

3: Get to Know Your Family Tree

New Consultant Training

These lessons are for new family history consultants. The instructor can be another consultant, a priesthood leader, or a family history center director or staff member. This is an outline for a class. Videos and handouts (PDFs) are available for these lessons at <https://www.lds.org/callings/temple-and-family-history/family-history-consultants>. If you want to use the videos and handouts, you can download them before you teach the lesson.

Teaching Tips

- Provide a time when new consultants can use their own family tree to practice what they learn on FamilySearch.org. It can be at the end of class or at another assigned time. Make sure there are enough people to help answer questions and provide support.
- Consultants will have many questions. Answer what you can in class, but do not let the class get sidetracked. If necessary, ask class members to write down questions to ask at the end of the class.

Lesson

Report	Ask the class members to report on their assignments of filling out the booklet and adding new information, photos, and stories to FamilySearch.org. Allow them to share what they learned.
Introduction	After starting with stories, it is important to become familiar with your family tree. Knowing how to fix common problems will help members feel more comfortable with their tree.
Demo	<p>Demonstrate the following on FamilySearch.org.</p> <ol style="list-style-type: none">1. Sign in to FamilySearch.org.2. Click Family Tree, and show the traditional pedigree. Show how to expand and navigate the tree.3. Discuss the constraints on displaying information for living individuals. You can see direct-line children and parents, but you will not see information for other living relatives. Point out that if people add a living individual to Family Tree, they are the only ones to see that information.4. Show how to view children, other spouses, and other parents.5. Select a person, and show the summary card.6. Show a person's details page. Point out the information displayed on the page.7. Show how to view details and how to add and edit information.8. Under Family Members, show how to add a child, edit child relationships, and edit a couple's marriage information.9. On the Add or Find Person page, discuss how you should first search to make sure a person is not already in FamilySearch before adding him or her.10. On the Add or Find Person page, discuss how you can use approximate dates. Point out that if you are entering names in Spanish, Portuguese, Cyrillic, or an Asian language, you should click Template, and select the language.11. On the person's details page, point out the printing options and latest changes.12. Look for possible duplicates, and discuss why there may be duplicate records and why you should merge duplicates. On the merge screen, discuss how information on the left is kept, and information on the right is deleted during a merge.13. Return to the tree and show the fan chart view. Discuss how easy it is to see holes using this view. Show how to navigate in the fan chart view.

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14. Switch to the portrait view, and point out how generations are displayed with their portraits.
15. Switch to the descendancy view, and show how to expand both descendants and ancestors. Point out any icons displayed, and explain what they indicate.

Discussion

Question: When would you use each of the various tree views?

- The traditional pedigree allows you to view all the information available for a particular branch of the tree, including children, other spouses, other parents, and so forth. You can easily focus on one part of your tree to add or change information.
- The fan chart makes it easy to view several generations at once and identify which lines may need more research.
- The portrait view allows you to see pictures of your ancestors.
- The descendancy view is a fast way to find available ordinances and research suggestions and to view the descendants of a particular person.

Question: Can you search for living people?

No. Because of privacy laws, information on living people is limited. The system considers a person as living if he or she was born in the last 110 years and has no death information entered.

Question: Before adding a person, what should you check?

First, search to make sure the person is not already in FamilySearch.org. If you can't find the person, then add him or her.

Question: How can you view a spouse's pedigree?

To view a spouse's pedigree, start by adding the spouse's living parents and grandparents. You can add just their names. Then search for and add deceased individuals. The rest of the pedigree will be displayed.

Question: Why is it important to merge possible duplicates?

Duplicate records may contain temple ordinance information. To avoid redoing ordinances, merge duplicate records together.

Demo

More training and help is available. Show the following resources:

1. On FamilySearch.org, click **Get Help**, and then click **Help Center**. Point out the resources and training available for Family Tree.
2. Under Learning Center, go to the **Family Tree Training Lessons and Videos**. Point out that these lessons include links to a sandbox or a database where they can practice using the Family Tree without accidentally making a mistake with real data.

Discussion

To help keep track of what assistance you provide to someone, you can keep a family history progress record noting what help you provided, and what the person would like to accomplish next.

Assignments

Do the following:

- View your family tree on FamilySearch.org, and add or correct information as needed. Print a fan chart.
- Help someone view his or her family information on FamilySearch.org. Help him or her print a fan chart.

Handouts

[Family Tree: A Quick Start Guide](#) (PDF). This handout has step-by-step instructions for viewing, adding, and editing information in FamilySearch.org.

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[Teach: Get to Know Your Family Tree](#) (PDF). This handout has tips for helping people get to know their family tree.

[Family History Progress Record](#) (PDF). You can use this record to keep track of a person's goals, accomplishments, and follow-up activities.