continue in your volunteer role.***



Registration

Perform all registration and annual renewal tasks for all of your location(s)/group(s). Ensures that your pages are set-up properly with the proper features for your page types.

Registration To Dos

We want everything to run smoothly for you, so please help us help you by keeping your account information current.

Customizing Your Page: Why It's Important

- ★ **Your WAA page is the easiest way to connect with your local community** about how they can help further the mission to REMEMBER, HONOR, AND TEACH.
- ★ Highlight upcoming fundraising **events** or share details about your **wreath laying ceremony**.
- ★ Spotlight your **local veterans** and how they've made an impact on your community.
- ★ Show your community what you're doing locally to give back and **make a positive impact**.



Customization

Customize your pages with your photos, logos and text. Note that customized pages perform significantly better than those that only display the default content.

[Customization To Dos](#)

Personalize Your WAA Page

WREATHS across AMERICA

OVERVIEW NEWS REMEMBER LOCATIONS MEMBERS PHOTOS CONTACT

TEAM BEAR (VA0080)

PLEASE HELP US REMEMBER, HONOR, AND TEACH ON DECEMBER 18TH AT 8:30AM AT ARLINGTON NATIONAL CEMETERY BY SPONSORING A WREATH, VOLUNTEERING, OR INVITING FRIENDS TO HELP.

[SPONSOR WREATHS](#) [VOLUNTEER](#) [CONTACT](#)

Update the banner by adding your own photo. This is the quickest and easiest way to grab the attention of supporters!

The subtitle can be edited, however, we recommend keeping it short and simple. If too long, it will throw off the page format.

Do NOT edit or remove the words seen in {{double brackets}}. These are wildcards. They automatically add the correct information to your page and if removed, will not update.

Click to add text

Personalize the summary text. This is a great place to add your "why" and encourage supporters to sponsor veteran wreaths!

Add your logo here. This is a nice way to help your supporters know which organization your group represents.

RESULTS
2022 SO FAR
121 Wreaths Sponsored

REMEMBER the Fallen. . . HONOR those who Serve. . . TEACH our children the value of Freedom.
Welcome to Team Bear's Wreaths Across America Page.
On Saturday, December 18th at 8:30AM Team Bear will be helping Arlington National Cemetery to Remember and Honor our veterans by laying Remembrance wreaths on the graves of our country's fallen heroes.
Please help us honor and remember as many fallen heroes as possible by sponsoring remembrance wreaths, volunteering on Wreaths Day, or inviting your family and friends to attend with you.
Thank you so much for supporting Team Bear and Wreaths Across America!
With deep appreciation of our veterans and Gold Star Families,
Bre Kingsbury

f t in e

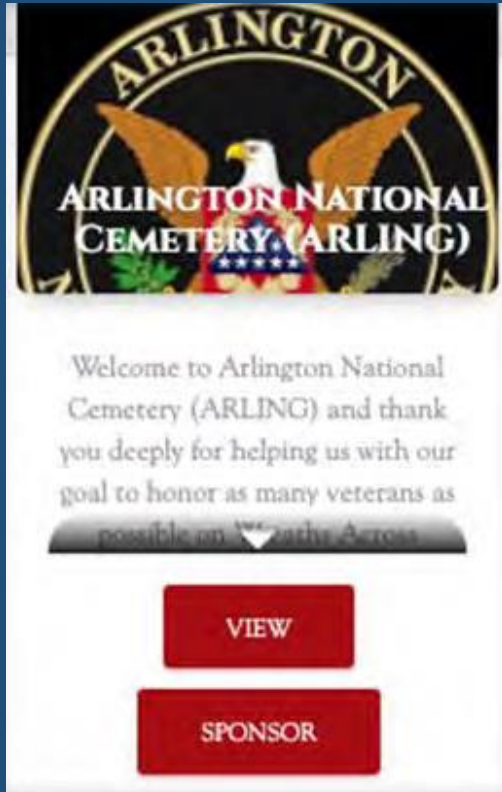
Click Customization To-Do's, then select the section that you would like to edit.

Be sure to click Save & Complete after editing!

Cards Can Promote Your Page!

Group "Cards" are visible on the location pages that your group supports.

Location "Cards" are visible on the group pages that support your location.



Edit the card for your group or location by clicking Card Photo/Title/Summary located under the Customization To Do's.



Customized cards are more likely to be clicked on than those that are not customized.



If your group supports multiple locations, by default, your card will show the info for your primary location. You can edit it with the details of your other locations as well!

Making the Most of Your Wreath-O-Meter



RESULTS

2022 SO FAR

467 Wreaths Sponsored

31.1% to Goal

1,034 To Go!



The Wreath-O-Meter on your WAA page turns green as wreaths are sponsored through your group or location!

The Sponsorship Goal for your group or location is linked to the Wreath-O-Meter on your WAA page.

Adjusting your goal can be a great way to motivate your community to get involved and sponsor veteran wreaths!

Adjust The Goal For Your GROUP

For Group Leaders:

The Wreath-O-Meter is a great way to motivate your community to sponsor veteran wreaths!

Your **Sponsorship Goal** is linked to the Wreath-O-Meter on your group page, which turns **green** as wreaths are sponsored through your group.

Your goal can be updated at any time by going to your Registration To-Do's, then Set Your Wreath Sponsorship Goal. **If you need help with this, contact your Regional Liaison!**

Make note, wreaths are not set aside for individuals or groups, unless placed online as a Grave Specific Request or manually added to the Grave Specific Report on the dashboard.

The screenshot shows a web interface titled 'MANAGE TO DOS'. At the top, there are links for 'MANAGE TO DOS (8)', 'PUBLISH & VIEW', 'GET HELP', and 'REFRESH COUNTS'. Below this, a modal window titled 'Set Your Wreath Sponsorship Goal' is open. The modal contains the following text: 'Please set your wreath sponsorship goal for your Group or Fundraiser Site's below. This goal will show on your "Wreath Gauge" on the Overview page of your Fundraising Site. Please note that most people set their goal to reflect 20-30% growth each year.' Below the text is a form with a field labeled '* Goal' containing the value '160'. To the right of the form is a red arrow pointing to a 'SAVE' button with the text 'After you enter your goal, click Save.' The modal also has 'CLOSE' and 'SAVE' buttons at the bottom right. In the background, a list of 'To Dos' is visible, including 'Verify the Fundraising Plan For Your Group'.

