

# Gary & Bob's Guide

## Teaching the Members How to use New FamilySearch:

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### Introduction:

Pres. Gordon B. Hinckley said, "If temple ordinances are an essential part of the restored gospel, and I testify that they are, then we must provide the means by which they can be accomplished. All of our vast family history endeavor is directed to temple work. There is no other purpose for it. The temple ordinances become the crowning blessings the Church has to offer." (Ensign, May 1998, pg-88)

"One of the most troublesome aspects of our temple activity is that as we get more and more temples scattered across the earth, there is duplication of effort in proxy work. People in various nations simultaneously work on the same family lines and come up with the same names. They do not know that those in other areas are doing the same thing. To avoid such duplication, the solution lies in complex computer technology." Pres. Gordon B. Hinckley, Conf Report, Oct 2005. Hence the creation of the New Family Search program.

### Instructions:

Make a telephone call to the member you are going to visit and have them get their *membership record number* from the ward clerk (or from their temple recommend) and their *birth date (confirmation date is no longer required)*, as they will need these to register for the New Family Search if they have not already registered. They will need an *email address* as once they register, they will receive an email from FamilySearch and will need to click a link to complete the activation of their registration. Then make an appointment with them where you can spend some time explaining how to use the New Family Search. It is best to keep these visits between 45-60 minutes so you don't overwhelm them. If you show them everything, they will not remember it all so you may need to come back for a second or third session. **They need to explore on their own.**

First make sure their computer has all the programs it needs to run New Family Search by running a **system check**. Follow this path to get to it: Logon to New FS > Help Center > Training & Resources Tab > E-Learning Courses > Consultant Product Specific Instructions > Internet Learning System Check.

In their home, on the Internet browser, type the web address <https://new.familysearch.org/> and save to their desktop, by doing a right click near the top of the page, selecting Create a Shortcut (or Deskcut) and install it on the desktop. Next time they can simply click on the icon and get started.

From the sign in page show them how to register on the New FamilySearch. Click on the green letters labeled "**Register for the new FamilySearch**" After they are logged in and on the home page, click on the link near bottom of page called "**Update My User Profile**." Notice in the profile box that just came up - on the upper right is a **print button**. They should print this page and keep it somewhere with their genealogy records. This shows their user name and the password is blank or unreadable. **Important:** Have them **write in their password** on this sheet they are saving so they will have a **record of both their user name and password** for future reference.

Now close the profile box and on the home page click on "**Learn How to Use FamilySearch**" Review each of the 10 Overviews and the 9 Guides on this page with the member. Show the member how they can download the guides to their computer or print them **if they want to.**

## The Ten Overviews are:

1. Navigating and Finding Information. **Rec. for first time users** Est. 15 minutes - 12 pages  
This shows how to get to the different features in FamilySearch and find individuals.
2. Help me get started with My Family History. Est. 5 minutes - 7 pages  
This shows the 3-step process to get started:  
Gather information, Record it in FamilySearch, Do Temple Ordinances.
3. Introduction to FamilySearch. Est. 20 minutes - 20 pages  
Learn what FamilySearch is and how it can help you do ordinances for your ancestors.
4. Getting Help Est. 10 minutes - 22 pages  
You get help in 5 ways:  
1-Common Questions, 2-Overviews, 3-Printable instructions, 4-Help Center, 5-Quick Start Guides.  
**Note:** This section is very important for Family History Consultants as you will need to know this very well in order to demo the various ways to get help for the member. **Demo all 5 ways to help.**  
In the Help Center box type the question - "Add a woman's name" - then click on "How to add women's and unknown names (100380)" and show the member **how to save that to his favorites.**
5. Adding information about individuals and families Est. 15 minutes - 16 pages
6. Making corrections to FamilySearch Est. 15 minutes - 13 pages
7. Transferring Information from your PC to FamilySearch Est. 10 minutes - 10 pages
8. Resolving possible matches. Est. 15 minutes - 19 pages
9. How combining an individual's info affects your family line Est. 10 minutes - 26 pages
10. Doing Temple Ordinances for your ancestors. Est. 10 minutes - 11 pages

