

# Contribute a Special Memory from your time at Kawanhee



*If you're like me you have a million stories about camp. As many of you know, 2020 is Camp Kawanhee's 100th season & to celebrate this we would love you to share with us a memory from your time at Kawanhee. To capture these memories we have a free & easy system for you to use. Read through the options & decide which suits you best. Then go through our pre-call checklist, after which you'll be ready to share your Kawanhee memories. Thank you & May There Always Be A Kawanhee!*  
B.A. Altmaier

## If you live in the US, Canada or Caribbean choose from 3 FREE ways

### 1) Call a toll free number & record your memory

- You'll have up to 30 minutes to record your memory & you can call as many times as you want!
- Call 1-800-437-3009 & when prompted enter Invitation Number: **73545**
- Record your memory after the tone \*Remember to introduce yourself & say when you were at Kawanhee
- When finished you can hang up or press the # key. If you press the # key you'll be given options to listen to your recording, accept your recording, or re-record it.

### 2) Record on your smart phone, tablet, or computer & email the recording(s)

- Use the voice recorder on your iPhone, Android, or other device;
- When ready to record \*Remember to introduce yourself & say when you were at Kawanhee.
- Important: Subject line must be the invitation number **73545** only, nothing else;
- Email the recordings(s) to [recordings@lifeonrecord.com](mailto:recordings@lifeonrecord.com)
- The recording will be automatically processed & you'll receive a confirmation email.

### 3) Email us your memory

- We know some of you may prefer the written word, so email us your memory to [reunion@kawanhee.com](mailto:reunion@kawanhee.com)

## If you live outside of the US, Canada or Caribbean choose from 3 FREE ways

### 1) Record on your smart phone, tablet, or computer & email the recording(s)

- Use the voice recorder on your iPhone, Android, or other brand;
- Important: Subject line must be the invitation number **73545** only, nothing else;
- When ready to record \*Remember to introduce yourself & say when you were at Kawanhee.
- Email the recordings to [recordings@lifeonrecord.com](mailto:recordings@lifeonrecord.com)
- The recording will be automatically processed, & you will receive a confirmation email.

### 2) Upload your recording(s) to the LifeOnRecord website

- However you record your memory \*Remember to introduce yourself & say when you were at Kawanhee.
- Visit the Recording Contribution page <https://lifeonrecord.com/contribute-recordings/>
- Enter your invitation number **73545**
- Enter a title for your recording
- Now you are ready to upload your recording.

### 3) Email us your memory

- We know some of you may prefer the written word, so email us your memory to [reunion@kawanhee.com](mailto:reunion@kawanhee.com)

## PRE-CALL CHECKLIST

- Think about the memory, maybe even write it down so as to remember all the relevant details;
- Recording in a quiet, controlled area can make a huge difference to the quality of your recording;
- Double check you are in an area with good service;
- Silence any iPhone/computer/electronics notification noises.
- There should be just a small space between you & the mic/receiver, & it should be aimed at your mouth;
- Angle your mic away from anything that hums or buzzes - AC units, fans, fridges, engines, the wind, etc;
- Before recording on iPhone, go to Setting>Voice Memos>Audio Quality, & choose "Lossless"
- **MOST IMPORTANT** \*Remember to first introduce yourself & say when you were at Kawanhee