If donations are coming in faster than anticipated, bump up your goal to encourage supporters to keep donating. If they are coming in slower than you hoped, lower your goal so it feels more achievable.

Adjust The Goal For Your LOCATION

Grave Counts, Delivery Instructions, Sponsorship Goal

* (1) Veterans Interred (total at your cemetery) 156

* (2) Ceremony Type

☒ Full Ceremony: Participants may participate in a ceremony as well as wreath laying for all sponsored wreaths

☐ Ceremonial Only: There will be no wreath-laying for the general public, but ceremonial wreaths will be placed

* (3) Graves to Cover

☒ All Graves: We plan to cover all veteran headstones at our location

☐ Special Arrangements: We need to make special arrangements to place wreaths at MORE or LESS than the available veteran headstones

* (4) If we receive more sponsorships than needed, please credit the extras to:

☒ Next Year

☐ Another Location

5. Sponsorship goal to show on fundraising pages (including desired "extras") 156

After you enter your goal, click Save and Complete.

CANCEL SAVE AND "COMPLETE" SAVE

If donations are coming in faster than anticipated, bump up your goal to encourage supporters to keep donating.

If they are coming in slower than you hoped, lower your goal so it feels more achievable.

For Location Coordinators ONLY:

What is the difference between your Veteran Grave Count and your Sponsorship Goal?

We ship based on your **Veteran Grave Count**, so it's important that you provide us with an accurate Veterans grave count or the *maximum* number of sponsored veteran wreaths that you will need at your location. Extras will be credited to your location the following year.

Your **Sponsorship Goal** is linked to the Wreath-O-Meter on your location page, which turns green as wreaths are sponsored for your location. It is a great way to motivate your community to sponsor veteran wreaths and can be updated at any time by going to your Registration To-Do's, then Grave Counts and Wreath Sponsorship Goal. **If you need help with this, contact your Regional Liaison!**

Make note, your Sponsorship Goal does NOT determine how many wreaths will be shipped to your location.

Wreath Laying Ceremony Start Time

ALL participating locations hold their ceremony and place wreaths on National Wreaths Across America Day, December 17th, 2022!

★ **Location Coordinators determine what time the wreath laying ceremony will start at their location, in coordination with the cemetery wishes.**

★ **Whatever happens first (ceremony or wreath laying) will be listed as the start time. Any additional details will be listed to the right of the Wreath-O-Meter on the location page.**

★ **Your Regional Liaison will set the start time based on the information provided by the Location Coordinator. If that time changes, be sure to update your Regional Liaison right away!**

FORT LOGAN NATIONAL CEMETERY (COFLND)

PLEASE HELP US REMEMBER, HONOR, AND TEACH ON
DECEMBER 17, 2022 AT 10:00 AM BY SPONSORING A WREATH,
VOLUNTEERING, OR INVITING FRIENDS TO HELP.

[SPONSOR WREATHS](#) [VOLUNTEER](#) [CALL](#)

Start times are listed in these two spots.

Location Coordinators can customize their page with additional details about their wreath laying ceremony. You can find them here!

RESULTS

2022 SO FAR

641 Wreaths Sponsored
3.2% to Goal
19,359 To Go!

REMEMBER the Fallen. . . HONOR those who Serve. . . TEACH our children the value of Freedom.

Welcome to the Fort Logan National Cemetery's Wreaths Across America Page.

On December 17, 2022 at 10:00 am, Wreaths Across America will be at Fort Logan National Cemetery to Remember and Honor our veterans through the laying of Remembrance wreaths on the graves of our country's fallen heroes and the act of saying the name of each and every veteran aloud.

www.facebook.com/groups/fortlogan2020wreathsacrossamerica/

Please help our location lay wreaths at as many graves as possible by clicking the red "Sponsor" button. Or, if you would like to volunteer to participate in the wreath laying ceremony, please click the "Volunteer" button next to the cemetery name below, and don't forget to click the "Invite" button to invite your friends and family to join you.

Use Photos to Personalize Your Page



Add Photos to Your Image Library

- ★ Just like you have an image library on your cell phone, you have an image library on your dashboard.
- ★ This is where you will store all of the pictures that you may want to put on your WAA page.

Trouble Adding Photos?

- ★ Once you save an image in your library, it might take a minute to fully process. Next, add the pictures to a Photo Album – check the next slide for instructions!
- ★ If you can't see the picture, refresh your internet browser.
- ★ This should fix it, but if you still can't see the picture, reach out to your Regional Liaison for help.

Use photos that show your group or location furthering the WAA mission!

REMEMBER
HONOR
TEACH

Add photos of your local cemetery.

Ideas for a Photo Album

Share how your group and/or location has been furthering the WAA mission through photos!

Select photos of your community working together to REMEMBER, HONOR, and TEACH.

Show your volunteers in action at fundraising events!

Share what you are doing all year round to teach our children the value of freedom.



Photo Albums

Manage and share photo albums for your supporters to enjoy. Photo albums can be automatically posted on the "Photo Album" section of your Sponsorship Site. You can also allow your supporters to add their photos to your albums.

[Manage Albums](#)

Unite your community by inviting them to join you on National Wreaths Across America Day!

Use photos of your wreath laying ceremony to share what the WAA mission is all about.

If your location is able to honor Grave Specific Requests, share the photos of those wreaths after they are placed.

Capture your community working together to dispose of the wreaths. We care about keeping the cemetery clean!

Create a Photo Album

Get started by clicking Manage Albums, then click the (+) plus sign in the bottom right corner to create a photo album.

