## Australia's National Monument to Migration Complete your registration and add your inscription



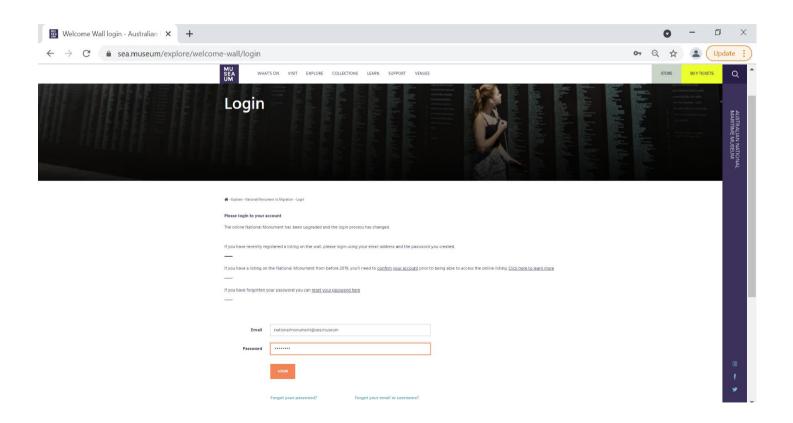
Thank you for your donation to the Migration Heritage Fund. As an acknowledgment of your donation you can now add your name, or the name of a family member, relative or friend who is a migrant which will be etched in bronze on Australia's National Monument to Migration.

In this document I will guide you through the steps to complete your registration including the available formats and inscription rules, the Inscription, Optional information and the final Consent.

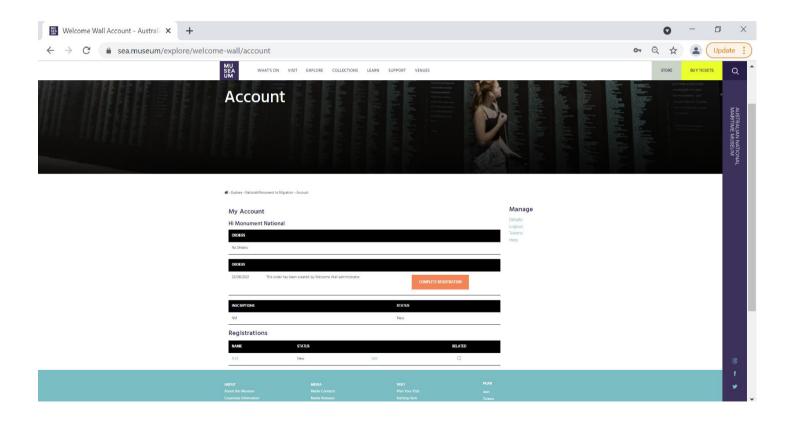
If you are having any trouble completing the registration or have any questions you can contact our team on 0292983777 or by email at nationalmonument@sea.museum

Kind Regards,

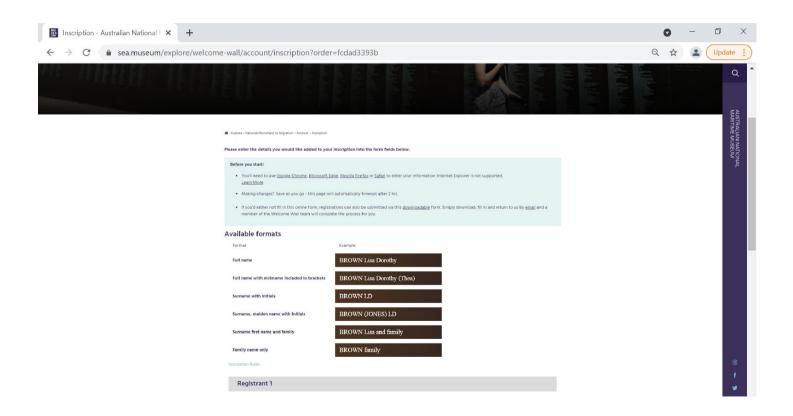
Pamela Proestos National Monument Manager Step 1: Login at https://www.sea.museum/support/national-monument/login using your email address and password.



## **Step 2:** Welcome to your account page, select orange box marked "COMPLETE REGISTRATION"



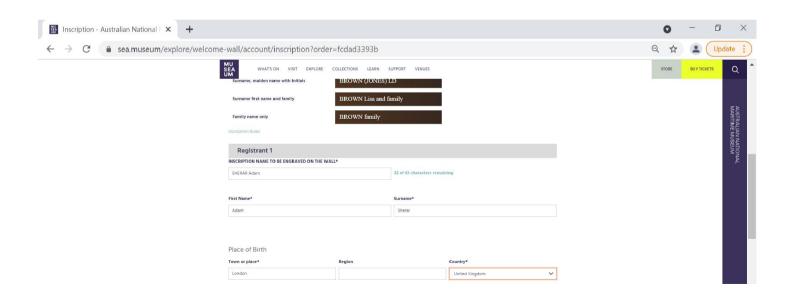
Step 3: Review the Available formats and Inscription rules. Your Inscription may be rejected if not correctly completed.



