**USING WAR MEMORIALS ONLINE**

[www.warmemorialsonline.org.uk](http://www.warmemorialsonline.org.uk)

**STEP 1: REGISTER**

To add new information to the website or edit existing information about war memorials you will need to register.

In the top right-hand corner of the home page click on the LOGIN link.

* You are now on the registration page.
* In the section headed ‘*New Users – Register’*, fill in your details (handy hint – do not use your email address as your user name because if you upload photographs your username is displayed underneath them). **Your password will need to contain at least 8 characters including one capital letter and one number**.
* Make sure you have ticked the box to accept the website terms and conditions.
* Click the *Register* button.

**STEP 2: SEARCH THE WEBSITE FOR WAR MEMORIALS NEAR YOU**

* Go to the *Memorials* page and click on *Location* *Search*
* In the search box enter the name of your village/town/city or a postcode
* Select the size of your search area by using the drop-down menu to choose the size of search radius in miles.
* Click the *Search* button then scroll down to the bottom of the page to view the map. The coloured pins represent war memorials recorded on War Memorials Online.
* If necessary use the + at the bottom right corner of the map to zoom in. Select the memorial you are interested in looking at by clicking on the pin.
* A box will appear. Click on the war memorial name in red text and this will take you to the memorial record. Go to Step 3.
* If you have used the map search and have not found a pin/record for the war memorial you are looking for go to Step 4.

**STEP 3: EDITING AN EXISTING RECORD**

* You can add information **about the memorial** by clicking on the red text e.g. *Edit memorial location and address* or *Edit memorial details*
* To upload an image click the *Submit a new image* button. Then click inside the box and browse to find the location on your computer/device where the image is saved. Click on the image file name and then the *Open* button. Then fill in the Description, Date Photo Taken and Copyright Holder details. Click the *Submit Photo(s)* button. A box should appear to say the upload has been successful. Click on the green *Success!* Button. This will take you to the memorial record were your image will now be displayed.
* To add details about the **custodian**, whether the memorial is **listed** or in a **conservation area**, use the *Protection* tab and click the *Suggest Information* button. Don’t forget to click the *Submit* button when you have filled in the details.
* Use the *Names* tab and the *Edit Information* button if you want to list the **names or other inscriptions** that appear on the memorial.
* You can add **links to other websites** by using the *Links* tab and clicking the *Submit a New Link* button
* Add any **additional comments** or useful information in the *Comments* tab by clicking the *Submit a new comment* button
* When you are ready to add your **condition survey** go to Step 5

**STEP 4: ADDING A NEW RECORD**

* Go to the *Memorials* page, scroll down and select *Add a memorial*
* Find your location on the map by adding a postcode or the name of your town/city in the box and then click *Search*
* Use the + button on the map to zoom in to the exact location of the war memorial. Click on the map to drop a pin at the correct location.
* Scroll down and add the name and address of the memorial and click the *Continue* button
* Add details about the memorial using the free-text boxes and drop-down menus. Click the *Create memorial* button
* See Step 3 if you want to upload an image or add details about the custodian, listing/conservation area status, links and additional comments.

**STEP 5: ADDING YOUR CONDITION SURVEY**

* Select the Condition tab and click the *Submit a condition update*
* Scroll down to the bottom of the page and in the *Condition Level* box select the overall condition level from the drop-down list e.g. Fair
* Type any comments in the box below e.g. date of visit, any particular areas of concern.
* In *Survey Reason* select **First World War Memorial Programme**
* Then click the *Add more details* button. Scroll down. This is where you can add the detailed condition information, referring to your paper survey form if necessary.
* Add information using the drop-down lists and if necessary use ‘none’ or ‘unknown’ if you do not know the answer.
* In the sections that deal with the condition of the surroundings, stonework, metalwork, inscriptions and names, timber and glass, if you choose anything other than ‘Good’ condition a drop-down menu will open up and you can select the specific areas of concern that apply to the memorial. Choose more than one option by using the Ctrl key on your keyboard.
* Don’t forget to click the *Submit now* button to save the condition survey. A box should appear to say the survey has been added successfully. Click on the green *Success!* Button. This will take you to the memorial record.
* A summary will then appear in the memorial record condition tab. You can view the detailed survey by clicking *View more details*

If you encounter any difficulties using the website please contact brogan@warmemorials.org or call 020 7834 0200.