New Album

Photo Album Settings

PHOTO ALBUM

* Name *Required* ← Give your photo album a name.

Description

Then, click Save to add photos to your album.

CANCEL SAVE AND NEW **SAVE**

REVIEW ALBUM
Test

Photo Album Settings

PHOTO ALBUM

Name Test

Description

Click here to add photos from your image library.

ALBUM PHOTO ... **+ NEW PHOTOS**

no records found.

As you add photos to this Photo Album, they will appear here. You can add as many photos as you would like. Note, you can only add photos that are already in your Image Library.

When you are done adding photos, click Close.

CLOSE DELETE EDIT

Post a NEWS ARTICLE

Get started by clicking Manage Articles, then click the (+) plus sign in the bottom right corner of the page.

This screenshot shows the 'New News' form with the 'News' tab selected. The 'Title' and 'Snippet' fields are marked as 'Required'. Red arrows point to these fields with the following instructions: 'The Title should be eye-catching.' and 'The snippet should be one short sentence that describes the news article.' The bottom of the form has 'CANCEL', 'SAVE AND NEW', and 'SAVE' buttons.

This screenshot shows the 'New News' form with the 'Body' tab selected. The 'EDIT Body' button is circled in red. A red arrow points to the text area with the instruction: 'Add the text of the news article here! Adjust the font and formatting of this page by selecting the options listed above.' Another red arrow points to the 'Save' button with the instruction: 'Click Save when complete.' The bottom of the form has 'CANCEL' and 'SAVE' buttons.

This screenshot shows the 'New News' form with the 'Media' tab selected. The 'Media' tab is circled in red. Red arrows point to the 'Include Album', 'Banner Name', and 'Include Video' options with the instruction: 'Do you have photos or videos to include with the news article? Add them here! Be sure to add them to your Image Library prior to this step.' The bottom of the form has 'CANCEL', 'SAVE AND NEW', and 'SAVE' buttons.

This screenshot shows the 'New News' form with the 'Settings' tab selected. The 'Settings' tab is circled in red. A red arrow points to the 'Author Page Name' dropdown menu, which is set to 'NMCLYC - Clayton Cemetery'. A red arrow points to the dropdown with the instruction: 'If you oversee multiple groups or locations, be sure to select the correct Group ID or Location ID for the page you would like this news article to appear on.' The bottom of the form has 'CANCEL', 'SAVE AND NEW', and 'SAVE' buttons.

News Articles

Post news articles on your page to engage potential volunteers and donors, as well as to keep your supporters informed of your progress. Distribute your news articles to media outlets or receive help distributing from WAA's media team.

[Manage Articles](#)

News articles that feature your group or location furthering the mission of Wreaths Across America to REMEMBER, HONOR, and TEACH are a great addition for your WAA page!

Create a Page Alert

A Page Alert is a message that immediately pops-up in a box when someone visits your page.

Use a Page Alert to encourage donors to help meet your goal!

Gather help for the wreath clean-up at the cemetery!

Invite supporters to attend your fundraising events or share important details for the wreath laying ceremony.

The image shows two screenshots from the WAA Sponsorship Site. The top screenshot is the 'Manage' dropdown menu with 'Page Alerts' highlighted. The bottom screenshot is the 'New Page Alert' form with several fields and instructions.

Step 1: Click Manage

Step 2: Click Page Alerts

New Page Alert
Fill out this form and press "Save" to Create a new Alert. Press "Cancel" to close this form and return to the previous screen.

* Title	Required
* Text	Required
* Show On (EST)	Tomorrow, 12:18:45 AM
* Hide After (EST)	Next Tue, 12:18:45 AM
* Page Name	NMCLYC - Clayton Cemetery

The Title of your Page Alert should be short and to the point (Example: Fundraising Event, Ceremony Details, Wreath Clean-Up, etc.).

The Text should be concise, but clearly explain what you want your supporters to be aware of.






**Show On = Start Date of the Page Alert
Hide After = End Date of the Page Alert**

If you oversee multiple groups or locations, click these arrows to select the page you want the alert to show up on.

**** Back date the Show On date if you want the Page Alert to appear immediately. ****

CANCEL SAVE AND NEW SAVE

Send MESSAGES

-  To protect donors and volunteers, their personal contact information is kept private. **Sending messages through your account dashboard is easy!**
-  Get started by clicking Send Messages, then Send New Message.
-  Follow the prompts to select who your message is coming from. If you oversee multiple groups or locations, it's important to select the correct Group ID or Location ID that you would like the message sent from.
-  Next, select your audience. Do you want to send a message to Sponsors, Groups, Your Contacts?
-  Then select your message template. The most commonly used template is the Simple Message, as it's a blank template and can easily be customized to fit your needs.

Messaging

Send promotional messages to your supporters to inspire more participation and sponsorships. Send preformatted messaging pre-populated with links to your pages and then review message open and conversion rates.

[Send Messages](#)

Communication – the human connection – is the key to successfully inviting, inspiring, and uniting your community to get involved for National Wreaths Across America Day.

How to Customize a Simple Message

When drafting a message, you can adjust the font, recipient list, and settings.

Review Messages

Preview Media Settings

Recipient Info 1 recipient, 0 on previous messages, 0 recipients unsubscribed

Send To My Personal Contacts Add Item >

Subject Test Message

Format B I U & # 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

Body Dear {{RecipientName}}:

Type the body of your message (email) here. Be sure to include all pertinent information! You can edit the formatting of your message by selecting the options above.

Words inside {{double brackets}} like this are called Wild Cards. Do not delete or edit them in any way. They pull information from our system and automatically add the correct information into your message. As an example, this Wild Card is for the Recipient Name. Our system will replace the Wild Card with the name of the person receiving the message, once it is sent.

CANCEL VIEW RECIPIENTS SAVE DRAFT SEND

1

Under the Preview tab, draft your message where it says Body. You can access the font style changes by right clicking anywhere in the body section.

Do NOT remove words in {{double brackets}}. These are “Wild Cards” that automatically pull information from the system into your message. If removed, your message may not format properly.

