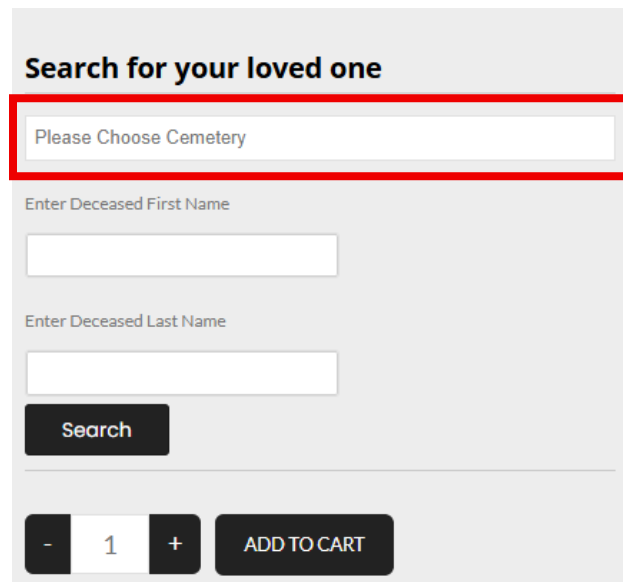


Catholic Cemeteries of Long Island – Holiday Decoration Ordering Steps

October 2025

1. Select Cemetery from Dropdown List



Search for your loved one

Please Choose Cemetery

Enter Deceased First Name

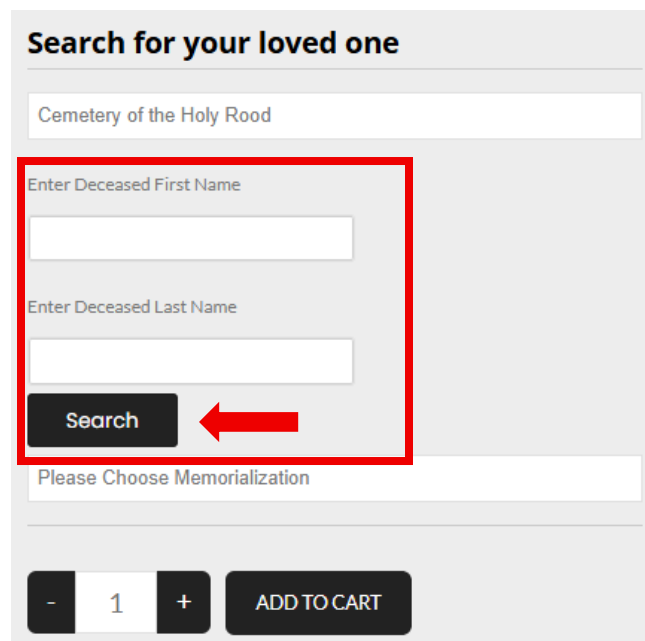
Enter Deceased Last Name

Search

- 1 + ADD TO CART

A red box highlights the 'Please Choose Cemetery' dropdown menu, and a red arrow points to it from the right.

2. Once Cemetery is selected, enter the first and last name of the loved one that you are purchasing decorations for. Once you have entered their information, click the **Search** button.



Search for your loved one

Cemetery of the Holy Rood

Enter Deceased First Name

Enter Deceased Last Name

Search

Please Choose Memorialization

- 1 + ADD TO CART

A red box highlights the 'Enter Deceased First Name', 'Enter Deceased Last Name', and 'Search' fields. A red arrow points to the 'Search' button from the right.

3. After clicking Search, you will see a new field – **Select the Deceased** - asking you to select your loved one from a dropdown list.

If there are multiple options listed, please make sure to review the full name, location, and burial date information to ensure you are selecting the correct person.

Search for your loved one

Cemetery of the Holy Rood

Enter Deceased First Name

j

Enter Deceased Last Name

smith

Search

Search Results

Select the Deceased

Please Choose Memorialization

Please note: If no results are populating, please check the spelling entered above and ensure you have selected the correct cemetery location.

4. **CHAPEL PLANTS ONLY:** You will need to select one of two options from the “Please Choose Memorialization” field:

The screenshot shows a web form titled "Search for your loved one". It includes fields for "Cemetery of the Holy Rood", "Enter Deceased First Name" (with the letter 'j'), and "Enter Deceased Last Name" (with the text 'smith'). A "Search" button is located below these fields. To the right, a dropdown menu is open, showing two options: "ONLY Name in Search Result to Appear in Memorial Book as listed" and "Multiple/Different Name(s) to Appear in Memorial Book". Below the search fields, the "Search Results" section shows a dropdown menu with the text "Please Choose Memorialization". A red box highlights this dropdown, and a red arrow points to it from the right.

- **ONLY Name in Search Result to Appear in Memorial Book as listed** – select this if the name selected in the drop down is the only name to appear in the memorial book
- **Multiple/Different Name(s) to Appear in Memorial Book** – if you are purchasing for multiple holidays and/or you would like the name to appear differently than it appears in the dropdown results, select this option. After choosing this option, a new field will populate for you to enter the name (or names) that you want to appear in the Memorial Book (see below).

This screenshot shows the additional form fields that appear when the "Multiple/Different Name(s) to Appear in Memorial Book" option is selected. It includes a label "Multiple/Different Name(s) to Appear in Memorial Book" above a text input field. Below this, there is another label "Names As You Want It Entered For Memorial Book" above another text input field.

5. After all fields have been completed, click the Add to Cart button. You can then add additional items to your cart or complete the checkout process.

The screenshot shows a quantity selector with a minus sign, the number "1", and a plus sign. To the right of the selector is a button labeled "ADD TO CART". A red box highlights the "ADD TO CART" button, and a red arrow points to it from the right.