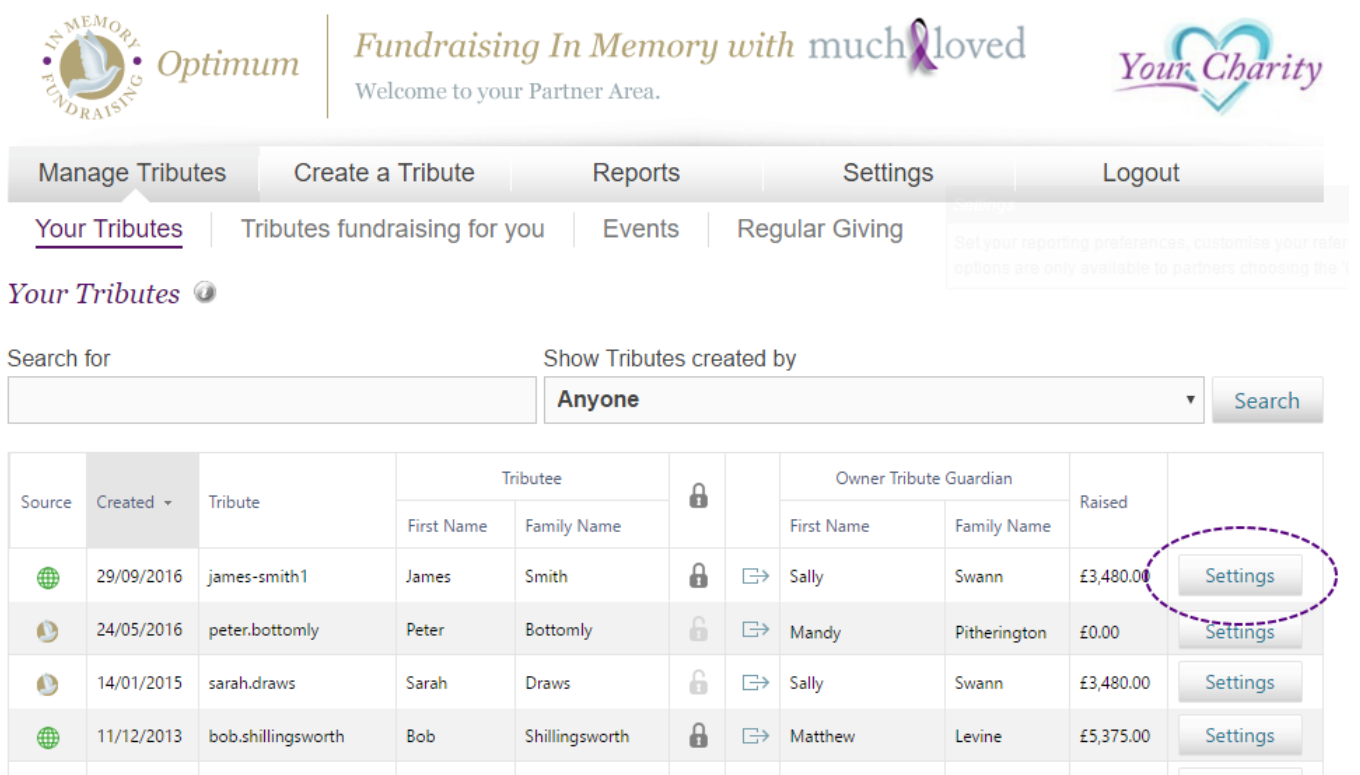


Partner Guardian: How to change a Tribute's privacy settings

Changing a Tribute's visibility from Public to Private (or the other way around) is straightforward.

Login in to your Partner Area and enter your email address and MuchLoved password. You will then see the Partner Area home screen with a list of the Tributes created for your charity. Scroll or search to the relevant Tribute (remember to check 'Tributes Fundraising for You' if you can't find a tribute in the 'Your Tributes' listing).