**These are the Nine Guides** they can download to their computer if they so choose:

1. What's new in FamilySearch 7 pages
2. A **User Guide** to the New FamilySearch. 280 pages
3. Contributing a GEDCOM file to the new FamilySearch. 3 pages
4. How to submit names to the Temple using the new FamilySearch. 6 pages
5. Getting started using the New FamilySearch. 8 pages
6. Printing a family pedigree and Family Group Record. 1 page
7. Policy for preparing names for the temple. 14 pages
8. A Members Guide to Temple and Family History work. (Free manual from dist.) 54 pages
9. Family History Consultants Guide. Currently only available in electronic format. 46 pages

On the home page click on "[Help Center](#)", click on "[Training and Resources](#)" tab (upper right), in the box [Resources for Consultants and Leaders](#) click the last one "[New FamilySearch and Temple Name Submission process Video](#)."

**Review all of the above material and become familiar with it.**

Log in and from the Home page click on "[See Me and My Ancestors](#)." Your name will appear here along with any other information that has already been entered from other church records about you and your family. From here show them how to [Change View](#) from the [Family Pedigree with Details](#) to [Family Tree](#), to [Family Group Record](#) (FGR) (see right side) and to [Individual List](#). The FGR is also accessible from the [Spouses and Children](#) or [Parents and Siblings](#) view by clicking [View family group record](#) in the previous view, [Family Pedigree with Details](#).

From the Home Page click on “[Search for Ancestors](#)” and search for your nearest dead relative and see if someone has already entered your family line in the New FamilySearch. If they have not, then you need to add them. There are two ways this can be done: 1. Individually enter each member or 2. Upload them from your GEDCOM file if you have one. **CAUTION: Upload *only one family at a time from your GEDCOM file into New Family Search. If you add someone who is already there, then you have created additional work, as duplicate names must be combined.*** Or if going to the temple upload just those names you will be doing the work for and follow the 3-step temple process for submitting names to the temple and doing the work for your deceased ancestors.

In the view [Family Pedigree with Details](#) show them how to move from one person to another. Then on the person in the home location (middle of the pedigree) briefly show them in the details section the tabs on the left and go through each one. For example - Click on the [Time Line](#) link. Now go the top right of the page and click on “[Help with This Page](#)”. Towards the bottom of the box with common questions click on “[How do I use the time line](#)”. These help screens are very helpful in telling you the importance of each link and what the information in each one is. Notice it tells you to see more details about each event, put the pointer on the event, and wait for a second. To see notes, sources, and contributors, click the event. When done reading these notes click in the upper right “Close”.

Click on each link on the left from the [Family Pedigree with Details](#) page and go to the [Help with This Page](#) and notice towards the bottom you will get information telling you the different kinds of information on each link and how to use it. Then show the member how easy it is to submit names to the Temple. Last, the members will have questions. Show them **how they can use the program to answer their own questions** or you can answer their questions yourself.

Tell them that by learning to use New Family Search, *they can be Saviors on Mt Zion by finding their ancestors and then getting the ordinances done for them so they can return to their Heavenly Father.*

**Review:** You should have showed the members how to register, log in, navigate to [Me and My Ancestors](#) to the [Family Pedigree with Details](#), how to [Change View](#) to the Family Group Record, (FGR), how to [Search for Ancestors](#), how to find out what each field means, know where to view/store/print the [user guides](#), and the 5 different ways to [use help](#), and how to save their answers in Favorites. You should have shown them the new process to submit names to the temple and how to create and print a Family Ordinance Request (FOR). Show them guide 6 on how to print a copy of your pedigree or FGR. *Have a happy day and may the Lord Bless you in your efforts to be Saviors on Mt Zion.*

For those members who have most of their genealogy completed or back to 1500, be sure to tell them there is still plenty of work for them to do. Look on each birth, death, burial, citizenship, etc record and **enter in the sources**, such as birth certificate, death certificate, Naturalization certificate, WWI or WWII record, etc. You will have to enter these sources manually as we cannot scan or copy documents into New Family Search at this time.

**DOCUMENTATION** is very important. When you enter death documents be sure and tell who the informant was and what relationship they were to the deceased. This can be helpful in ascertaining how accurate the information is.