2

Under the Recipients tab, you can choose to message previous or current year sponsors and registered sponsorship groups. To message volunteers, follow the directions in the next slide.

3

Under the Settings tab, you can select to receive a copy of the message by toggling on Copy Sender. Once you are finishing composing the message, click Send.

Review Messages

Preview Media Settings

* Include News ☐

* Include Album ☐

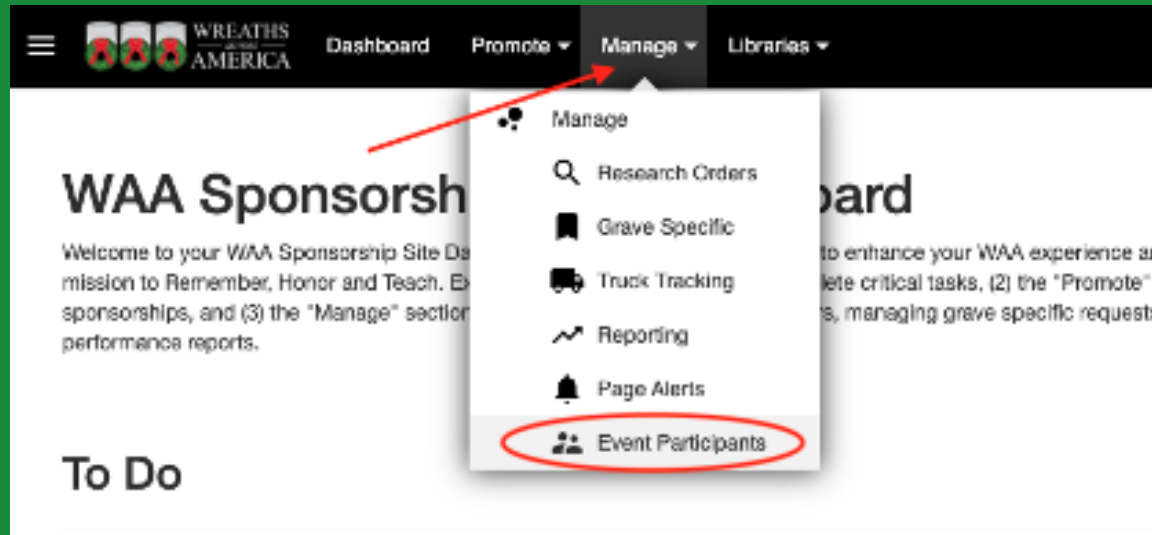
* Include Image or Video ☐

* Include Instructions ☐

Click on any of these toggles to add News Articles, Photo Albums, Images or Videos, or Add Instructions. Follow the prompts to add each one, as desired.

CANCEL VIEW RECIPIENTS SAVE DRAFT SEND

How to Message Your Volunteers: Step 1



REGISTERED PARTICIPANTS (5) [DOWNLOAD](#)

Page Name ↑	Event Name	I Plan To Attend With	People Attending	Contacts	My WAA Sponsorship Group, Company, Etc. (if Available)	Organize... Or Group Name	Registration Status	Registered At	Last Message	Message Template
NCFACF - Fayetteville Area Veterans	Ceremony	Friends and Family	5	Tom Jones	n/a	n/a	Confirmed	4:36 PM	n/a	n/a
NCFACF - Fayetteville Area Veterans	Ceremony	Military Colleagues	10	Geoff Bright	n/a	40th Civil Affairs	Confirmed	4:37 PM	n/a	n/a
NCFACF - Fayetteville Area Veterans	Wreath Laying 1	Just Myself	1	Rachel Worcester	n/a	n/a	Confirmed	5:32 PM	n/a	n/a
NCFACF - Fayetteville Area Veterans	Wreath Laying 1	Friends and Family	2	Jane Jones	n/a	n/a	Confirmed	5:32 PM	n/a	n/a
NCFACF - Fayetteville Area Veterans	Wreath Laying 1	Just Myself	1	Carley Worcester	n/a	n/a	Confirmed	5:32 PM	n/a	n/a
			19							

For Location Coordinators ONLY:

This report is only available for Location Coordinators because they are responsible for planning the logistics for the wreath laying ceremony.

To view a detailed report of all volunteers signed up for your wreath laying ceremony, go to Manage, then Event Participants.

If you have created multiple time slots for laying wreaths on National Wreaths Across America Day, those will be listed as separate **Event Names**.

This report can be sorted however you prefer! Simply click the column header to select from available filter options.

If you are looking for a specific volunteer name or to see how many volunteers are signed up for a specific event, this tool will be really helpful for you!

How to Message Your Volunteers: Step 2

For Location Coordinators ONLY:

To edit a sign up or message a volunteer, click the 3 dots next to their name to bring up the menu and select a message template.

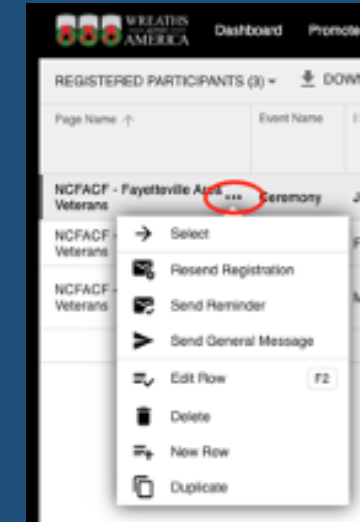
Resend Registration: This is perfect to use if someone says they never received their confirmation.

Send Reminder: Send this a week or two prior to the wreath laying ceremony to give them important information about the event.

Send General Message: Send this if you need to change plans. You may also consider using this as a way to reach out to volunteers, as you get closer to the Cutoff Date, to remind them to sponsor a wreath if they haven't already.

Each message can be customized, then when you click Save, it will become your new customized template. You can save a different message for each of your events, which will be helpful if you have different groups attending each event (Grave Specifics, Family Only, Sponsorship Groups, General Public).