Click on the **Settings** button for the Tribute and you will enter the Tribute Details page for the Tribute.



The screenshot shows the Partner Area dashboard for 'Optimum' charity. At the top, there are navigation tabs: 'Manage Tributes', 'Create a Tribute', 'Reports', 'Settings', and 'Logout'. Below these are sub-tabs: 'Your Tributes', 'Tributes fundraising for you', 'Events', and 'Regular Giving'. A search bar is present with the text 'Search for' and a dropdown menu set to 'Anyone'. Below the search bar is a table of tributes. The table has columns for Source, Created, Tribute, Tributee (First Name, Family Name), Owner Tribute Guardian (First Name, Family Name), Raised, and a Settings button. The 'Settings' button for the first tribute is circled in red.

| Source | Created | Tribute | Tributee | | Lock | Owner Tribute Guardian | | Raised | Settings |
|--------|------------|--------------------|------------|----------------|------|------------------------|--------------------|-----------|--------------------------|
| | | | First Name | Family Name | | First Name | Family Name | | |
| | 29/09/2016 | james-smith1 | James | Smith | | | Sally Swann | £3,480.00 | Settings |
| | 24/05/2016 | peter.bottomly | Peter | Bottomly | | | Mandy Pitherington | £0.00 | Settings |
| | 14/01/2015 | sarah.draws | Sarah | Draws | | | Sally Swann | £3,480.00 | Settings |
| | 11/12/2013 | bob.shillingsworth | Bob | Shillingsworth | | | Matthew Levine | £5,375.00 | Settings |

Scroll to halfway down the Tribute Details page and click on the **Privacy** button (next page):



Optimum

Fundraising In Memory with muchloved

Welcome to your MuchLoved Partners area.

Tributes

Reports & Exports

Settings

Resources

Logout

Create a Tribute

Your Tributes

Tributes fundraising for you

Events

Your donors

john.hardie.ml-dev.com

John Hardie's Tribute Settings

Tribute Settings

| | |
|-------------------------|--|
| Tribute Title | Remembering John Hardie |
| | <input type="button" value="Edit"/> |
| Created | 18/09/2015 15:11 |
| Created by | Clare Holt - clare.holt@muchloved.com |
| Current owner TG | Clare Holt - clare.holt@muchloved.com |
| | <input type="button" value="Change Owner TG"/> <input type="button" value="Resend To Their Login Details"/> |
| Tribute Settings | <input type="button" value="Home page"/> <input type="button" value="Privacy"/> <input type="button" value="Fundraising"/> <input type="button" value="Gardens & Search"/> <input type="button" value="Funeral notice"/> |
| Tribute references | Tribute Ref 1: |
| | <input type="button" value="Edit"/> |
| Is fundraising for you? | Yes |
| Fundraising references | Fundraising Ref 1: |
| | <input type="button" value="Edit"/> |
| Donations | £2,444 from 7 donations |
| | <input type="button" value="Manage Donations"/> |
| Events | This Tribute has 2 open Events and no closed Events |
| | <input type="button" value="Manage Events"/> |
| Candles | This Tribute has 1 Candle |
| | <input type="button" value="Manage Candles"/> |

Delete this Tribute

Pressing 'Delete' will remove this Tribute from MuchLoved. You will be asked to confirm this action

In the box that pops up, click on the **Edit** button and tick which Privacy option that you would like, and then click **Save** to update:

Manage Privacy

▼ Tribute privacy

The Tribute is public
 The Tribute is private

[Edit](#)

▼ Accepting contributions from visitors (Messages, Candles etc)

Notify the Guardian to review before displaying
 Add to the Tribute and notify the Guardian
 Add to the Tribute (without review)

[Edit](#)

Click on the blue hyperlink at the top of the page to take you back to the Tribute details page.

Don't forget that once you have changed a Private Tribute into a Public Tribute, you will also need the extra step of adding the tribute back into your Tribute Garden using the **Gardens & Search** button within the Tribute Details page.