4: Learn to Use Records

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 viewing the family tree and printing a fan chart. Allow them to share what they learned.

Introduction
Many Church members think that family history work is too hard because it can sometimes be difficult to find records. Records provide details about a person's life and verify facts, such as birth, marriage, and death. Many records are available online and are easy to find.

You may be able to find missing information or individuals easily for your family tree using online records. Many records are available to search and view for free on FamilySearch.org. Others are available on other websites. You can start searching records from the Family Tree. After finding a record, you will want to attach this record to an individual in the tree.

Demo
Demonstrate the following on FamilySearch.org.
1. Sign in to FamilySearch.org.
2. In Family Tree, go to a person's details page.
3. Point out any record hints. If there are record hints, click one of the hints. If not, click **Search Records**, and look for a record on FamilySearch.org.
4. Point out how to refine a search.
5. At the top, click **Collections**, and show how to narrow the search results by selecting specific collections.
6. Click a search result, and point out the extracted or indexed information.
7. Show how to view an actual record, if one is available. Discuss reviewing all the information on the record, and how it might provide clues
8. Show how to attach the record. If multiple family members are listed, show how to review the information and attach the record to each individual.
9. If extra information is available, show how to add that information to FamilySearch.org.
10. Return to the person's details page, and view the added source in the sources section.
11. Discuss how records are available on other websites on the Internet.
12. Discuss the partnerships with Ancestry, findmypast, and My Heritage.
13. Under Sources, create a new source. Discuss how to create a source, including

adding a link to records found on another website, such as Ancestry.com.

14. Discuss the other search resources available on FamilySearch.org, such as genealogies, the catalog, books, and the wiki.
15. Show a wiki place search, with possible links to records on other websites.

Discussion

Question: How can search filters help?
If you have too many results, use search filters to narrow down the number of records.

Question: Why is it important to attach records to an individual?
Records help establish accurate dates, places, and relationships for an individual. It is important to attach records so others will be aware of the accurate information instead of estimates. Records may also provide clues for more information about a person.

Question: What if you cannot find a record on FamilySearch.org?
Several websites provide online access to records. Members of The Church of Jesus Christ of Latter-day Saints may access records on Ancestry, findmypast, and My Heritage for free. Family history centers provide free access to several websites. The research wiki may provide information about other places with records. Records from other websites can be attached to Family tree using the create a source option.

To enable an easy search of online records, someone must first index the names and other information in those records. Thousands of volunteers help index records on FamilySearch.org. Indexing is easy, and you can help index a few pages, or a batch of records, in just 30 minutes or less. For members who have difficulty finding records to add to Family Tree, indexing provides a way for them to contribute to family history work.

Video

Indexing Is Vital (2:42)
Quick Start to Indexing (5:27)

Discussion

Question: Why is indexing important?
When we index records, we make it possible for people to find ancestors quickly. Those whose names are indexed can be identified and receive the ordinances of the temple. This is why indexing is so essential to family history and temple work.

Question: Who can help index?
Anyone 13 years and older (youth 13-17 need parental permission) can index. Indexing may be especially meaningful to members who are homebound or who cannot at the moment research their family due to a lack of available records or for other reasons.

Demo

More training and help is available. Demonstrate the following resources:
1. On FamilySearch.org, click **Get Help**, and then click **Help Center**. Point out the resources and training available for search.
2. Point out the resources and training available for indexers.

Assignments

Do the following:
- Find a record for one of your ancestors, and attach the record to the person in Family Tree. Add any new information or individuals that you find.
- Download the indexing program, and index one batch of records.
- Help someone else to find and attach a record to a person in his or her tree.

Handouts

Search: A Quick Start Guide (PDF). This handout has instructions for searching and attaching a record to an individual in your family tree.

[Teach: Learn to Use Records](#) (PDF). This handout has tips for helping members learn to use records.

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

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