**** We recommend sending a test first to confirm that everything is formatted correctly. ****

A screenshot of the 'Send Event Message' form. The 'MESSAGE SETTINGS' section has three radio button options: 'No, Use System Default' (selected), 'Yes, For All My Events' (highlighted with a red box), and 'Yes, For This Event Only' (highlighted with a red box). The 'EMAIL TEXT' section shows a template for a message to a volunteer, including a subject line and a body with placeholders for recipient name, event info, and location. At the bottom, there are buttons for 'CANCEL', 'SEND TEST', 'SEND MESSAGE', and 'SAVE (SEND LATER)'.

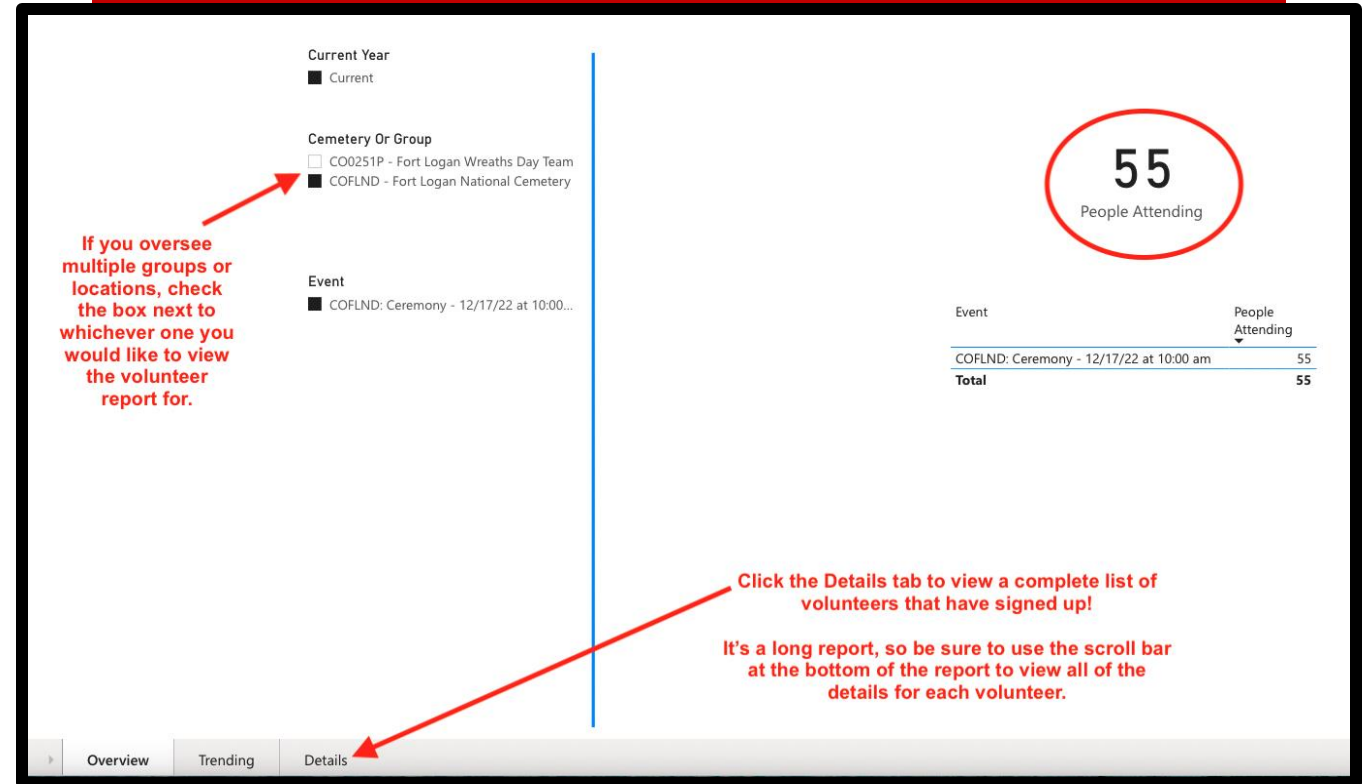
How to View Your Volunteer Report

Are you looking for a quick count of volunteers from your group or for your location?

Go to Manage, then Reporting, then Volunteers by Event.

When a supporter visits your group or location page and clicks the red Volunteer button to register to help at your event, they will be added to this list!

Make note, Location Coordinators can edit and message registered volunteers by following the instructions in the two previous slides.



