



Start Your Family Tree with
familysearch.org



Contents

Welcome to Family History	2
Lesson one - Getting Started.....	4
Lesson three - Enter Your Information	8
Lesson four - Enter Parents and Additional Generations.....	11
Lesson five - Enter a Spouse	14
Lesson six - Enter a Child	15
Lesson seven - Editing birth and death information.....	17
Lesson eight - Editing a Marriage Event	18
Lesson nine - Correcting a child's relationship to their parent	19
Appendix - Forgotten FamilySearch password or username	20

Welcome to Family History

The Church of Jesus Christ of Latter-day Saints emphasizes the importance of family relationships. We believe that families can be united in the most sacred of all human relationships – as husband and wife and as parents and children – in a way not limited by death.

Eternal Life Through the Atonement of Jesus Christ is Offered to All

Our Father in Heaven provides the opportunity for each of His children to continue sacred family relationships after this life.

For that purpose:

God sent His Son to teach us how to return to Him and receive eternal life.

All will be resurrected through the Atonement of Jesus Christ.

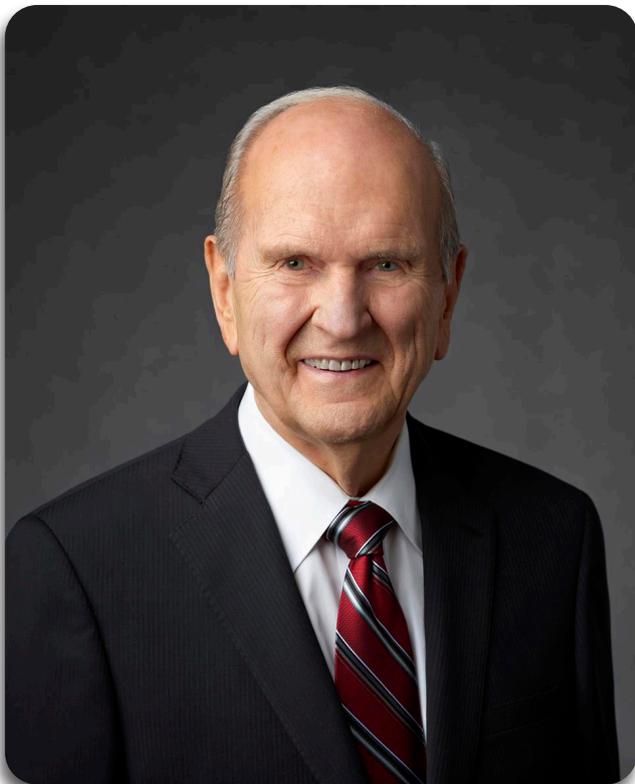
Eternal life will be given to all who accept His teachings, obey His commandments, and receive the necessary ordinances through the priesthood.

Those who do not hear the Saviour's teachings on earth will have the opportunity to do so after this life.

Those who accept the Saviour's teachings after this life need the earthly ordinances of baptism and eternal marriage (see John 3:5; 1 Corinthians 15:29).

Members of The Church of Jesus Christ of Latter-day Saints identify their ancestors to ensure that the essential ordinances are performed in their behalf in sacred temples.

Ancestors for whom the ordinances are performed are free to choose whether they accept these ordinances.



“Every human being who comes to this earth is the product of generations of parents. We have a natural yearning to connect with our ancestors. This desire dwells in our hearts, regardless of age... When our hearts turn to our ancestors, something changes inside us. We feel part of something greater than ourselves.

“While temple and family history work has the power to bless those beyond the veil, it has an equal power to bless the living. It has a refining influence on those who are engaged in it.”

Apostolic Blessings for Those Who Participate in Family History

"...as we participate in family history and temple work today, we also lay claim to 'healing' blessings promised by prophets and apostles. These blessings are also breathtakingly amazing because of their scope, specificity, and consequence in mortality. This long list includes these blessings:

- Increased understanding of the Savior and His atoning sacrifice;
- Increased influence of the Holy Ghost to feel strength and direction for our own lives;
- Increased faith, so that conversion to the Savior becomes deep and abiding;
- Increased ability and motivation to learn and repent because of an understanding of who we are, where we come from, and a clearer vision of where we are going;
- Increased refining, sanctifying, and moderating influences in our hearts;
- Increased joy through an increased ability to feel the love of the Lord;
- Increased family blessings, no matter our current, past, or future family situation or how imperfect our family tree may be;
- Increased love and appreciation for ancestors and living relatives, so we no longer feel alone;
- Increased power to discern that which needs healing and thus, with the Lord's help, serve others;
- Increased protection from temptations and the intensifying influence of the adversary; and
- Increased assistance to mend troubled, broken, or anxious hearts and make the wounded whole."



Dale G. Renlund
Quorum of the Twelve Apostles
The Church of Jesus Christ of Latter-day Saints

Lesson one - Getting Started

On the following pages are two forms to gather and collect information on your family. Similar forms are found in “My Family: Stories That Bring Us Together” booklet. Use the My Family booklet where possible to gather your information.

Talk to your family members and gather the details of their lives-especially the older people in your family and others in your town or village. It is important to get this information while they are still living.

An old African Proverb says:

“When an old man dies, it's as if a library burns down.”

Form 1

Begin by adding your parents, yourself and siblings.

Form 2

Talk with your parents, aunts, uncles, cousins, and grandparents about your family stories. Gather any photos or documents you and your relatives may already have.

Complete as much information as requested on Form 2.

This will include yourself, parents, grandparents, and great-grandparents, completing your four generation chart.

After gathering your family's information requested onto the form, consider entering it online at **FamilySearch.org**, where it will be preserved for future generations. If you are using a mobile device, visit **lite.fs.org** for a better experience on mobile networks. This will be the beginning of building your Family Tree.

Guidelines:

Write the entire name of each person, using the birth surname for each man and woman. Capitalize the first character of all names and places.