On Birth and Death certificates be sure to tell where the source is located such as Peoria County Court

House, at 324 Main Street, Peoria, IL 61602 Telephone: (309) 672-6056

Example of Birth Certificate:

Birth Certificate #50082

Samuel Louis Brown Born 29 Apr 1944

Father: Edmund Simon Brown

Mother: Jennie Fae Hughes

Peoria County Court House at 324 Main Street, Peoria, IL 61602

On a birth certificate you may find that a person was born in St. Francis Hospital at 10:35 p.m. on 29 Apr 1944, weighed 5 lb 15 oz, gives mother and father and the current address which may be 103 Harrison St. Apt-246, Peoria, Illinois and delivered by Dr Boynton. Here you see we get the hospital, time of birth, date, weight, mother and father's name, current address, and doctor who delivered baby.

Marriage records sometimes give an address and who the mother and father are for the groom and bride. That is good info that you can use to trace further back your ancestor line.

On some census records you can get the persons address, what year they immigrated and where from so you now know where to look for marriage or birth records.

Death certificates give an address, mother and father names and spouse sometimes. All this information is extra clues to find that next ancestor back when you are doing research.

**PRAYER:** I can't tell you how important prayer is when searching for that next ancestor. Sometimes they have been converted by missionaries in the spirit world and are waiting anxiously for you to find them and have their Temple Ordinances performed for them. Prayer can help link you to them and find that critical piece of information you need to find them. Good hunting and good luck

So you can see there is lots of work for everybody to do. Tell them that they can all participate no matter how much others have done. *We all have work, let no one shirk, put your shoulder to the wheel!*

This is important work and it should be accurate. The more accurate it is and the more sources you have, makes it easier to find the next link back to another ancestor and thus *we can become Saviors on Mt Zion by helping our kindred dead complete their temple ordinances and enter into their joy and rest with Heavenly Father.*

We should change our way of thinking when talking about genealogy with our relatives that we are trying to get information from. For example:

From: **ME** centered to **WE** centered

From: **MY** ancestors to **OUR** ancestors

From: There is one right set of data To: There are multiple opinions, many of which may be right.

From: More than one opinion is bad To: More than one opinion creates a dialog and makes the record more findable.

Working together **WE** can make **OUR** family history as accurate as possible.

Remember this is not **MY** database, but the **Lord's** database.

Feedback on this Guide: Was this Guide helpful to you? Suggestions for improvement? Errors?  
Please send to: [k7res@juno.com](mailto:k7res@juno.com)

## Comments regarding Gary & Bob's Guide

### Errors? Maybe not.

1. Be aware that the New FamilySearch Guides and Overviews found online **do not** keep up with changes being made in New FamilySearch.

For example:

In the Guide [Navigating and Finding Information: Change View](#) found on p. 4 – Seeing Information about you and your Ancestors shows three options including [Family Group Records](#).

In the current version of New FamilySearch, [Change View](#) shows only two options, [Family Tree](#) and [Family Pedigree with Details](#). [Family Group Record](#) is now found under [Family Tree](#) - look at the right hand side of the screen. The FGR is accessible from the [Spouses and Children](#) or [Parents and Siblings](#) view by clicking [View family group record](#) in the [Family Pedigree with Details](#) View. Another option entitled [Individual List](#) is also found under Family Tree – click drop down arrow to see this.

For example:

In the Guide [Getting Started with Your Family History](#) p. 4 – Finding someone to help you says to ask your bishop or branch president who your family history consultants are.

In the current version of New FamilySearch, go to [Help Center](#), then click on the [Personal Assistance](#) tab and you will see the names, phone numbers and email addresses of your ward Family History Consultants. If the Family History Consultants haven't registered on <https://consultant.familysearch.org/> then their names won't show.

**Question: Is your name showing as a consultant? You can ask your ward clerk for your ward unit number. You will need it to register.**

### Satisfying Everyone:

2. You may want to change what we have here to suit your own personal preferences. **Please feel free to do so.** Make it so that it will work for you. You are the one who will be using it so be comfortable.

"We must not falter nor weary in well-doing. We must lengthen our stride. Not only is our own eternal welfare at stake, but also the eternal welfare of many of our brothers and sisters who are not now members of this, the true Church. I thrill to the words of the Prophet Joseph Smith in a letter that he sent to the Church from Nauvoo on September 6, 1842: 'Shall we not go on in so great a cause? Go forward. ... Courage ... and on, on to the victory!'"

— [Spencer W. Kimball](#)

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