

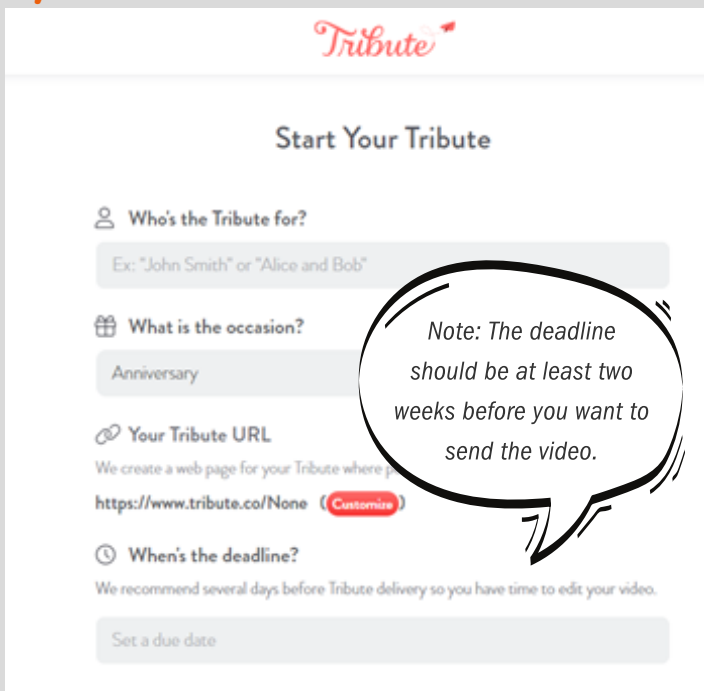
Creating a Tribute Video

Honorees celebrating 40 or more years at UVA (academic and Medical Center) are eligible for a tribute video made up of short video messages from colleagues and department leadership. To create a Tribute video, follow these steps:

 Start a Tribute

Go to www.tribute.co and click on Start a Tribute in the upper right corner of the page.

1 Fill in the answers to begin:

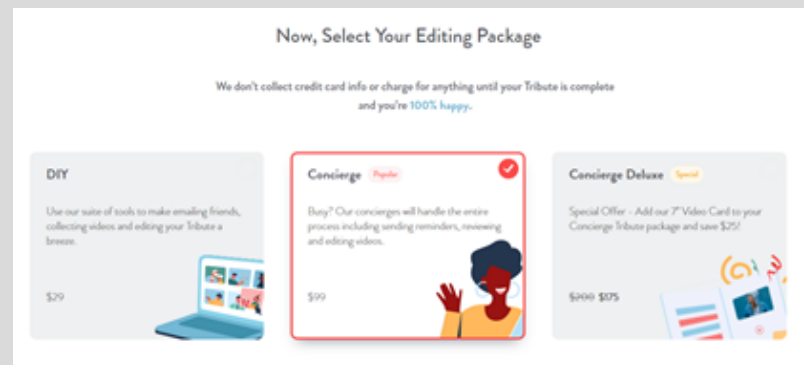


The screenshot shows the 'Start Your Tribute' form with the following fields:

- Who's the Tribute for?** Ex: "John Smith" or "Alice and Bob"
- What is the occasion?** Anniversary
- Your Tribute URL** We create a web page for your Tribute where you can share it. <https://www.tribute.co/None> (Customize)
- When's the deadline?** We recommend several days before Tribute delivery so you have time to edit your video. Set a due date

Note: The deadline should be at least two weeks before you want to send the video.

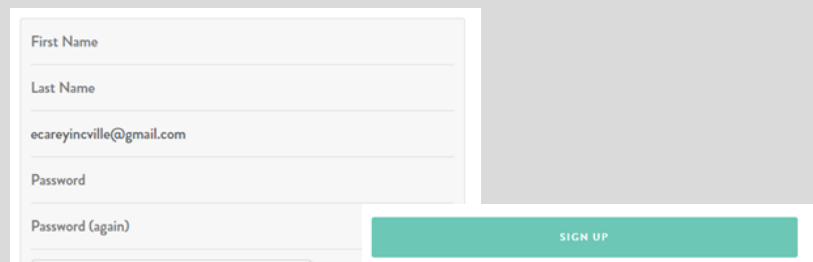
2 Select the Concierge editing package



The screenshot shows the 'Now, Select Your Editing Package' screen with three options:

- DIY** \$29: Use our suite of tools to make emailing friends, collecting videos and editing your Tribute a breeze.
- Concierge** \$99: Buy? Our concierge will handle the entire process including sending reminders, reviewing and editing videos.
- Concierge Deluxe** \$200-\$275: Special Offer - Add our 7" Video Card to your Concierge Tribute package and save \$25!

3 Fill in your contact information and click "Sign Up"



The screenshot shows the contact information form with the following fields:

- First Name
- Last Name
- emailcareyincville@gmail.com
- Password
- Password (again)
- SIGN UP button

Thank you!



Customize your tribute by uploading a photo of the honoree and asking people to answer specific questions in their video such as:

- What do you appreciate the most about this person?
- What is an important lesson you have learned from this person?"

Now you are ready to invite people to upload short video messages!

You can enter email addresses into the webpage OR you can simply copy the tribute link and email that to team members.



Once all of your videos are uploaded by the deadline, Tribute will edit the video and send it back to you to share with the retiree as a gift.

PAYMENT: In order to pay for your tribute, use the code UvaTributeGift

Any questions? Email AskHR@virginia.edu