The Wreath Count Report



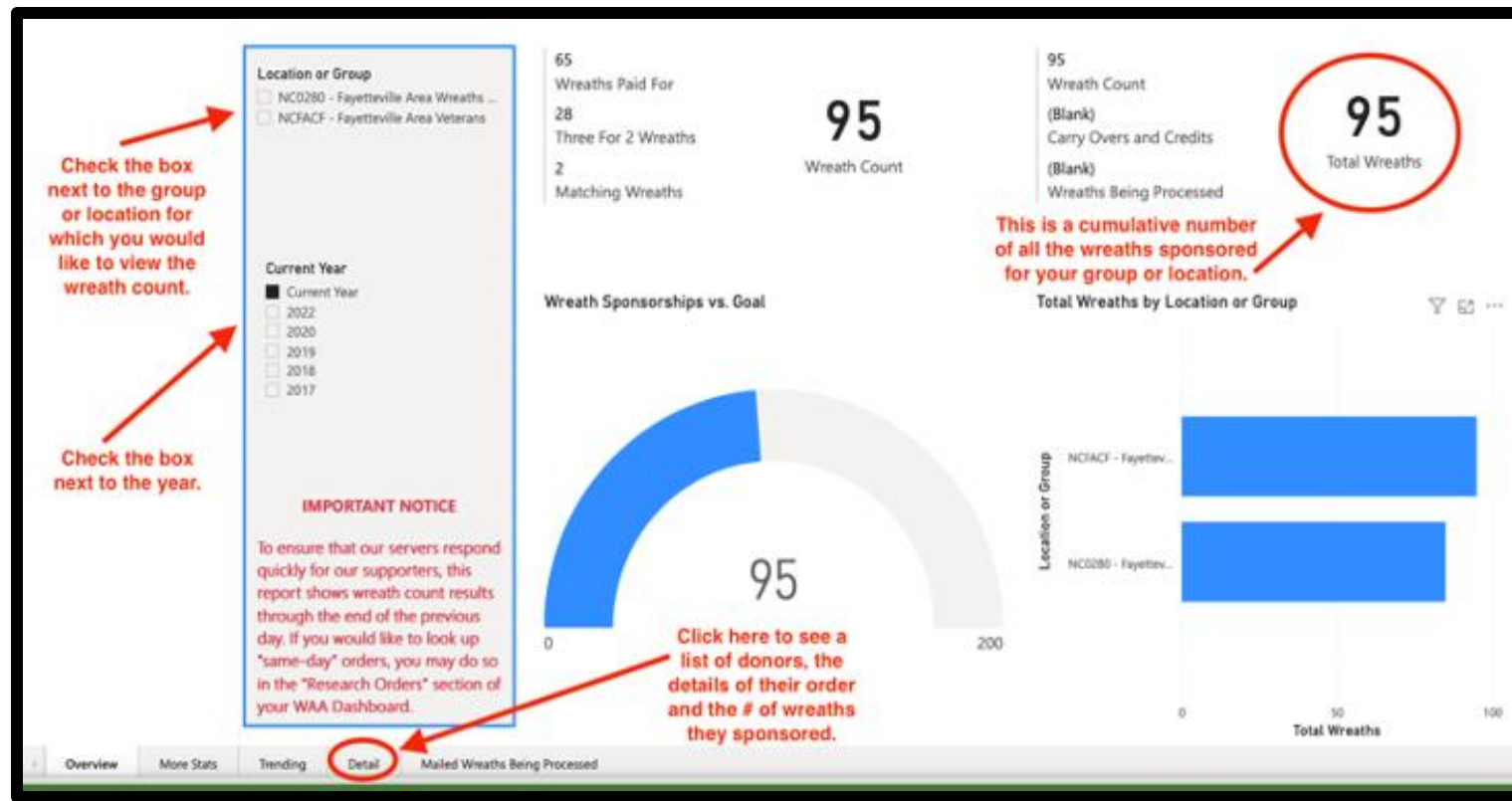
View your total wreath count and the details of *all online and mailed orders* on the Wreath Count Report!



Reporting

Review your Sponsorship Site reporting, including wreath count analysis, year-over-year comparisons, page views, unique visitors, conversion to wreath sponsorships, and other key metrics.

[View Reports](#)



How long does it take for orders to show up on the Wreath Count Report?

★ Online Orders:
24-48 hrs.

★ Mail-In Orders:
3-4 weeks

Research Orders and Thanking Donors

Research Orders

Research order history involving all of your Sponsorship Sites. Search by donor name, email, check number, order date, or any other search terms needed to find records. Export to word, excel, and other formats.

Research Orders



ADVANCED SEARCH
Research Orders

Match all conditions ▾ with specified filters ▾

Order No contains ▾ |text|

Wreath Year equals ▾ text ▾

Transaction Type equals ▾ text ▾

Store Receipt No contains ▾ text

Line No contains ▾ text

Order Date between ▾ date and date

Donor Name contains ▾ text

Donor Email contains ▾ text

Donor Phone contains ▾ text

Location Name equals ▾ text ▾

Group Name equals ▾ text ▾

SHOW LESS CANCEL RESET **SEARCH**

Search by Wreath Year

Filter your search however you would like!

Searching by Donor Name and Donor Email make it easy to see all of the orders for one particular donor.

Click Search to see your results.

Dashboard Promote Manage Libraries

RESEARCH ORDERS (24) DOWNLOAD

Matched: Wreath Year equals "2021". X

Order No 1598142
Wreath Year 2021
Transaction Type Digital
Store Receipt No 980168
Line No 4772987
Order Date 11/16/2021 12:00 AM
Donor Name

Location Name SDWTCW - Warner Township Cemetery
Group Name NV0116 - 702 Xventures
Plan 3 Wreaths for 2
Group Member n/a
Product Wreath Sponsorship
Payment Type Digital
Check Number n/a

Wreaths Paid For 19.0
Three For2 Wreaths 9.5
Matching Wreaths 0.0
Total Wreaths 28.5
Sale Amount \$285.00
Message Status Thanks Not Sent

Hover over their order, then click the 3 dots that appear in the top right corner. Select Send Thank You or Send Message.

Send Thank You
Send Message



Thanking donors is a wonderful way to encourage their participation year after year!

The Grave Specific Report

Dashboard Promote Special Services Manage Libraries

GRAVE SPECIFIC REQUESTS (4) DOWNLOAD

Click Special Services, then Grave Specific to view the Report.

Click Download to export the report to an Excel sheet.

