

Estates of Sunnybrook

Social Registry User Guide

Thank you for choosing the Estates of Sunnybrook. As part of our commitment to making your event special, we have created the Estates Social Registry allowing you to post your event on-line, upload photos of your event and accept greetings from your guests for up to three months after your event. This brochure will outline the steps needed to register your event using the Registry. The Estates Social Registry, which is free of charge and easy-to-use, is just part of our commitment to making your event a memorable one.



How to Register Your Social Registry

- Visit <http://www.estatesofsunnybrook.com> and click on the "Social Registry" button.
- Welcome to the Social Registry homepage, click the "Register Your Event" button.

Step 1- Enter your Event Information

1. Using the drop down list, select an Event Precursor (e.g. Our).
2. Using the second drop down list, select the type of Event (e.g. Marriage).
3. When completed, click on the "Go to Step Two" button.

Step 2 - Enter your Event Participation Information

1. Enter the first name followed by the last name of the participants in the appropriate fields.
2. Enter the date of the event. Select the year, month and day.
3. When completed, click on the "Go to Step Three" button.

Step 3 – Enter your Registrant Information

1. Enter your contact information in full. You must fill-in all fields with asterisks.
2. Enter the Location of your event using the drop down list (e.g. McLean House).
3. Choose a password, and enter it in the appropriate fields. Write down your password and keep it in a safe place, as you will need it to access the Registry's edit feature.
Please note: your email address will also be required to access your event page.
4. Enter your Registry Page Text. This text will be your personal greeting for guests visiting your Registry page.
5. When completed, click on the "Build My Registry Page!" button.
6. Congratulations! You have now successfully created your Social Registry Page. A representative from the Estates of Sunnybrook will approve it usually within one business day before it is posted.

View your Registry Page

1. Visit <http://www.estatesofsunnybrook.com/registry>
2. Select the first letter of the event participants' last name.
3. Click on the appropriate name and event.

How to Edit your Social Registry

1. Visit <http://www.estatesofsunnybrook.com/registry>
2. From the Social Registry homepage, click the "Edit Your Event" button.
3. Enter your email address and your password.
4. Click on the "Edit My Registry Now" button.
5. Once you have completed these four steps you can proceed to edit your personal greeting, photographs, and greetings entered by your social registry visitors. *Please note:* Your registry must be approved prior to editing your event. If you have multiple events registered, remember to use the password you chose in association with the event you wish to edit.



Edit Your Personal Greeting

1. Under the heading "Enter Your Personal Greeting Here", you can edit your current message or type a new message by placing your cursor in the text box.
2. When completed, click on the button "Update My Registry Now".

Add a Photograph

1. Click on the "Photos" button.
2. Click on the "Browse" button to find an image file from your computer.
3. When you find your selected image, highlight the filename and click the "Open" button. The file name will then appear in the browse field. *Please note:* Your selected image must be either a .jpg or .gif file. You can only select one image at a time.
4. Click on the "Upload this file" button to add this image to your registry.
5. Repeat steps 1-4 to add more images. You may add a maximum of six photographs.

Delete a Photograph

1. Click on the "Photos" button.
2. Click on the "Delete a Photo" button. *Note:* This button will only appear if you previously uploaded a photograph.
3. Select the image(s) you would like to delete. When completed, click the "Delete" button.

Delete a Greeting

1. Click on the "Greetings" button.
2. Select the greeting(s) you would like to delete by clicking on the white check box next in the "Delete" column.
3. When completed, click the "Delete Selected Greetings" button.

How to Add a Greeting

Visitors to your social registry can add their own personal greetings.

1. Visit <http://www.estatesofsunnybrook.com/registry>
2. Select the first letter of the event participants' last name.
3. Click on the appropriate name and event.
4. Click on the "Greetings" button.
5. Under the "Add your Greeting" section enter your name, greeting subject and greeting. *Note:* Previously entered greetings will be displayed above the "Add your Greeting" section.
6. When completed, click on the "Add Greeting" button.