Write the gender as **M** (male) or **F** (female).

Write dates as day-month-year, with the month written out (**12 September 2001**). If an exact date is not known, estimate using the word "About" (**About 1973**).

Enter places from the smallest to the largest unit- village, town, province, country-with commas between (**Parktown, Johannesburg, Gauteng, South Africa**). Include as much as you can discover, but at least the country name, if known.

Next Steps:

Now that you have gathered stories and information about your family and completed as much as possible of your Family Tree, you should:

Build

Start building your family tree on **FamilySearch.org**. (For a better experience on a mobile device, visit **lite.fs.org**.)

If you need help or want to find a family history center near you, click the  at the top of the **familysearch.org** page.

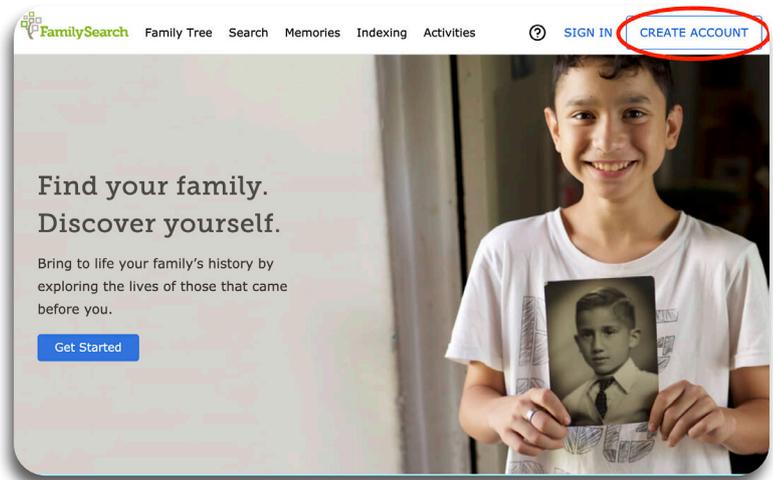
Keep Going!

Find information and stories for more family members, and help others do the same.

Lesson two - Create an Account

If you already have a church account, skip to page 8, **Lesson three**.

1. Go to **www.familysearch.org**
2. Click **Create Account**
(upper right in the FamilySearch screen)
3. Enter **First Name** and **Last Name** in the correct boxes
4. Enter **Birth Date** (Month, Day, Year) by using the dropdown arrows.
5. Select **Gender**
6. **If you are not a member** of The Church of Jesus Christ of Latter-day Saints, do **not** tick the box. Click **continue** and go to step 9 on page 8..
If you are a member of The Church of Jesus Christ of Latter-day Saints, **Tick** the next box.
7. Click **continue**
8. Enter your **Membership Record Number**.
Click **Continue**.



The Membership Record Number and birthday must match the records of the church. If it does not accept what you have entered, check with your ward/branch clerk to verify your membership number and birthday on the church records. (Your Membership Record Number can also be found on your temple recommend.) **Do not click on “I cannot find my Church record number.”** As a member of the church, it is important to only create one account and you need to use your membership number.

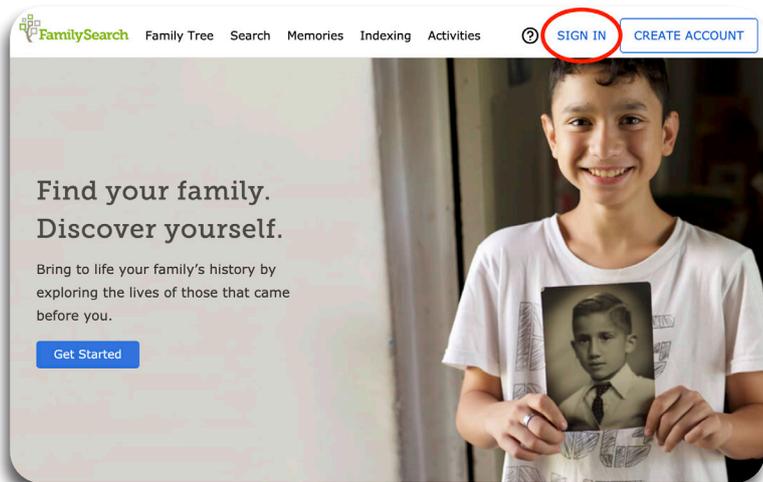
9. Create a **Username**
10. Create a **password** and **confirm** your password.
11. Select a Recovery Option. Arrow down to choose **Membership number**.
12. Select a **location** (country) from the dropdown menu.
13. After reading the Terms of Use and Privacy Notice: **Check** the two boxes.
14. Click on **Create Account!**

Record and keep the Username and Password in a safe place for future reference.

You did it!

Lesson three - Enter Your Information

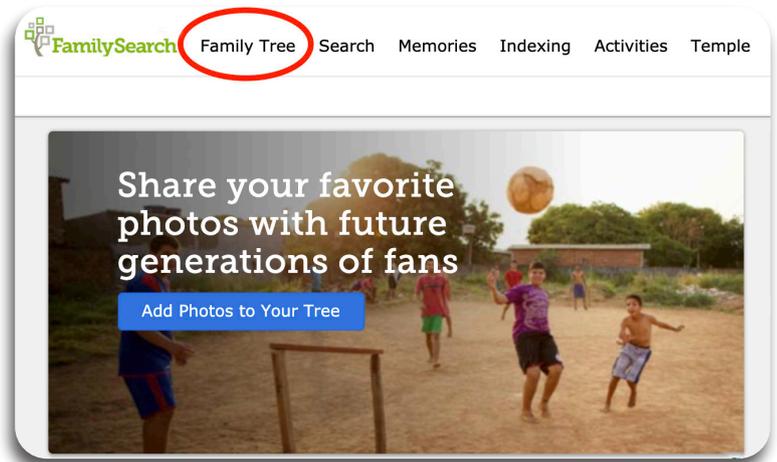
1. Go to www.familysearch.org. Click **Sign In**.