Grave Specific

Remember Wall

Cards Or Invites

All Special Services

Order Line	1804376 - On	Member Live	n/a	Complete Percentage	67 %
Year	2022	Veteran Name	Roy Bradford	Last More Info Message	n/a
Sponsor Name for Display	Mary P.	Served Or Other	United States Military	Last Photo Message	n/a
Will Place Myself	Yes	Branch	Army	Last Reorder Message	n/a
Group	NC0280P - Fayetteville Area Wreaths for Veterans	Cemetery Section	n/a	Status	1. Not Handled
Group Live	Live	Cemetery Row	n/a	Status Comment	n/a
Location	NCSVSL - Sandhills State Veterans Cemetery	Marker Number	n/a	Status By	n/a
Location Live	Live	Other Identifying Items	n/a	Status At	Sep 17, 12
Group Member	n/a	Other Instructions	n/a		
Order Line	n/a	Member Live	n/a	Complete Percentage	100 %
Year	2022	Veteran Name	Kelly Gore	Last More Info Message	n/a
Sponsor Name for Display	Julie Bright	Served Or Other	United States Military	Last Photo Message	n/a
Will Place Myself	Yes	Branch	Navy	Last Reorder Message	n/a
Group	NC0280P - Fayetteville Area Wreaths for Veterans	Cemetery Section	n/a	Status	1. Not Handled
Group Live	Live	Cemetery Row	n/a	Status Comment	n/a
Location	NCSVSL - Sandhills State Veterans Cemetery	Marker Number	n/a	Status By	Julie Bright - fayettevillewaa@gmail.com
Location Live	Live	Other Identifying Items	n/a	Status At	Last Mon, 4:12:01 PM
Group Member	n/a	Other Instructions	n/a		
Order Line	n/a	Member Live	n/a	Complete Percentage	100 %
Year	2022	Veteran Name	Tim Gore	Last More Info Message	n/a
Sponsor Name for Display	Julie Bright	Served Or Other	United States Military	Last Photo Message	n/a
Will Place Myself	Yes	Branch	Navy	Last Reorder Message	n/a
Group	NC0280P - Fayetteville Area Wreaths for Veterans	Cemetery Section	n/a	Status	1. Not Handled
Group Live	Live	Cemetery Row	n/a	Status Comment	n/a
Location	NCSVSL - Sandhills State Veterans Cemetery	Marker Number	n/a	Status By	n/a
Location Live	Live	Other Identifying Items	n/a	Status At	n/a
Group Member	n/a	Other Instructions	n/a		

Click the + to manually add to the Grave Specific Report. ONLY add those that are not already on the list.

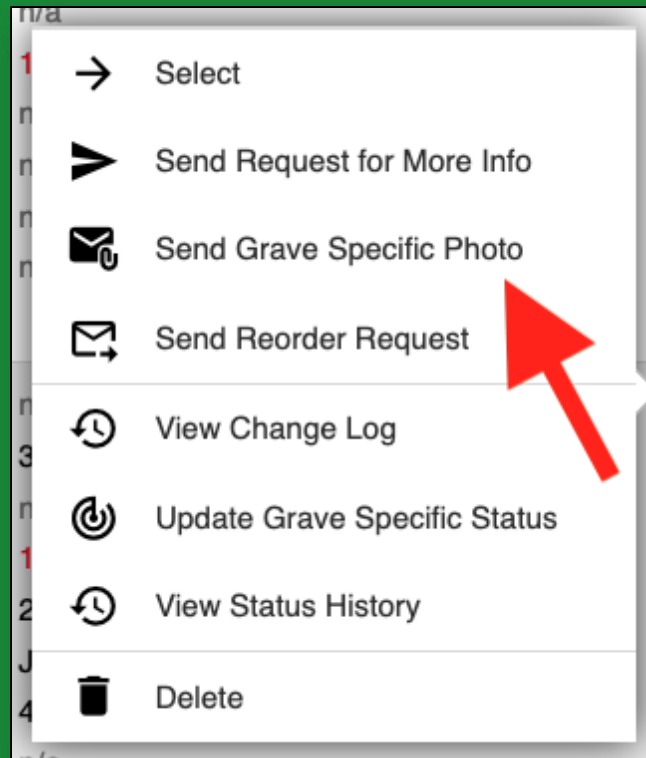
Grave Specific Requests are only accepted at specific locations. If you aren't sure if your location accepts them, check with the Location Coordinator or your Regional Liaisons.

Groups can add their own Grave Specifics!

Online orders will automatically be added to this report. All other orders must manually be added.

Manage Existing Grave Specific Requests

Click the **THREE DOTS** in the top right corner of the order line to manage the GS Request. You can update the veteran info, add a photo or wall post, message the sponsor, or set a status!



REVIEW SPECIAL SERVICES

1815033 - Online - 1152979 - 10/06/22 - 5103063 - J...

SPONSOR INFO

Order Line	1815033 - Online - 1152979 - 10/06/22 - 5103063 - Julie Bright - NCFACF - NC0280P - \$15.00 - Grave Specific >
Year	2022 >
Sponsor Name for Display	Julie B. Update the Sponsor Name (If Different from Name on Order)

LOCATION/GROUP

Group	NC0280P - Fayetteville Area Wreaths for Veterans >
Location	NCFACF - Fayetteville Area Veterans >
Group Member	

SERVICES

Wall Post	<input checked="" type="checkbox"/>
Card Or Invite	<input checked="" type="checkbox"/>
Grave Specific	<input checked="" type="checkbox"/>
Will Place Myself	<input checked="" type="checkbox"/>

REMEMBER WALL

CLOSE DELETE EDIT

Make adjustments to these special services, if needed.

STEP 1: Click EDIT to begin making changes, then SAVE to confirm the changes.

Manage Existing Grave Specific Requests

It's easy to update the **VETERAN INFO** and add other instructions for the team placing the Grave Specific Requests! You can also **ADD PHOTOS** of the veteran or of the placed wreath.

1815033 - ONLINE - 1152979 - 10/06/22 - 5103063 - JULIE BRIGHT - NCFACF - N...

VETERAN INFO

Veteran Name	Carl Burr
Served Or Other	Military Spouse or Family
Branch	(select)
Year Of Service First	
Year Of Service Last	
* Living Or Passed	<input checked="" type="radio"/> Passed <input type="radio"/> Living <input type="radio"/> Not Specified
Date Of Birth	
Date Of Passing	
Cemetery Section	Back Right Corner
Cemetery Row	
Marker Number	
Other Identifying Items	Veterans Headstone
Other Instructions	

Click **SAVE** once edits are complete.

CANCEL **SAVE**

To add info for a Grave Specific Request, you must select that they have PASSED.



