

DRAKESBROOK PUBLIC CEMETERY LIFE CHRONICLE SUBMISSIONS

INFORMATION SHEET



WHAT IS LIFE CHRONICLE?

Life Chronicle provides members of the public with an opportunity to create an online memorial to share stories of their loved one's life, leaving an everlasting memory and eternal connection to their lives and legacy.

Life Chronicle creates a level of community engagement with the cemetery as they wander the grounds journeying through local history through stories shared by others. The memories of loved ones can be shared through their physical resting place and through an online memorial which can be accessed anywhere in the world.

IS THERE A COST TO MAKE A LIFE CHRONICLE SUBMISSION?

Yes, each life Chronicle submission currently costs \$65 paid directly to Chronicle. For each Life Chronicle payment, Chronicle will pay 40% back to the Shire of Waroona to contribute to the Drakesbrook Public Cemetery to help maintain the resting places of our loved ones.

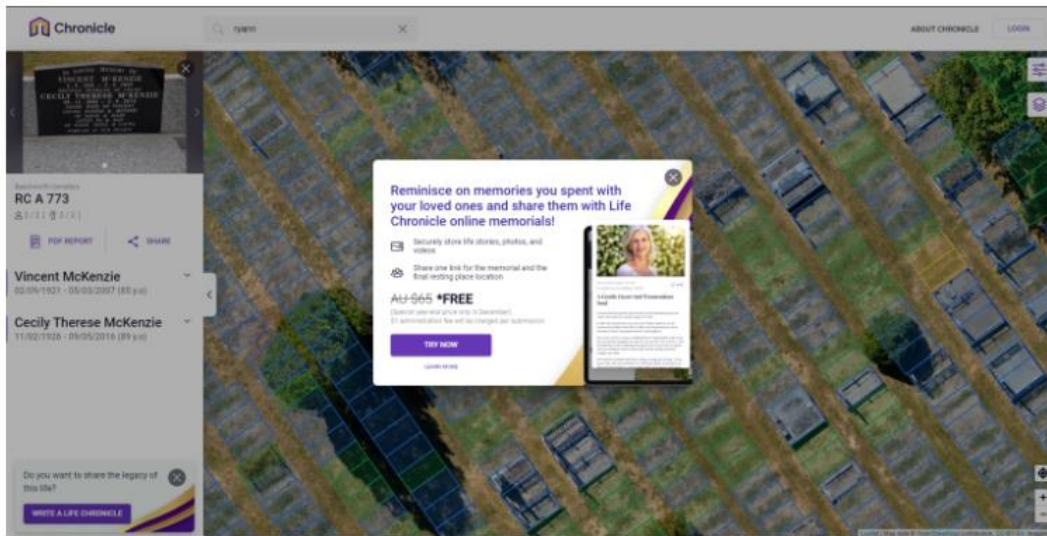
HOW DO I SUBMIT A LIFE CHRONICLE ENTRY FOR MY LOVED ONE?

Life Chronicle submissions must be submitted by the Grant Holder of the plot, or in the case of a Grant holder being deceased, an immediate relative of the interred. If the Grant Holder is deceased, form CM16 "Life Chronicle – Proof of Relationship" must be approved prior to submission. Forms can be obtained by contacting Hayley Van Twist on (08) 97337800.

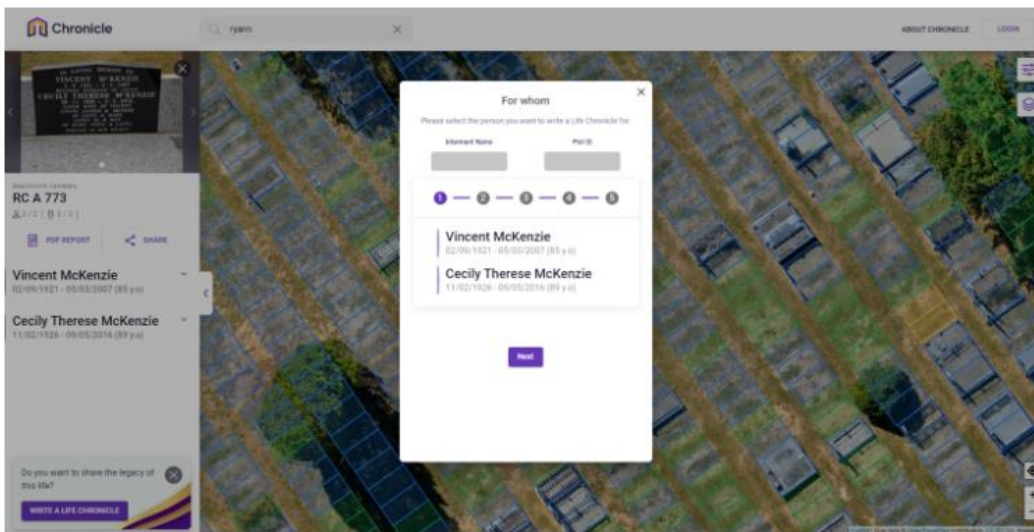
Life Chronicle stories can be submitted by following these steps:

1. Visit the Shire of Waroona website cemetery page
<https://www.waroona.wa.gov.au/community/parks-waterways-facilities/cemeteries.aspx>.
2. Click on the link to visit the Drakesbrook Public Cemetery online platform.
3. Search and select the interred you want to write the Life Chronicle for.
4. Click the **"Write a Life Chronicle"** button under the interment detail. Then, a popup window will appear.