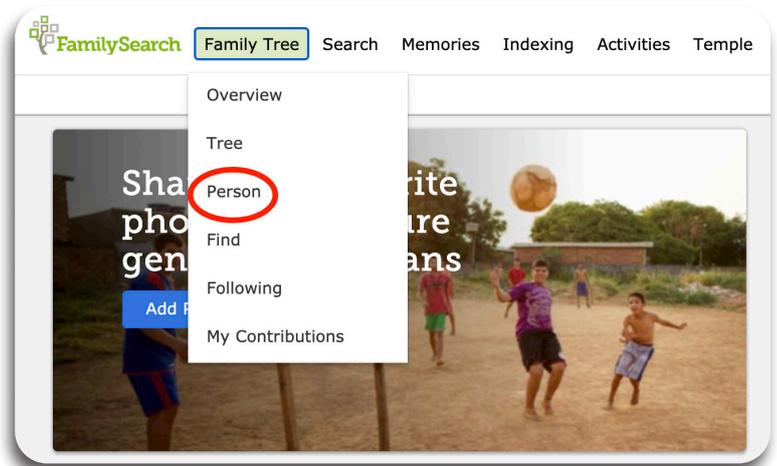
2. Enter your **username** and **password**. Click **Sign In**.

Find help to recover an account or password on Page 20 in the Appendix.

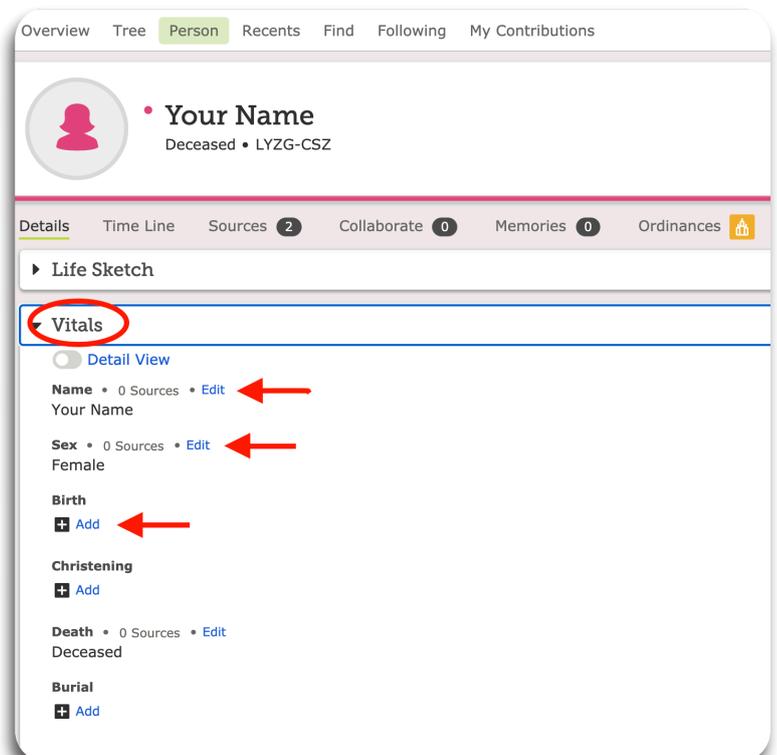
3. Click **Family Tree**.



4. In the drop down menu, click **Person**.



5. The Person Page appears.
Below Your Name is the **Vitals** Section.
Click **Edit** next to name to edit your name.



6. Click **Edit** or **Add** next to **Sex** to add that information.

7. Click **Edit** or **Add** below or next to birth to include that information.

8. The Add Birth prompt appears.
Type in your birthdate.
The “calendar icon” followed by a Standardized Date is offered. If this is your correct birthdate, **Click** on it.
[The little “calendar icon” resembles a birthday cake.]

Add Birth

Date of Birth ⓘ

19 Dec 1956

19 Dec 1956

 19 December 1956

Reason This Information Is Correct:

2000

Save Cancel

9. **Type** in your Birthplace.
The “dropped pin icons” followed by Standardized places are offered. **Click** the correct place.

Add Birth

Date of Birth ⓘ

19 Dec 1956

✓ Standardized Date

Standardized Event Date ⓘ

 19 December 1956

Birthplace ⓘ

Los Angeles,

Los Angeles,

 Los Angeles, Los Angeles, California, United States
Major City, 1850–Present

 Los Angeles, Acolman, Mexico, Mexico
Colony

 Los Ángeles, Champerico, Retalhuleu, Guatemala

Save Cancel

10. Below the Standardized Birthplace the “Reason This Information Is Correct” prompt appears. Up to 2000 characters of information may be entered into this prompt. **Type** the proof as to why your information is correct. Then click **Save**.

Birthplace ⓘ

Los Angeles,

✓ Standardized Place

Standardized Event Place ⓘ

 Los Angeles, Los Angeles, California, United States

Reason This Information Is Correct:

2000

Save Cancel

Lesson four - Enter Parents and Additional Generations

1. From your Person Page, **Scroll** down to **Family Members**.
2. **Click the arrowhead** next to Family Members to open the drop down menu.
3. To add a parent, select **Add Parent**.
4. The Add Parents search page appears. **Input** all the information available. Click **Next**.

The screenshot shows a person's profile page for Joy Peck. The 'Living Person' section is expanded, and the 'Family Members' dropdown menu is open. A red arrow points to the 'Family Members' option, which is circled in red.

The screenshot shows the 'Family Members' section. The 'Add Parent' button is circled in red. The section includes options for 'Spouses and Children' and 'Parents and Children'.

