

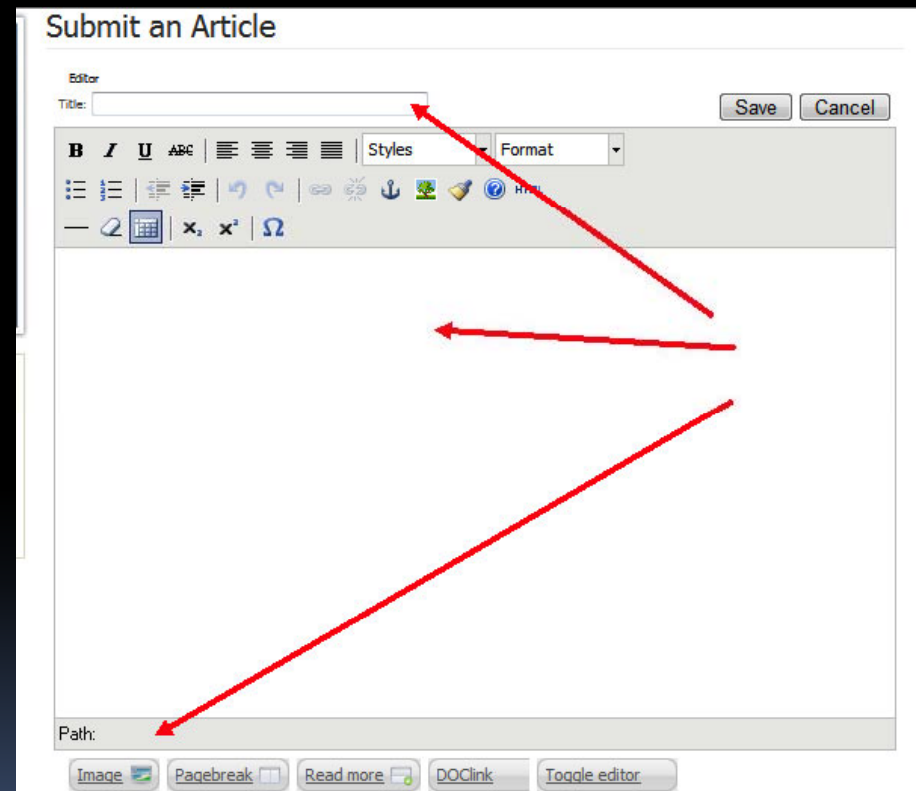


# MEMORIAL

Article Submittal  
(Must be registered on SOCK FIP website)

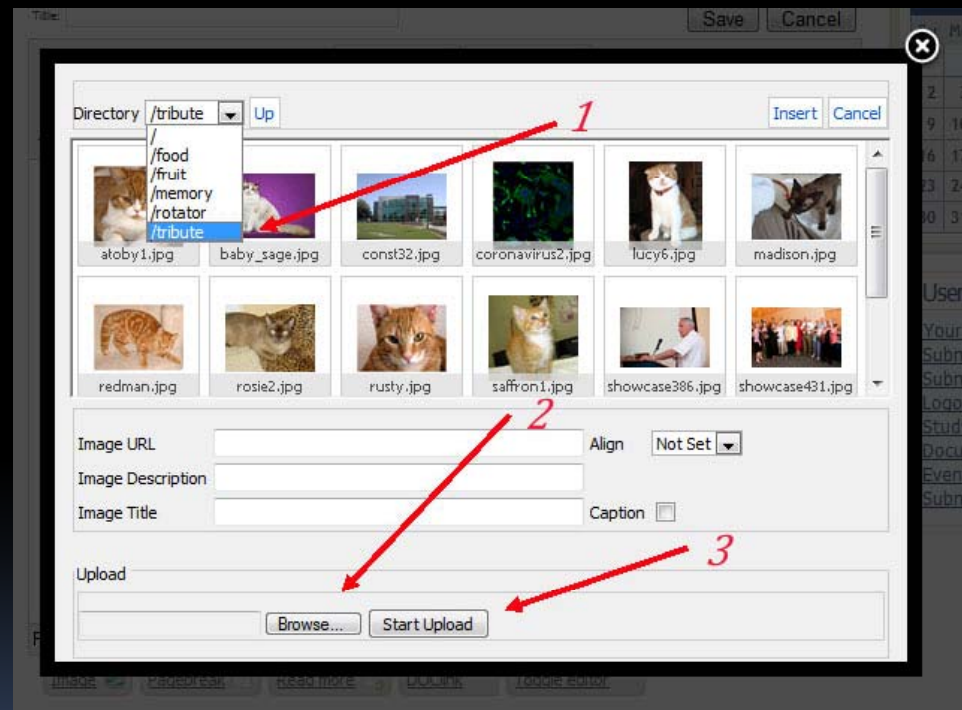
# Link is on the User Menu

- Click “Submit a Memorial”
- Add a title (Your cat’s name)
- Enter 1 or 2 paragraphs
- Click on the Image button



