

How to Create Your In Memoriam Notice

Sign in or Create Account

If you are a returning customer to EZAds, the self-serve In Memoriam website, please sign in using your existing account info.

If you are a new user click **Create Account**.

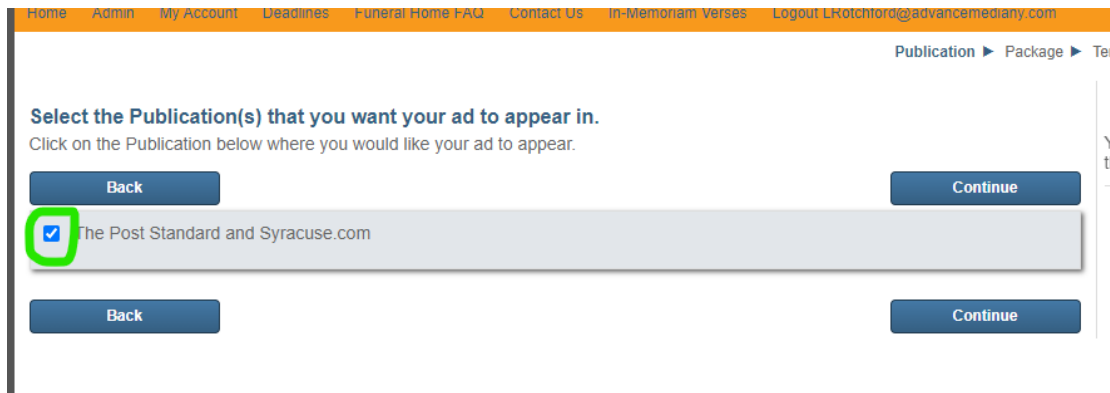
Pick a username and password and then fill out the required info of First Name, Last Name, Address, Phone Number, and Email.

Verify you are Not a Robot and then hit Create Account.

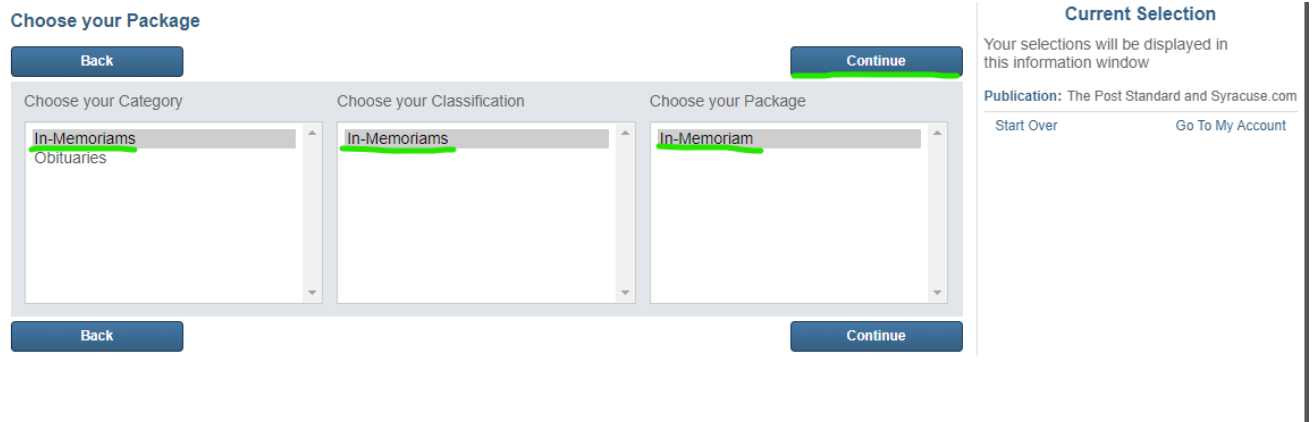
Creating Your Notice

On the My Account page: select Create Notice

- **Select Publication Page**- check The Post Standard, hit Continue



- **Choose Your Package Page** Select your Category- In Memoriams-->Select your Classification- In-Memoriams, Choose your Package- In Memoriams. Hit Continue




- **Select your Notice Template Page**, hit continue.