DRAKESBROOK PUBLIC CEMETERY LIFE CHRONICLE SUBMISSIONS INFORMATION SHEET

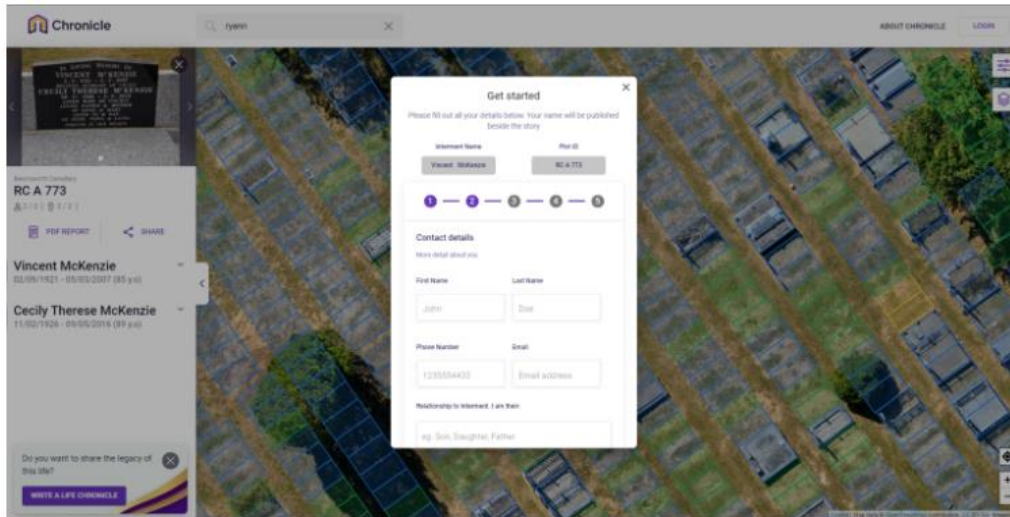


5. If there are multiple interments in one plot, please select the one you write for. But, if there's only one interment in one plot, you will automatically be redirected to the next step.



DRAKESBROOK PUBLIC CEMETERY LIFE CHRONICLE SUBMISSIONS INFORMATION SHEET

6. Fill in your contact details and click the **“Next”** button to proceed (scroll down).



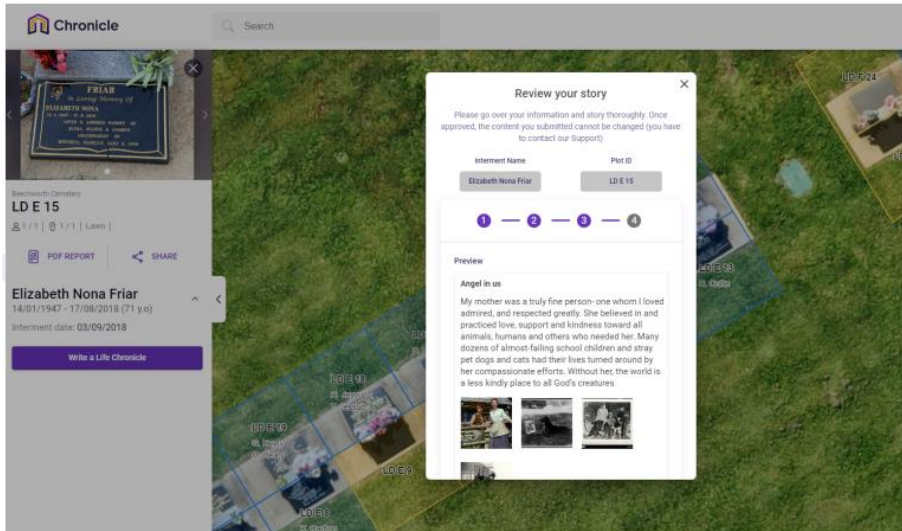
7. Type the life story that you want for the interment that you select. You can input links, bold, italic and underline the text if you want. You can also add maximum of 6 images for an interment story.