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"/>

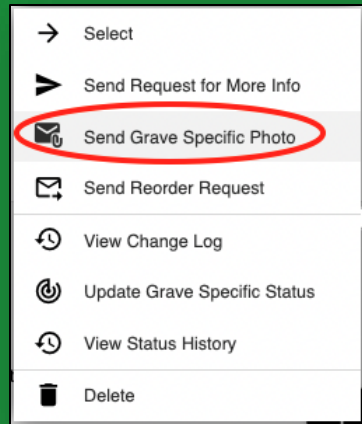
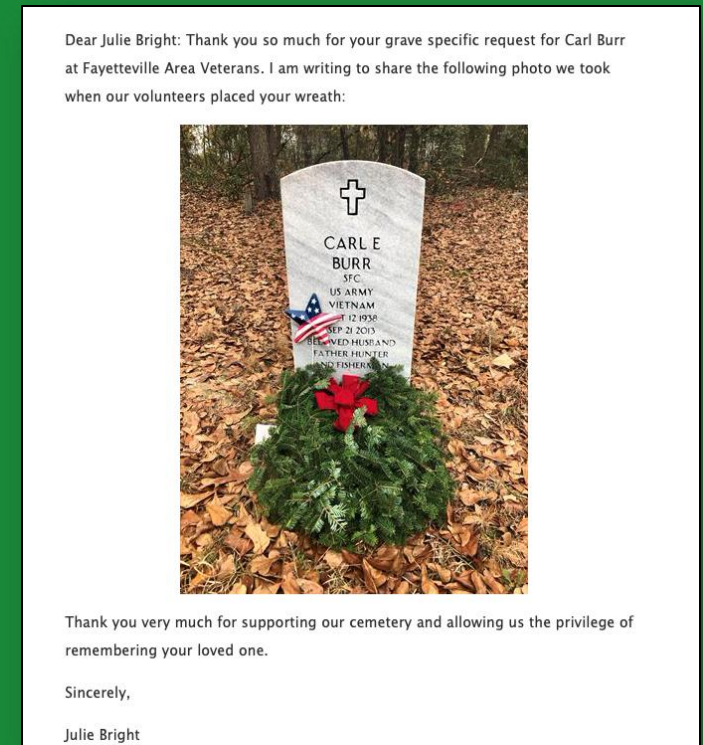
Check here if you want the picture on your Remember Wall.

Always **SAVE** your work!

CANCEL **SAVE**

Message Photos of Grave Specific Requests

MESSAGING PHOTOS of the Grave Specific wreath placements to your sponsors is simple! While it's not required, it is a nice gesture to show sponsors that their loved one was honored with a wreath.

A screenshot of the 'Review Messages' form in the mobile app. The form has three tabs: 'Preview', 'Media', and 'Settings'. The 'Media' tab is selected. Red arrows and boxes provide instructions: 'Click MEDIA to select which photo to send.' points to the 'Media' tab; 'Click PREVIEW to edit the message template.' points to the 'Preview' tab; 'Toggle ON to Include Image, then type the image name to select the correct image.' points to the 'Include Image or Video' toggle and the 'Image (or Video Thumbnail)' field, which contains 'Carl Burr >'; 'Click to SEND your message.' points to the 'SEND' button at the bottom right. Other form fields include 'Include News', 'Include Album', 'Include Image or Video', 'Image or Video Title (Optional)', 'Click Through Url (Optional)', and 'Include Instructions'.

Manually Add to the Grave Specific Report

Enter as much information as possible so that it's easy for the volunteer Location Coordinator to fulfill the Grave Specific Request.

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 ☐

Annotations:

- Enter the Sponsor Name. (points to Sponsor Name for Display)
- Enter your Group ID and Location ID. (points to Location dropdown)
- Toggle ON for Grave Specific and if the sponsor wants to place the wreath. (points to Grave Specific toggle)



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

Annotations:

- Enter the veteran's name and as much other additional information as possible. (points to Veteran Name)
- You must select PASSED to enter the Grave Specific details. (points to Passed radio button)
- 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. (points to Date Of Birth, Date Of Passing, Cemetery Section, Cemetery Row, Marker Number, Other Identifying Items)
- Click SAVE AND NEW to add another Grave Specific Request or click SAVE if you are done entering them. (points to bottom right)

Volunteer Resource Page

Where Can I Find the Volunteer Resource Page?

Go to learn.wreathsasscrossamerica.org/location-group-resources or visit the main WAA page at www.wreathsasscrossamerica.org and go to Location/Group Resources (Under the Menu).

What Is The Volunteer Resource Page?

It is your go-to spot for all of the WAA approved (and updated!) order forms, documents, marketing materials, logos, press releases, and account dashboard tutorials.

What If I Want to Customize A Document?

If you would like to customize an image or document, email the draft to your Regional Liaison prior to any printing or distribution to get approval from WAA. This is required.

Should I Use a QR Code?

Yes! Be sure to link it to the WAA group page that you would like to support so they get credit for the orders.



Join Us in Our Mission

Remember ★ Honor ★ Teach

★ **December 17, 2022** ★

National Wreaths Across America Day

Help the (Insert your group name here) honor local heroes!

Sponsor a wreath today to be placed on a veteran's grave this December at the (Insert your location name here).

Just scan the QR code to your right with your smart phone camera to make a donation online.

WREATHS across AMERICA
www.wreathsasscrossamerica.org

#FindAWay2022



WREATHS *across* AMERICA

Regional Map



**** Region 5
Includes DC**

**** Region 2
includes Puerto
Rico, Virgin
Islands, Guam,
& Cuba**

Region 1 Liaisons

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Terra Delong: 207-470-0965

Emily Carney: 207-221-5163

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Emily Carney: 207-221-5163

Meet the Locations and Groups Team



Julie Bright
Director of Locations & Groups

jbright@wreathsacrossamerica.org
207-618-5078



Terra Delong
Region 1 Liaison



Emily Carney
Regions 1 & 5 Liaison



Miesa Bland
Region 2 Liaison



Stephanie Molina
Region 3 Liaison



Richelle Bergeson
Region 2 & 3 Liaison



Meagan Erickson
Region 4 Liaison



Amber Rocha
Region 4 Liaison



Tiffany Lynch
Region 5 Liaison



WREATHS *across* AMERICA

THANK YOU

Wreaths Across America