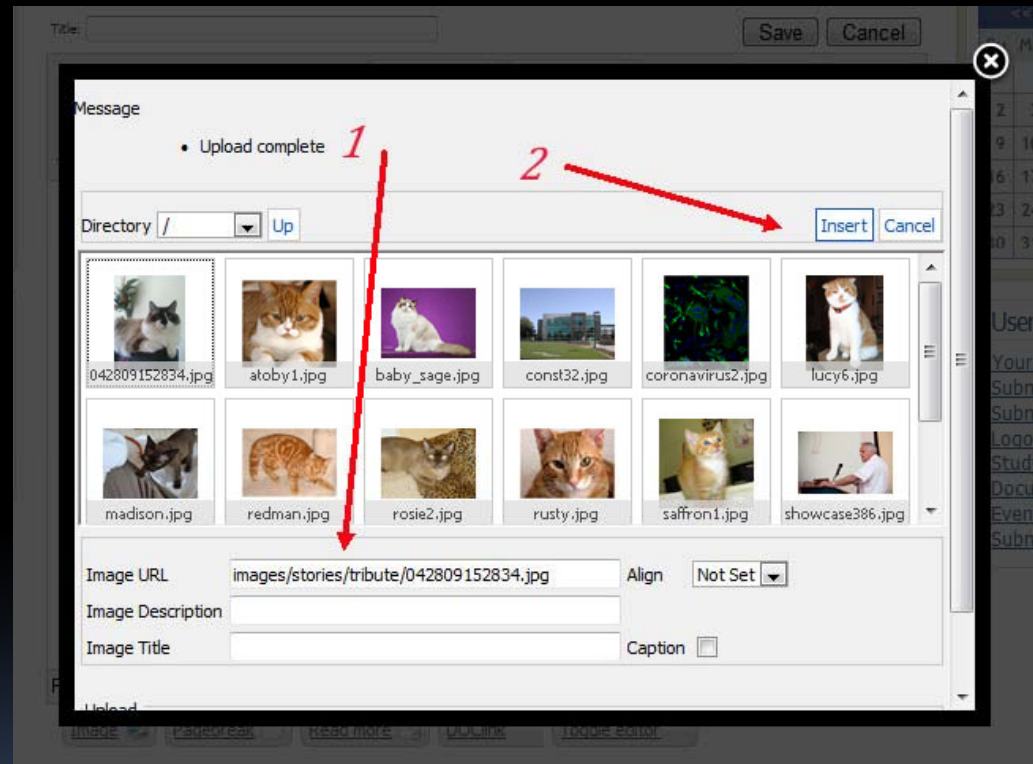
# Upload Photo

1. Select "Tribute" directory
2. Browse to select image on your computer
3. Click Start Upload



# Insert Photo Into Tribute

1. Select your image, make sure the Image URL auto fills
2. Click Insert



# Select Section/Category Save

1. Select FIP Support Section
2. Select Memorials Category
3. Click Save
4. (Don't worry about formatting or spacing)

The screenshot shows a web form titled "Submit an Article". On the left is a navigation menu with categories like CCAH, CAT LOVERS, BREEDERS, RESCUE GROUPS, SHELTERS, VETERINARIANS, RESEARCHERS, DAVIS FIP STUDIES, FAQ, and HOW TO HELP. Below the menu is a section "In Memory Of..." with a small image of a cat. The main form area has a title field with "Snowy" entered, a "Save" button, and a "Cancel" button. A red arrow labeled "3" points to the "Save" button. Below the title field is a rich text editor with various formatting options. A large image of a white cat is displayed in the editor. Below the image are buttons for "Image", "Pagebreak", "Read more", "DOCid", and "Toogle editor". At the bottom, there are dropdown menus for "Section" (set to "FIP SUPPORT") and "Category" (set to "Memorials"), with red arrows labeled "1" and "2" pointing to them respectively. A "Published" section has radio buttons for "No" and "Yes".

# Final

- Your web administrators will receive an email that a new article has been submitted
- We will add the formatting
- And publish your memorial
- Please be patient – we all have day jobs!