

MemoryBooks are as easy as 1-2-3!

Create a digital keepsake for service anniversaries by participating (and encouraging others to participate) in MemoryBooks.

MemoryBooks automatically invites the recipient's team to submit comments and images to celebrate the upcoming anniversary. This includes you, the manager, and employees who directly report to the same manager, and employees who report to the recipient. Everyone will receive an email inviting them to participate—you might want to remind them to contribute because the more people who participate the more meaningful it'll be to the recipient.

When you (or another team member) log in, you'll see these three steps:

Step 1

Leave a memory for Amelia Durn on their 10-year Anniversary

Your recognition will be visible on their feed and in a print-friendly Memory Book on their anniversary, February 22nd.

Your Profile Picture

USE CURRENT

UPLOAD NEW

FF

Upload a new profile picture, use your current photo, or choose not to add a photo. This photo is used to show the giver of the recognition in the MemoryBook.

Step 2

Upload an Image optional

Memories with Amelia could include a selfie, team photo, or event you remember fondly

*memories must be .JPG or .PNG and a minimum of 800 x 800 pixels.



upload

Upload an optional image to accompany the recognition. Choose one that is square or can be cropped into a square and is at least 800px by 800px.

Step 3

Ten years Amelia, congrats! The time has really flown by. You've built your knowledge to an expert level and have always been an incredible member of the CS team. Thank you for your dedication. We wouldn't be where we are without you!

366

SUBMIT

Submit a comment in the text box—this part is required. Make sure to make the recognition sincere and specific to the person for maximum results. The comment is limited to 600 characters. After you click "Submit" the system will schedule the comment and any images provided to be published to the recipient's feed on the day of their anniversary as part of the MemoryBook experience. You don't have to worry about the timing.

Bonus!

Invite others to participate in the MemoryBook! The more memories shared, the better!

Recipient's Experience

On the recipient's anniversary they will log into their account and see a post in their feed congratulating them for their service and displaying the comments and any pictures submitted by their peers.

The recipient's individual MemoryBook will be accessible by clicking the "VIEW MEMORYBOOK" button at the bottom of their post. MemoryBooks will pull the teammate comments into a custom digital experience that celebrates the recipient's anniversary.

Users have the ability to export their MemoryBook as a PDF to keep a digital file of the experience.