



## Tributes and Memorials Participant Instructions

### Creating and Managing MS Society Tributes Funds

National MS Society Tributes allows you to honor or memorialize someone affected by MS by becoming a Champion of an Honorary or Memorial Tribute Fund. As a Champion, you create a personalized Tribute Fund web page that honors or memorializes someone affected by MS, raises awareness of the disease and raises money for the MS cause. Funds raised through National MS Society Tributes support research, as well as programs and services for people living with MS in your community and beyond.

There are two types of Tribute Funds:

- **Honorary Tribute Funds** honor someone who is affected by MS.
- **Memorial Tribute Funds** honor someone who has passed from MS.

### Create a Tribute Fund

- **Create a Tribute Fund**—The MS Society’s Tributes program will walk you through each step required to create your Tribute Fund web page.
  - 1) **Enter Tribute Information.** Enter a title and descriptive information about your Fund. You will also be asked whether this is an honorary or memorial fund. (NOTE: honorary funds may be changed to memorial funds, but memorial funds may not be changed into honorary funds, so please pay close attention to this step.) You will also have the opportunity to add additional information and photos after your Tribute Fund web page is created.
  - 2) **Enter Honoree/Memorial Information.** Provide information about the person you are honoring or memorializing with your Tribute Fund.
  - 3) **Champion Registration.** Register your information for the Tributes Fund and select Champion preferences. You will also be asked to make the initial donation to your Tribute Fund.
  - 4) **Agree to the waiver.**
  - 5) **Confirm billing information.** This step will display if initial Tribute Fund gift is made.

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- 6) **Congratulations and Thank You!** Your Tribute Fund is created. Follow the links through the Champion Center to manage your Tribute Fund page and start spreading the word.

#### **Manage a Tributes Fund**

The Champion Center provides tools and guides to manage and publicize your Tribute Fund.

- **Personalize your Tribute Fund website.** You can enter new information and updates, photos and guest book entries to your Tribute Fund web page at any time.
- **Spread the word.** The MS Society Tributes program allows you to email friends, family and colleagues about your fund. The program offers sample emails to help announce funds, spread awareness and raise money.
- **Track the progress of your Tribute Fund.** See donations, guest book entries and keep your Tribute Fund web page vibrant and up-to-date.

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