The screenshot shows the 'Add Parents' search page. The page is titled 'Add Parents' and includes a search filter for 'Child: Joy Peck'. The search criteria are set to 'By Name' and 'English'. The form includes fields for Title, First Names (DeVirl), Last Names (Kunz), and Suffix. The Sex is set to Male, and the Status is set to Deceased. A blue information box states: 'Your deceased ancestor may already be in Family Tree. If possible, enter at least one date and place so that we can do a search.' The form also includes fields for Birth Date (1918), Birthplace, Death Date (1993), and Death Place. At the bottom, there are 'Additional Find Options' for Father, Mother, Husband, and Wife, and 'Cancel' and 'Next' buttons.

5. The system will search the database for a person with matching information.

If your parent is living or if they are deceased and not in the system, click **Create Person**. The data you entered will immediately create a new person.

If your parent is deceased and already in the system, you will be offered their information to accept as your parent. Select **Add Match**.

The screenshot shows the 'Add Parents' window for child Joy Peck. On the left, under 'You Entered', is a card for DeVirl Kunz (1918-1993) with a 'Create Person' button highlighted by a red arrow. Below it is a blue information box: 'If none of these matches are a correct match, select the Create Person button.' On the right, under 'Possible Matches Found' (11), is a card for DeVirl Alvin Kunz (1918-1993) with a red circle around the 'Add Match' button at the bottom.

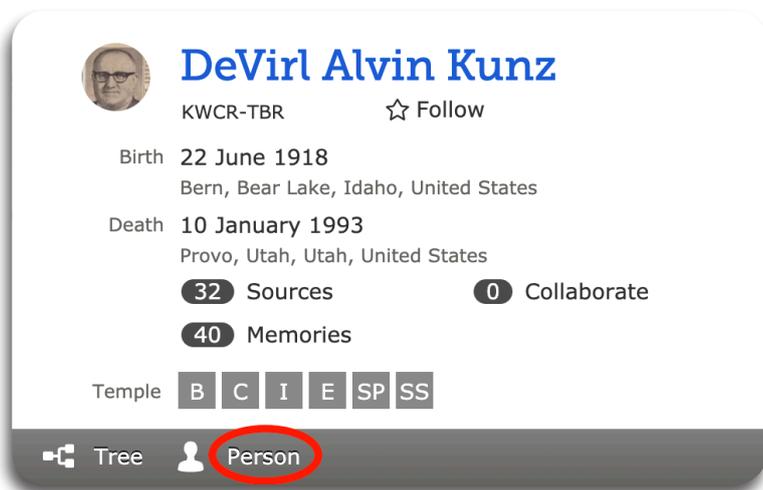
6. If both of your parents are identified in the database as married, **Select Couple** rather than selecting your father separately.

The screenshot shows the 'Add Parents' window with 'Select Couple' and 'Select Person' buttons. A red arrow points to the 'Select Couple' button. Below it, the 'DeVirl Alvin Kunz' card is crossed out with a red X, and its 'Select Person' button is also crossed out.

7. **Click** on your parent to access their Summary card.

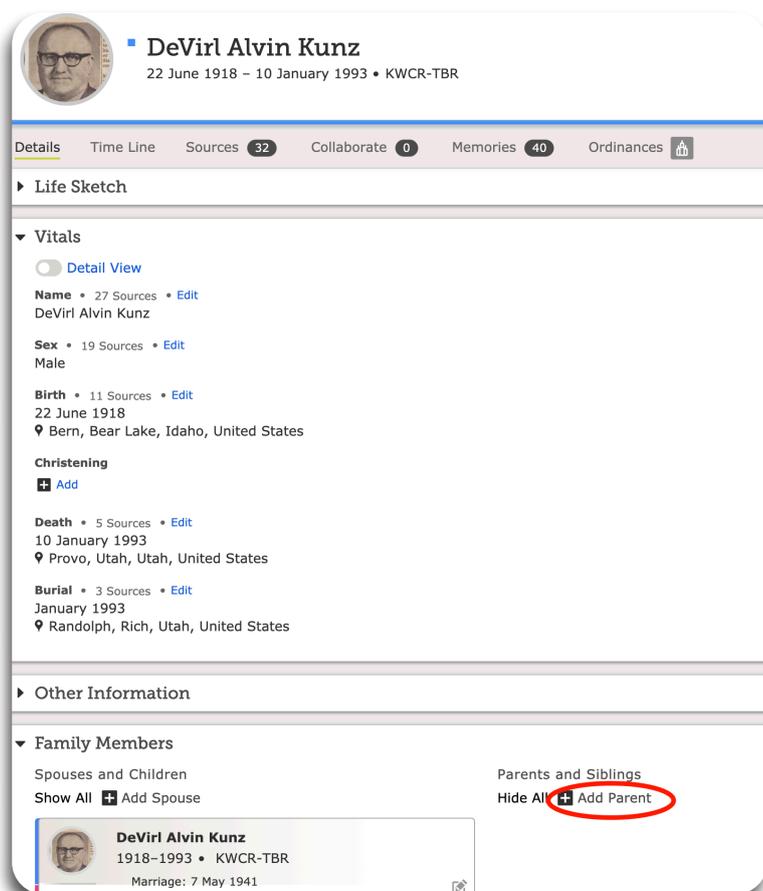
The screenshot shows the 'Family Members' section. Under 'Parents and Siblings', there is a card for DeVirl Alvin Kunz (1918-1993) with a red circle around his name. Below it is a card for Virginia Smith (1919-2006). The 'Spouses and Children' section shows Joy Peck (1956-Living).

8. From the Summary card, click on **Person** or their **Name** to access their Person Page.



Summary card for DeVirl Alvin Kunz. The card includes a profile picture, name, and a 'Follow' button. It lists birth and death dates and locations, along with counts for Sources (32), Collaborate (0), and Memories (40). A 'Temple' section shows buttons for B, C, I, E, SP, and SS. At the bottom, there are icons for 'Tree' and 'Person', with 'Person' circled in red.