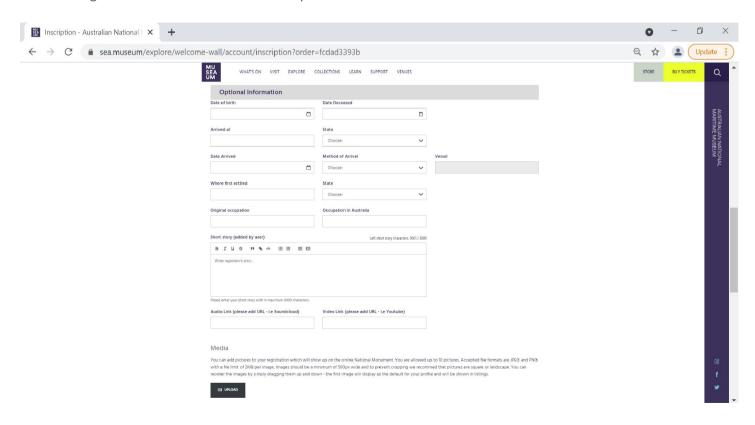
**Step 4:** Add your Inscription, the First Name and Surname of the person/s being inscribed, list their town and country of birth. Please note these six fields are compulsory to complete your registration.

## Things to note:

- The only information that will be inscribed on the panel is the Inscription Line.
- II. You can add multiple names to the inscription line though they must fit within the 43 character limit, spaces and commas are to be included in this limit.
- III. Titles, Dates and Ship details won't be included for engraving but will feature in the online profile.



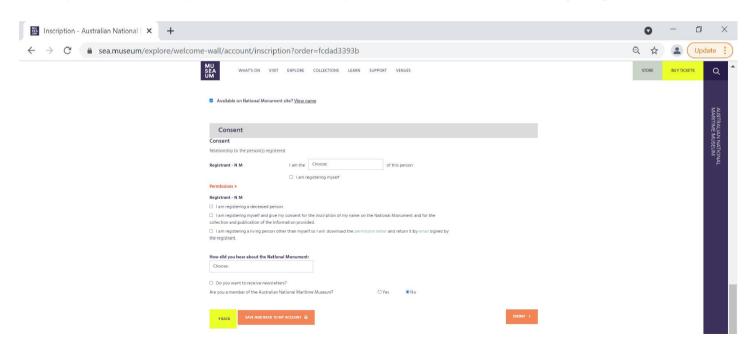
**Step 5:** If you wish to include optional information, a story and images this is where you would do so. While not compulsory we encourage you to add in the short story section details about the person being inscribed, their migration story, the life they built in Australia. You can also use this space to add secondary dates of birth/deceased, occupation etc. if adding more than one name to the inscription.



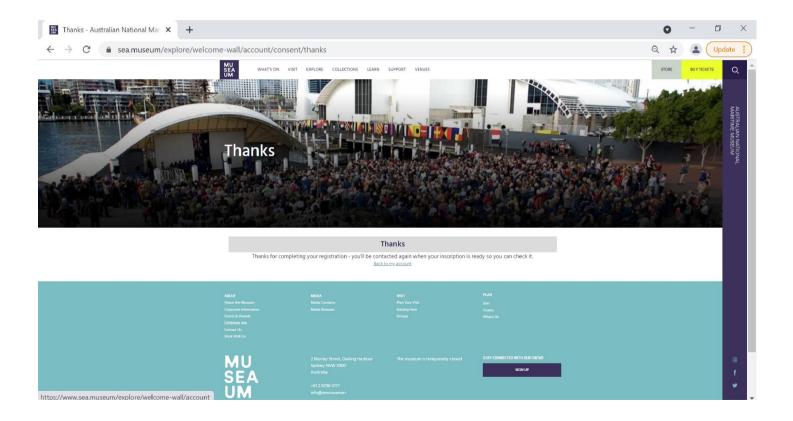
Step 6: You must complete the CONSENT section and press submit to save your registration.

## Things to note:

- I. If you do NOT want your profile viewable online please un-check the "Make profile viewable to public".
- II. You will not require consent if registering a deceased person.
- III. A consent form must be downloaded, completed and returned to nationalmonument@sea.museum for all living persons other than yourself. This must be completed before the Panel is sent for engraving.



**Step 7:** If you have made multiple donations click "Back to my account" and repeat steps 2-6 for each additional registration.



**Step 8:** If you have made multiple donations you can ensure they are grouped together by selecting "Related" in the Registrations section and save. If you would like to update/add any additional information or images to the registration you can do so by clicking "Edit" beside the registration you would like to update.

