



virtual  
memory  
box

# **Virtual Memory Box**

## **Birth Family Guide**



Your social worker will set you up an account on Virtual Memory Box.



You will receive an email with an invite to register on Virtual Memory Box.



You can use a smartphone, tablet or laptop to access Virtual Memory Box.



Use your internet browser and type "[atv.virtualmemorybox.co.uk](http://atv.virtualmemorybox.co.uk)"



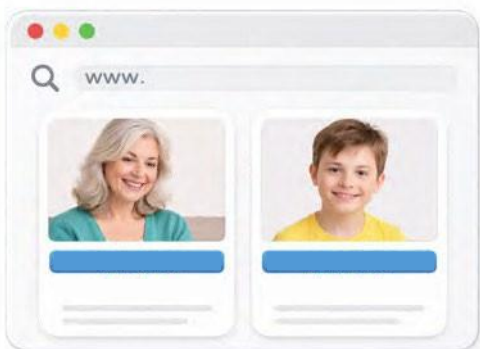
Log in to Virtual Memory Box using your username and password.



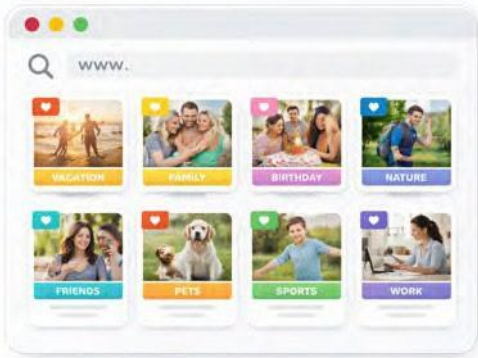
Each time you log in, a code will be sent to your email as an extra security step.



You can copy the code from the email or click the automatic login button in the email. This will log you into Virtual Memory Box.



Once logged in, you should see your memory box and your child's memory box. Click 'View Memory Box' to enter into it.



You will then see the timeline page. Here you can add new memories and also see previous memories you have added.



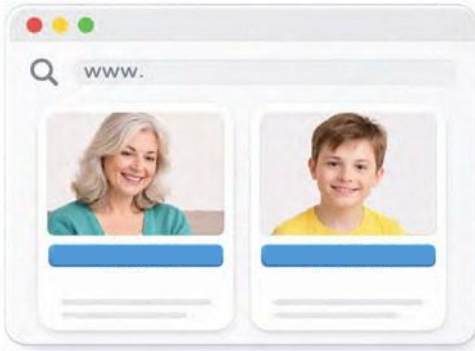
Depending on your contact arrangement you may be able to add letters, photos, videos or voice recordings for your child.



Add contact by clicking the plus button in the top right corner. This will pull up a form to upload or save as a draft for later.



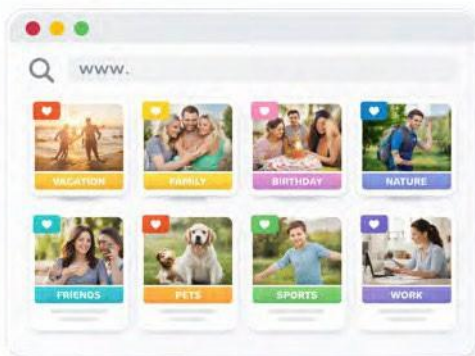
You will only be able to upload in the frequency and dates agreed with your social worker. You will get reminders by email near the start and end dates.



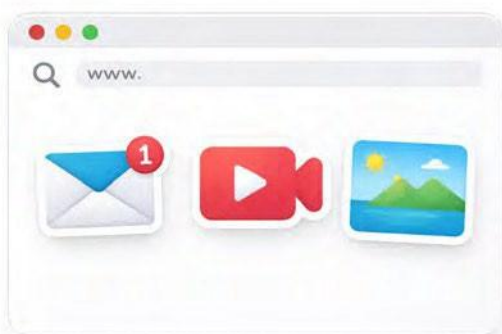
Click into your own memory box to see memories uploaded to you from your child or their adoptive parents.



When a new memory is uploaded into your memory box, you will get an email notification sent to you so you know.



In your timeline will be albums that contain each memory sent to you. You can search and filter albums to help find what you want.



In the album is the memories uploaded for you. Here you can view and download. Or remove by clicking the flag button.