9. From their Person Page, scroll down to the **Family Members** Section to **Add Parent**.

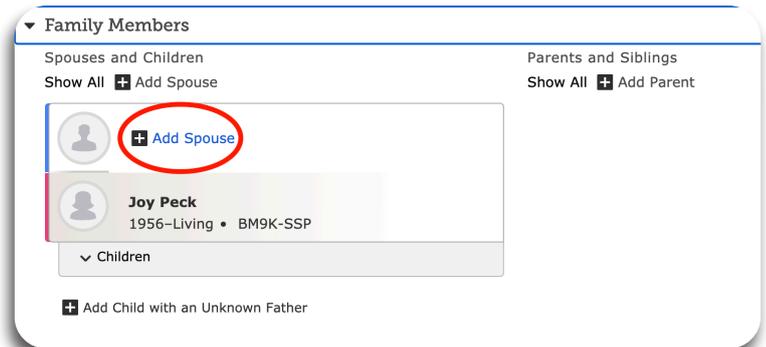


Person page for DeVirl Alvin Kunz. The page shows a header with the name and dates, followed by tabs for Details, Time Line, Sources (32), Collaborate (0), Memories (40), and Ordinances. The 'Vitals' section is expanded, showing fields for Name, Sex, Birth, Christening, Death, and Burial, each with source counts and edit links. The 'Family Members' section is also expanded, showing 'Spouses and Children' and 'Parents and Siblings' with 'Add Spouse' and 'Add Parent' buttons. The 'Add Parent' button is circled in red.

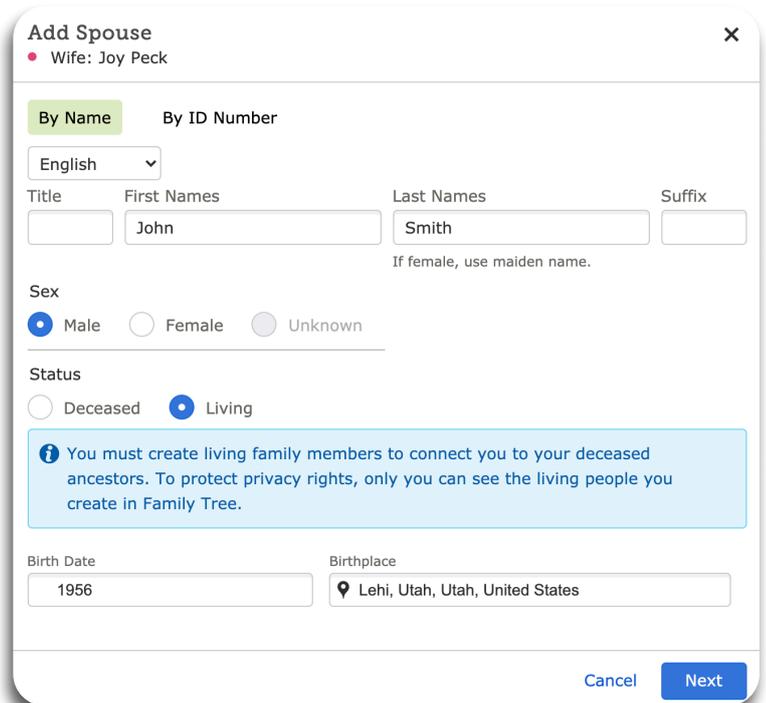
10. Repeat steps 4-9 to add grandparents and additional generations.

Lesson five - Enter a Spouse

1. From the Person Page, scroll down to **Family Members** Section and select **Add Spouse**.



2. The Add Spouse search page appears. **Add** any information available. Click **Next**.

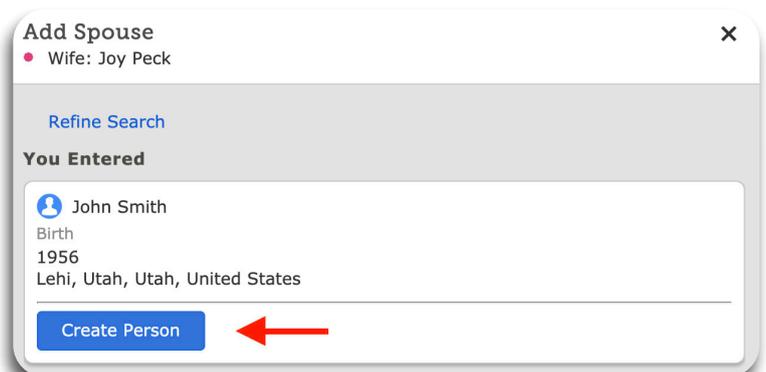
A screenshot of the 'Add Spouse' search form. The title is 'Add Spouse' with a close button 'X'. Below the title, it says 'Wife: Joy Peck'. There are two tabs: 'By Name' (selected) and 'By ID Number'. A dropdown menu is set to 'English'. There are four input fields: 'Title', 'First Names' (containing 'John'), 'Last Names' (containing 'Smith'), and 'Suffix'. Below these is a note: 'If female, use maiden name.' There are three radio buttons for 'Sex': 'Male' (selected), 'Female', and 'Unknown'. There are two radio buttons for 'Status': 'Deceased' and 'Living' (selected). A blue information box contains the text: 'You must create living family members to connect you to your deceased ancestors. To protect privacy rights, only you can see the living people you create in Family Tree.' At the bottom, there are fields for 'Birth Date' (containing '1956') and 'Birthplace' (containing 'Lehi, Utah, Utah, United States'). At the very bottom are 'Cancel' and 'Next' buttons.