Select your Notice Template

You will be able to customize each template with your photo and text and choose artwork from our image gallery in the next step. Emblems are optional on all templates.


[Back](#) [Continue](#)

1. In-Mem: Border-Top Graphic-Banner, Optional photo 1c



preview this template

2. In Mem: Border-Banner, Optional photo 1c




preview this template

3. In Mem: Border-Top Graphic, Optional photo 1c



preview this template

4. In Mem: Border, Optional photo 1c



preview this template

Changing Templates: -You may change your templated at any time when in Create Your Notice by clicking <<Change Template Selection>> underneath your notice preview.

This will allow you to keep your text but change your Template if wanted to without having to go Back and losing all of your work.

Create your Notice Page

Clicking to either side the notice will update it every time you add, remove, or change any of the below categories:

- First name of Deceased
- Last name of Deceased
- Date of Birth-Death: appears below the name
- If you hit Enter in the Message or Salutation fields it will create an empty line/white space

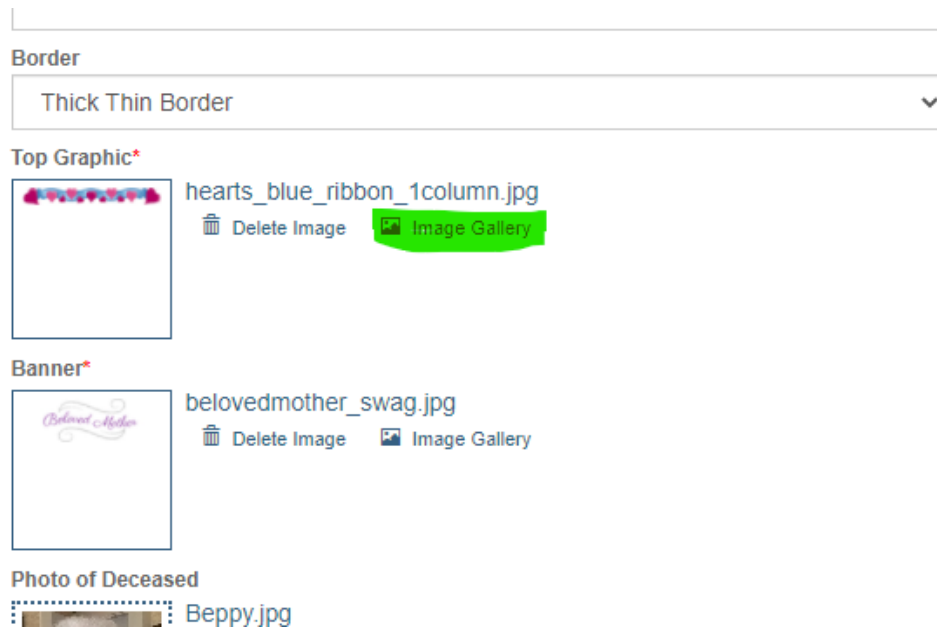
Borders:

There are a number of borders to choose from.

Changing the border color: - You can change the color of the border by selecting the Border Color under Emblems. Pick a spot on the color wheel and then the exact shade of color you would like on the color scale on the right.

Top Graphic: - appears above the Banner (if chosen)

You may pick different Top Graphics by clicking the Image Gallery and then double clicking on your selection.



Banner: -appears under the border, and the Top Graphic (depending on template chosen).

You may pick different Banner choices by clicking the Image gallery and then double clicking on your selection to put it into your In Memoriam notice.