DRAKESBROOK PUBLIC CEMETERY LIFE CHRONICLE SUBMISSIONS INFORMATION SHEET

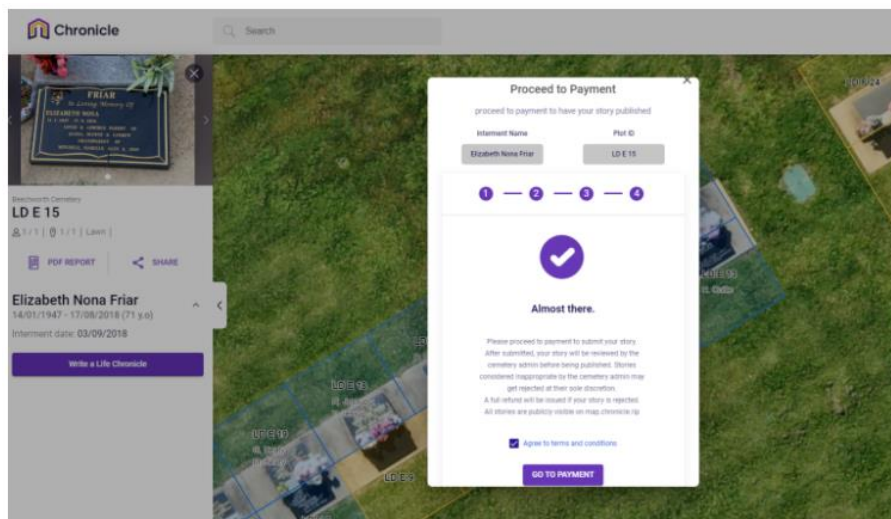


8. Review your story to ensure that you have no typos.



HOW DO I MAKE PAYMENT?

1. Make sure you check the 'Agree to terms and conditions' tick box to proceed to the payment page.

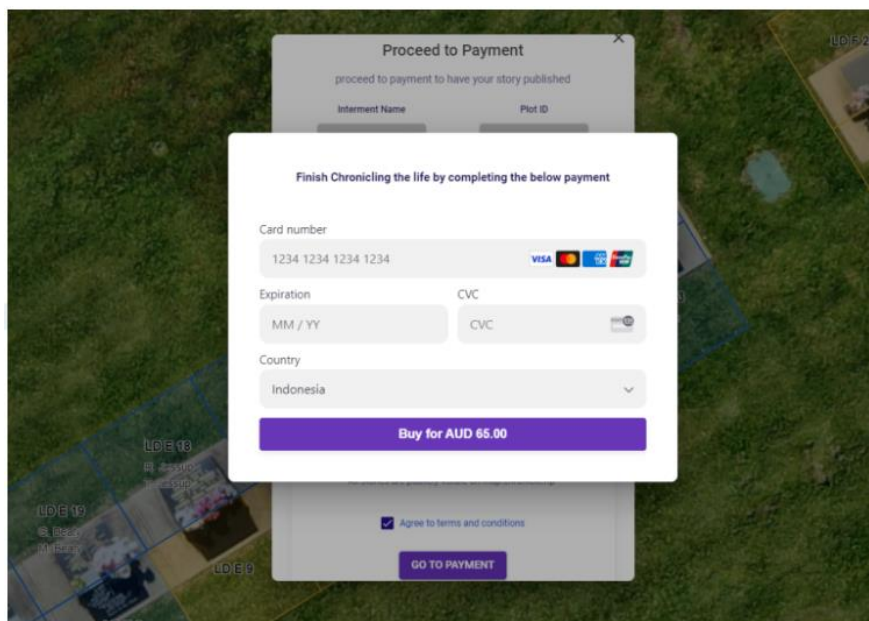


DRAKESBROOK PUBLIC CEMETERY LIFE CHRONICLE SUBMISSIONS

INFORMATION SHEET



2. Input your card details. Chronicle uses the secure **Stripe** service to process your payment.



3. When your payment is successful, you will receive a notification and an email confirmation which will include a payment invoice for the Life Chronicle that you have submitted.

HOW DO I MAKE PAYMENT?

Your Life Chronicle submission will be submitted to the Shire of Waroona for approval. Your submission will be checked for appropriateness and to confirm you are the grant holder / immediate family member of the interred. Once the Shire approves the submission, it will be immediately published publicly.

HOW DO I VIEW MY SUBMISSION AFTER IT HAS BEEN APPROVED?

Click on the Life Chronicle section under the interred detail on the left sidebar to view the full text in an expanded window. Then, a popup window will appear.

WHAT IF MY LIFE CHRONICLE SUBMISSION IS DECLINED?

If the Shire of Waroona declines your submission, you will be notified via email and refunded in full. The reply email will include the reason it was declined. You are welcome and encouraged to resubmit the Life Chronicle again with any changes. Some reasons your Life Chronicle may be declined are inappropriate content, obscene language, or you are not the registered grant holder.