3. The system will search the database for a person with matching information.

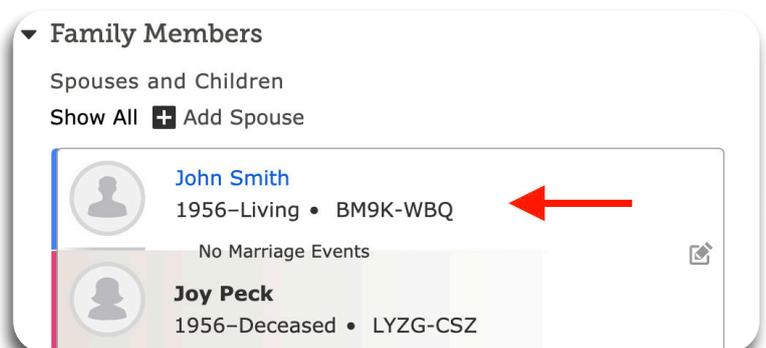
If the spouse is deceased and already in the system, you will be offered their information to accept as the Spouse. Select **Add Match**.

If the spouse is not in the system, click **Create Person**. The data you entered will immediately create a new person as the spouse.

4. If the spouse is living, your only option is to click **Create Person**.

A screenshot of the 'Add Spouse' search results page. The title is 'Add Spouse' with a close button 'X'. Below the title, it says 'Wife: Joy Peck'. There is a 'Refine Search' link. Under the heading 'You Entered', there is a card for 'John Smith' with details 'Birth 1956 Lehi, Utah, Utah, United States'. At the bottom of the card is a blue 'Create Person' button with a red arrow pointing to it.

5. After the spouse is created, they will appear connected.



Lesson six - Enter a Child

1. From the Person Page, scroll down to **Family Members**.
Below the mother and father, click on **Children**.

▼ **Family Members**

Spouses and Children
Show All **+** Add Spouse

John Smith
1956–Living • BM9K-WBQ
No Marriage Events

Joy Peck
1956–Deceased • LYZG-CSZ

▼ Children (0)

+ Add Child with an Unknown Father

2. The Add Child prompt appears.
Click **Add Child**.

▼ **Family Members**

Spouses and Children
Hide All **+** Add Spouse

John Smith
1956–Living • BM9K-WBQ
No Marriage Events

Joy Peck
1956–Deceased • LYZG-CSZ

^ Children (0)

+ Add Child

+ Add Child with an Unknown Father

3. The Add Child search page appears.
Add any information available. Click **Next**.

The system will search the database for a person with matching information.

Add Child ×

Father: John Smith
Mother: Joy Peck

By Name **By ID Number**

English

Title First Names Last Names Suffix
If female, use maiden name.

Sex
 Male Female Unknown

Status
 Deceased Living

Birth Date Birthplace
Enter a date. Enter a place.

Death Date Death Place
Enter a date. Enter a place.

Additional Find Options
[Father](#) | [Mother](#) | [Husband](#) | [Wife](#)

Cancel Next

4. If the child is not in the system, click **Create Person**.

Add Child ✕

Father: John Smith
Mother: Joy Peck

[Refine Search](#)

You Entered

Chrystal Peck
Birth
1979

[Create Person](#)

The data you entered will immediately create the child as shown within the circle.

5. To add another child, click **Add Child** and follow steps 3-4 above.

Family Members

Spouses and Children
Hide All Add Spouse

John Smith
1956-Living • BM9K-WBQ
No Marriage Events

Joy Peck
1956-Deceased • LYZG-CSZ

Chrystal Peck
1979-Living • BM9K-WDK

Add Child

Add Child with an Unknown Father

Lesson seven - Editing birth and death information

1. From the Person view, scroll down to **Vitals**.

2. Click the **arrowhead** next to vitals.

This will open the **Vitals** section.

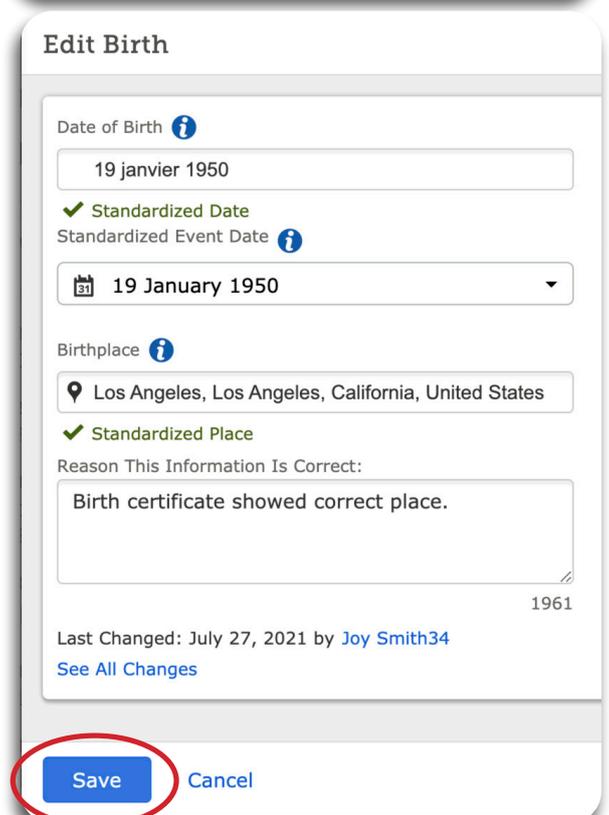
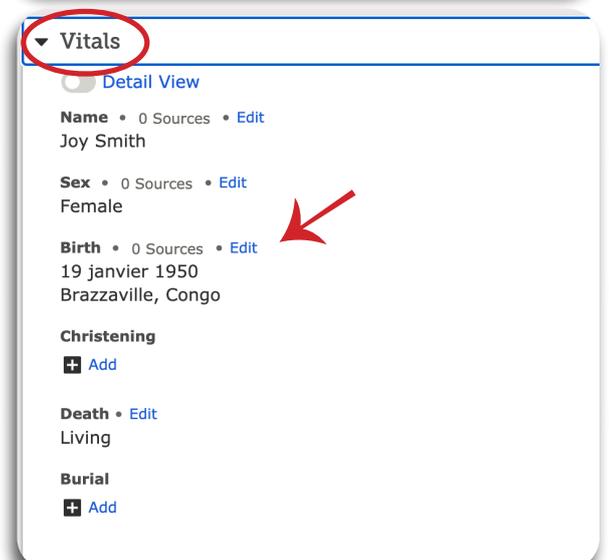
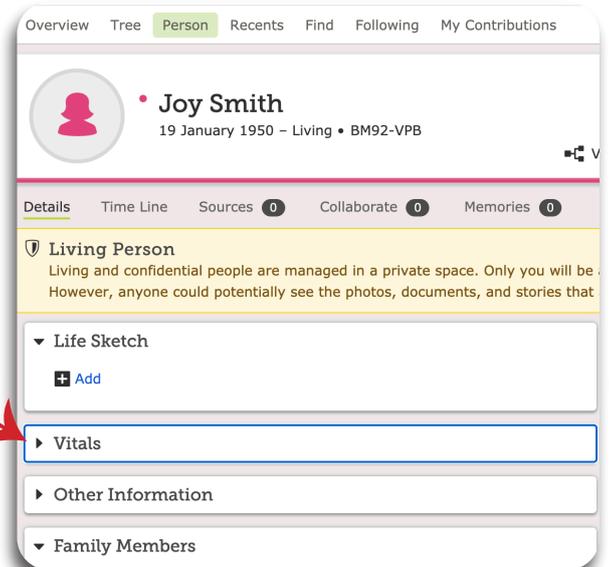
3. Click **Edit** next to the information to be edited.

