

## How To Use Obituaries Section

If you are not logged in to the Members Area, please complete the following steps to log in.

Type [www.SistersofMercy.ie](http://www.SistersofMercy.ie) in your Google bar. Click on the **Members Login** as shown below:



This will bring you to the following page:

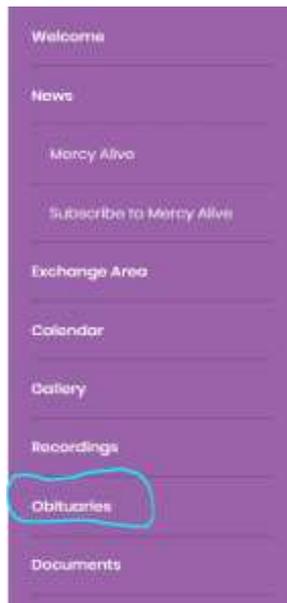
### Members Login



Enter your email address into the **Username or Email Address** box. Enter your password into the **Password** box. If you do not remember your password, please contact Denise Brennan at [DeniseBrennan@csm.ie](mailto:DeniseBrennan@csm.ie) and she will set it up for you again. You must place a tick in the boxes beside the **User Agreement Statement** and the **Privacy Statement**. You can also put a tick in the **Remember Me** box if you wish the system to remember your password. Click on the **Log In** box and you will then be in the **Members Area**.

If you are using the website on a laptop or desktop computer, the *Obituaries* section will appear on the menu on the left hand side of the screen in the purple box. If you are using the website on a smart phone or i-Pad click on the **Show Menu** which appears in purple above the **Latest News** heading and move down the page until you see **Obituaries**.

If you are already logged into the **Members Area**, please go straight to the steps below:



Click on **Obituaries** on the menu, you will then be brought to the **Obituaries** section. If you wish to search for a Sister who you know the name of, put her name into the **Keyword** box in the **Search** box and click **Search**. If you are using a laptop or desktop computer the Search box will be on the right hand side of the screen. If you are using a smart phone or i-Pad move down the page until you see the **Search** box near the bottom of the page.

As you can see from the above picture, you have many options of searching for an obituary. If you wish to know which Sisters have passed in April, click April in the Select Month box. You can do this for each search option (Month, Year, Letter, Province) but ensure that only the boxes you wish to use have chosen options in it and that the others are blank. For example, if you wish to know which Sisters in April 2020 from South Central Province have passed you would select April in the **Select Month** box, 2020 in the **Select Year** box and South Central in the **Select Province** box and click **Search**.