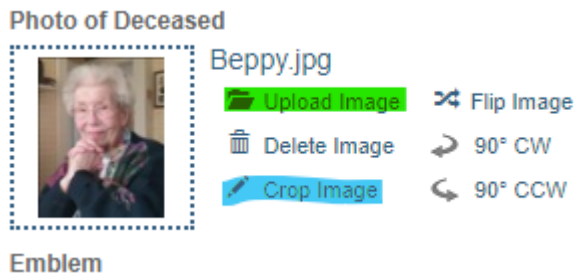
Photo of Deceased:

Select Upload Image.

The image must be a headshot and a JPG file.

-The photo should be very clear. The photo will appear darker in print than it does in the preview.

You may crop the photo by clicking Crop Photo. Use your cursor to create and drop the box around the image, pulling the box bigger or smaller at the corners. The image shape itself cannot be changed. Press Accept when done cropping.



Emblem: optional on all In Memoriams

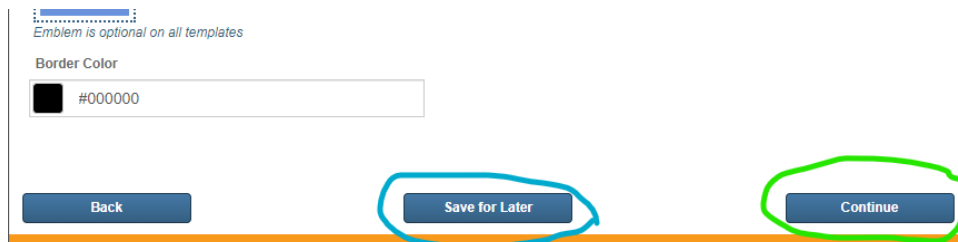
In the Image gallery select the emblem you'd like by double clicking your choice. It will appear in the preview.

Click **Save for Later** if you would like to work on the notice later.

If you have Saved the notice it will appear on the first page under Your Saved Notices. You would then select Modify/Submit to continue working on the notice.

Or

Press **Continue** if your notice is finished.



The screenshot shows a web form with a header that reads "Emblem is optional on all templates". Below this is a "Border Color" section with a black color swatch and the hex code "#000000". At the bottom of the form are three blue buttons: "Back", "Save for Later", and "Continue". The "Save for Later" button is circled in blue, and the "Continue" button is circled in green.

Note: you will not see price changes for a notice you are working on until you Continue to the Proof your Notice page.

Proof your Notice Page

A place to review the notice. You can select Back if you realize there is something you wish to change, otherwise hit Continue.

Ad sizes will appear larger in print.

Schedule your Notice and Keepsake Page

Pick the Sunday date you would like your In Memoriam to publish on. The date will highlight in yellow.

The order will include a Keepsake. If you wish to change the amount click "Update Quantity."

The screenshot shows the Syracuse.com website interface. At the top, the logo "syracuse.com" and "THE I" are visible. Below the logo is a navigation bar with links: Home, Admin, My Account, Deadlines, Funeral Home FAQ, and Con. The main content area is titled "Schedule your Notice" and includes a "Back" button. Below this is a calendar for "August, 2021" with a key: Light Gray = Available, Dark Gray = Not Available, Yellow = Selected. The calendar shows dates from 1 to 31, with the 29th highlighted in yellow. To the right of the calendar is a text input field for "Enter special notes about your ad here..." and an "Update Quantity" button. A modal window is open in the center, titled "How many total keepsakes would you like?" with a dropdown menu set to "1". The modal also contains a "Cancel" button, a "Submit" button, and a note: "* One keepsake is included with your order. Each additional keepsake will cost \$5.40 each." At the bottom of the page, there are buttons for "Back", "Save for Later", and "Continue".

Click Continue.

Search Fields Page

This info will go online. Click Continue.

Payment Page

Enter the credit card info and click the Agree to Terms box at the bottom, then hit **Purchase**.

We recommend you pay via credit or debit card. This is a secure payment portal.

Otherwise if you would like to pay via check or money order, please 'Save for Later' and call 315-470-2279 or email inmemoriam@syracuse.com to complete your order.