4. The **Edit Birth** screen will appear.

Input the corrected information.

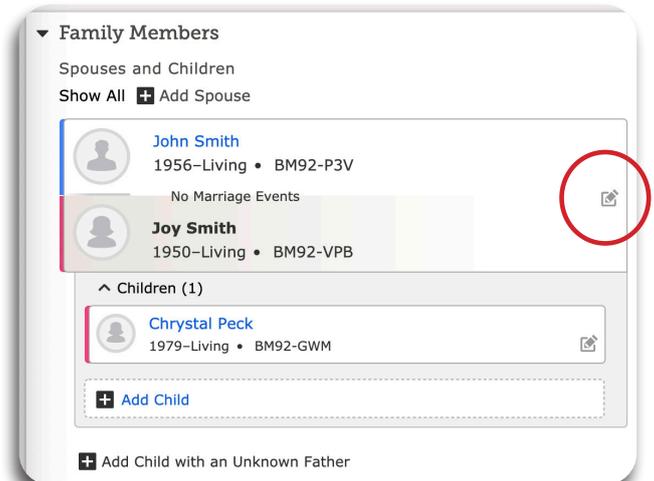
5. **Add** a reason the information is correct.

6. Click **Save**.



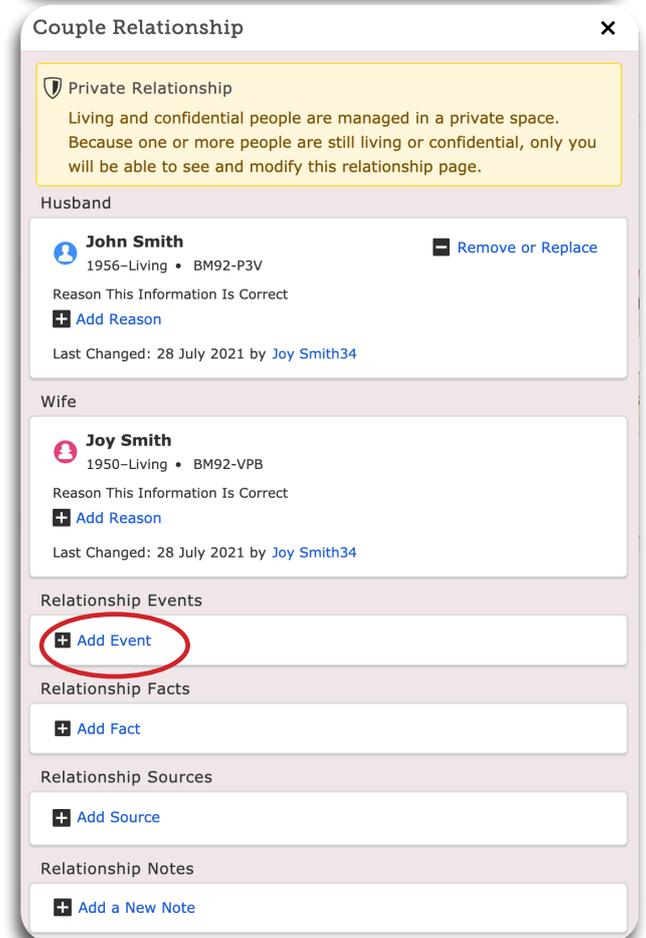
Lesson eight - Editing a Marriage Event

1. In the **Family Members** Section, click on the **Pencil Icon** located on the right side of the screen between the husband and wife.



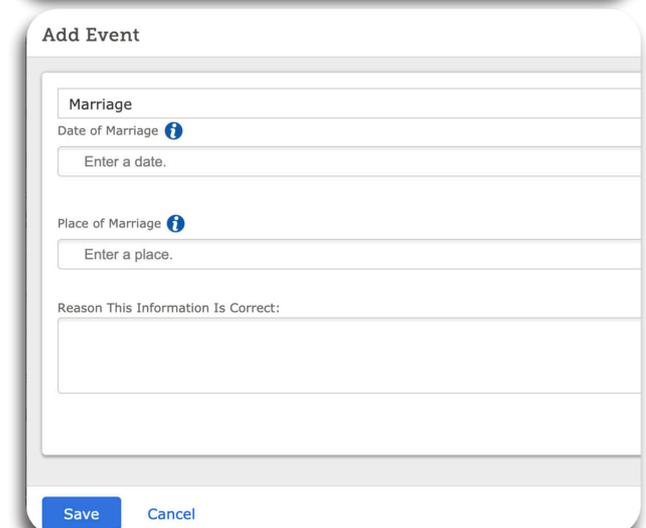
The **Couple Relationship** screen will appear.

