

## Directions for setting up Yahrzeits in your account:

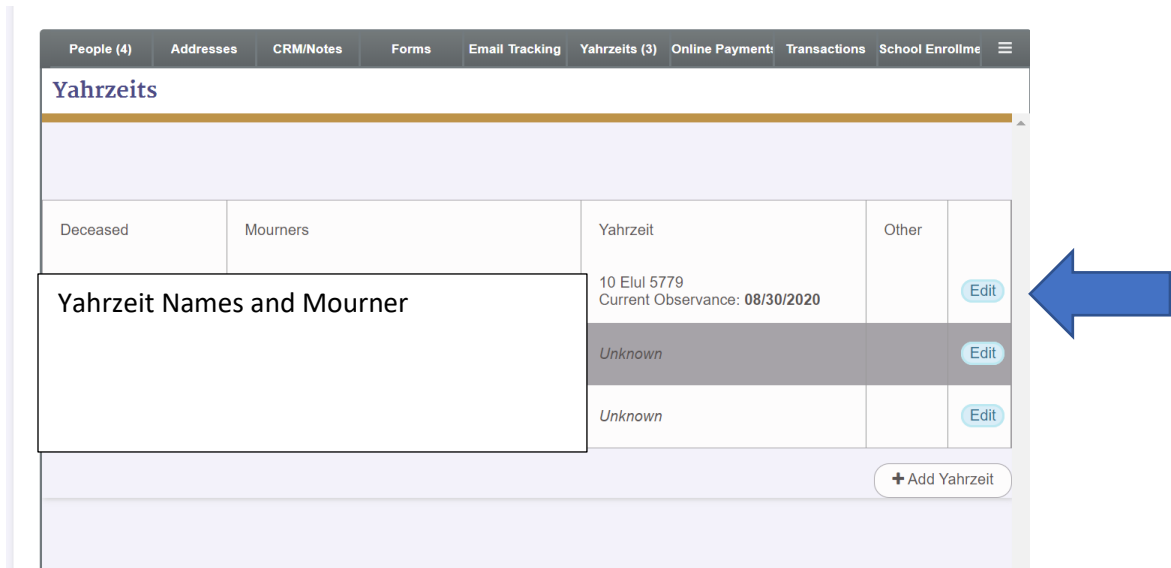
1. Go to your account page:

The screenshot shows a web browser window with the URL `/admin/members.php?action=view&id=6243456#tab=people`. The page title is "Account information". On the right side, there is a list of "ACTIONS" including "Edit Account", "Edit Addresses", "Edit Account Primary", "Add Person", "Add Transaction", "Start Online Payment", "Create Statement", "Enroll to School Now", "Login as Account Primary", and "Add A Correspondence". The main content area has a navigation bar with tabs: "People (4)", "Addresses", "CRM/Notes", "Forms", "Email Tracking", "Yahrzeits (3)", "Online Payment", "Transactions", and "School Enrollme". The "Yahrzeits (3)" tab is highlighted. Below the navigation bar, there is a section titled "People in Family" with an "Add Person" button. Under "Family Adults", there is a table with columns: "Login", "Name", "Gender", "Type", "Age", and "Related". A row is visible with "Names" in the "Name" column and "View" and "Edit" buttons. Under "Children", there is another table with the same columns, also showing a row with "Names" and "View" and "Edit" buttons.

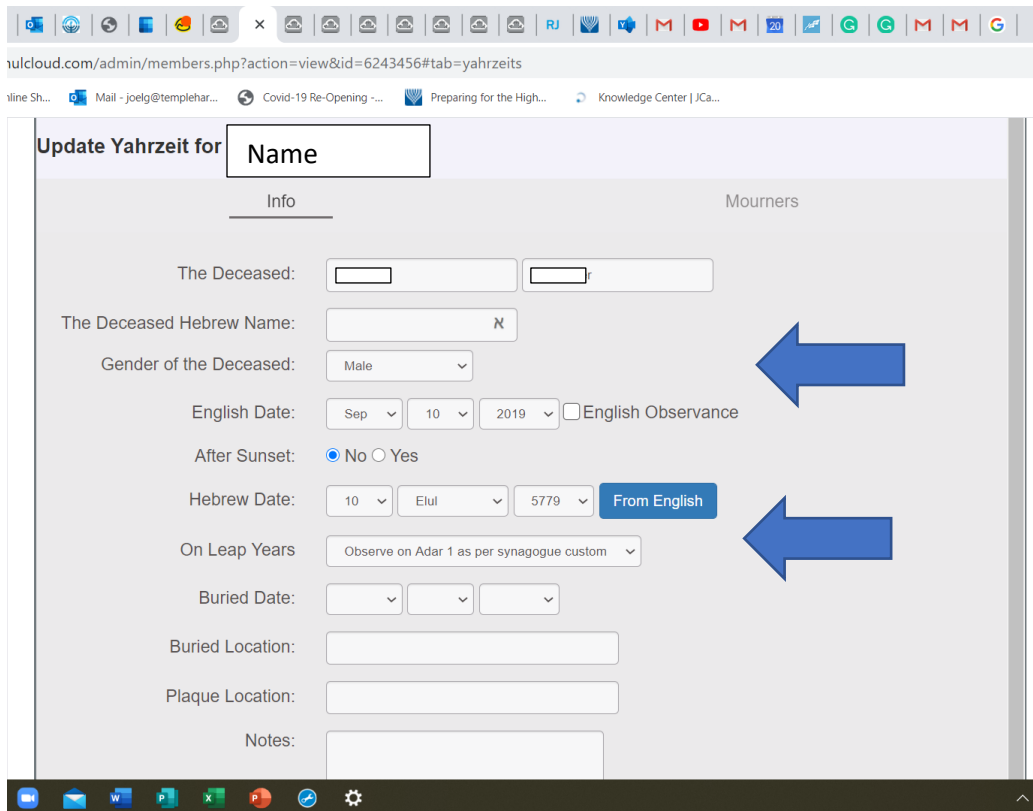
2. Click on the "Yahrzeits" Tab:

The screenshot shows the same web browser window, but now the "Yahrzeits (3)" tab is selected in the navigation bar. The main content area displays account details for "Debbie and Keith". The details include: "Tags: 2020-2021 Board Members", "Date Joined: 08/01/2007", "Account Billing Type: Patron", "Children: Jason, Ryan", and contact information for "Mr. Keith Krakower" (Mobile: (908) 303-6666, keithkrakower@aol.com) and "Mrs. Debbie Krakower" (Mobile: (908) 303-6667, debbiekrakower@aol.com). A blue arrow points to the "Yahrzeits (3)" tab in the navigation bar. Below the account details, the "People in Family" section is visible, showing the same table structure as in the previous screenshot, with "Names" in the "Name" column and "Edit" buttons.

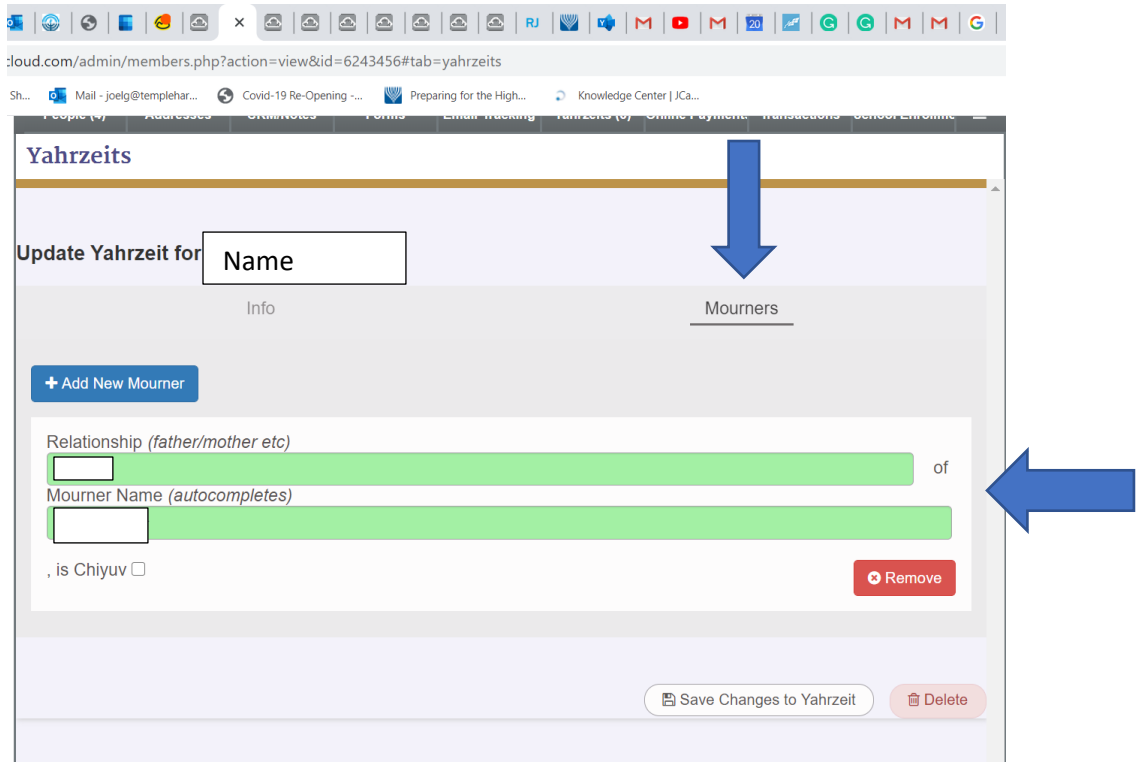
3. Click on "Edit" next to the name of the loved one whom you wish to update the record of:



4. You can enter the date of death, indicate if you want to observe on the Gregorian calendar and convert the date of death to the Hebrew Calendar on this page:



5. Click on the “Mourners” tab to list the relationship of your loved one:



6. Make sure to “Save Changes to Yahrzeit” before leaving this page