Payment

Check the box below to bill to the client account directly. No credit card information will be required if this box is checked.

Bill to client account

Check the box below to prepay by cash or check. No credit card information will be required if this box is checked.

Cash/Check

Enter your credit card information here. Your information will be carried over a secure connection.

Credit Card Type

Card Number

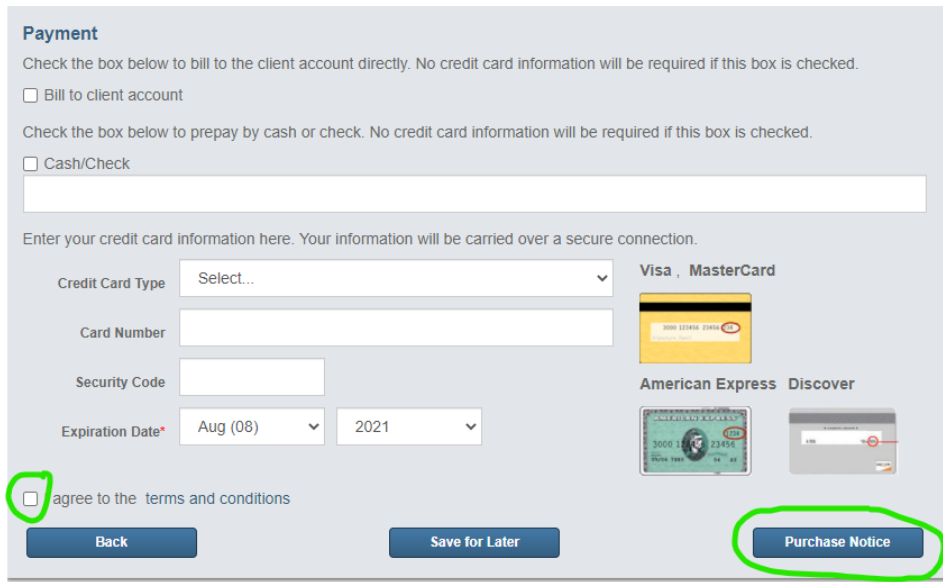
Security Code

Expiration Date*

agree to the terms and conditions

Visa , MasterCard

American Express Discover



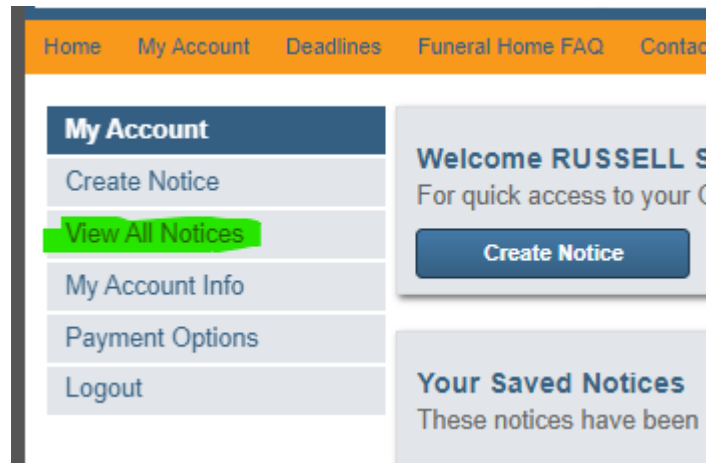
You will receive a confirmation email automatically after you hit Purchase.

Deadlines

In Memoriams must be ordered by 5pm on the Tuesday prior to the Sunday you would like the In Memoriam to run.

How to View Previous In Memoriams You Placed on EZAds or Modify Saved or Future Notices

Under My Account select View All Notice- this will show any past In Memoriams you have ordered using the self-serve website.



Once there you may select Reorder Notice if you wish to make changes or Pickup Notice if you would like to order the exact same notice as before without changes.