2. Below **Relationship Events**, Click **Add Event**



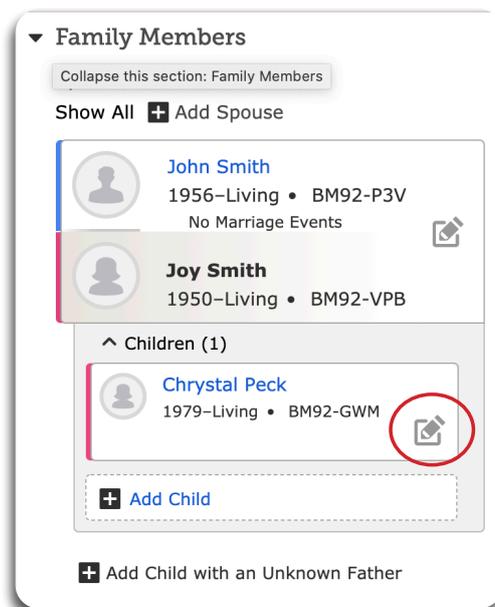
The **Add Event** screen will appear.

3. **Input** the new marriage information.
4. **Add** a reason the information is correct.
5. Click **Save**.



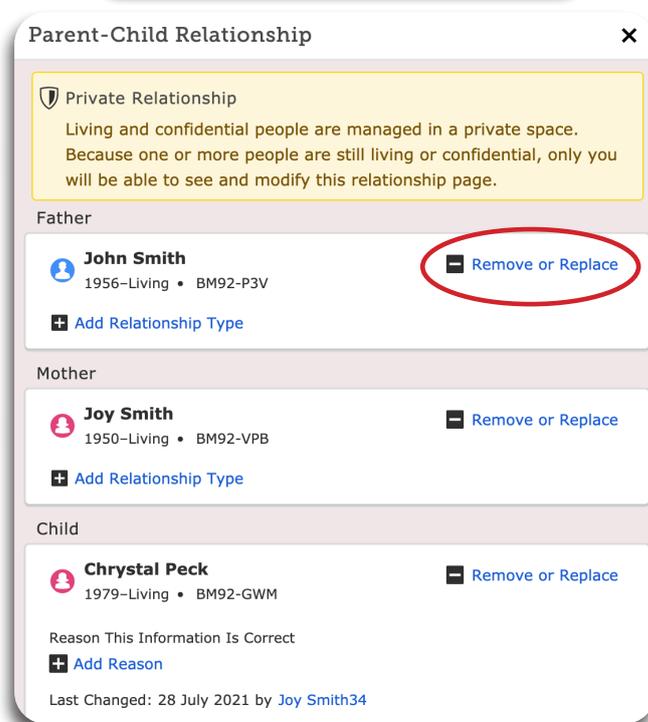
Lesson nine - Correcting a child's relationship to their parent

1. From the **Family Members** Section, click on the **Pencil Icon** located to the right of the child's name.



The **Parent-Child Relationship** screen will appear.

2. Example to Remove or Replace a parent: Click **Remove or Replace** located to the right of the parent's name.



You can **Remove or Replace** a parent.
You can **Add a Relationship Type** to a parent
(birth, step, adopted, foster, guardian)

3. **Choose** to either **Remove** the parent or **Replace** the parent.
If you replace them, you have the option to add the correct parent's information or search the database for that parent.

If you remove the parent, you will be prompted to provide the **Reason**.



Appendix - Forgotten FamilySearch password or username

You can recover a forgotten username or reset a forgotten password for your account using whichever option is directly linked to your account:

- Your mobile phone number
- Your email address

Members of The Church of Jesus Christ of Latter-day Saints may be able to use their Church record number as a recovery option.

Steps (website - familysearch.org)

1. In the upper right corner of the FamilySearch website, click **Sign In**.
2. Do one of the following, depending on whether you have forgotten your username only, your password only, or both:
 - Username only: Click **username** beneath the Password field.
 - Password only: Click **password** beneath the Password field.
 - Both: Click **username** beneath the Password field. Then, on the next screen, click the checkbox **I do not remember my password**.
3. Select a recovery method based on information you provided during registration.
 - **Mobile:** Enter your mobile number. A verification code goes to that number. Enter the verification code into the provided field, and click **Continue**.
 - **Email:** Enter your email address. An email with all of the usernames associated with that email account comes to you. Open the email, and click the username that you want to use.
 - **Church Record Number:** Enter your birth date and Church record number, and click **OK**.
4. What happens next depends on whether you indicated that you forgot:
 - Username only: The sign-in page reappears, with your username automatically filled in. You can now enter your password, and sign in. Or if you find that you also forgot your password, click password to reset your password.
 - Password only: The option to reset your password appears.
 - Both: The option to reset your password appears. Your username appears on the screen.
5. If you need to reset your **password**, do this:
 - Enter a new password.
 - Verify the new password
 - Click **Save**.

Steps (Family Tree Lite - lite.fs.org)

Go to Family Tree Lite .

If you remember your username, enter it, and click **Sign In**. If you have forgotten your username, you can retrieve it:

Click **Forgot Username?**

Select a recovery method available for your account.

Mobile: Enter your mobile number. A verification code comes to that number. Enter the verification code into the provided field, and click **Continue**.

Email: Enter your email address. An email with all of the usernames associated with that email account comes to you. Open the email, and click the username that you want to use.

Church Record Number: Enter your birth date and Church record number, and click **Continue**.

If you have forgotten your password, you can reset it:

Click **Forgot password?**

Enter your username. Click **Continue**.

Answer the security questions, and click **Submit Answers**.

Select either the mobile or email option to recover your password. Click **Continue**.

A message comes to you with the option to reset your password. Open the message. Click **Reset Password**.

Enter and confirm your new password. Click **Reset Password**.