

SECTION 2 CHANGING INFO, ADDING ANCESTORS AND MERGING DUPLICATES IN FAMILY TREE

Please read all instructions very carefully before beginning your work. The following is a list of tasks you must perform with the Beta Family Tree. The Beta Family Tree is a site where you can make changes to the tree without affecting any real data. You can access it at Beta.FamilySearch.org With each of your changes, please be sure to include a reason statement. Please do all the work on your own. If you can't remember how to do something, please refer to the Family History Guide videos found on the Learning Pyramid site or search for an answer to your question using the FamilySearch Help Center.

CHANGE INFORMATION, ADD ANCESTORS: USE FAMILY GROUP RECORD 1 (SENT IN YOUR WELCOME EMAIL).

1. For this exercise use this PID _____.
2. Log in to Beta.FamilySearch.org using your LDS Account.
3. Find your starting person, Donald, by using his PID. Use the Editing PID you received.
4. Edit Donald's name by removing the slash and the nickname.
5. Using the Family Group sheet supplied for Donald and Harriett, correct all dates and places for the family.
6. Correct the names of children Mary and Sarah.
7. Add missing children as found on the Family Group Record. **Note:** Do not use suggested possible duplicates as suggested by the system.
8. Add a second wife for Donald named Fredericka Barry. She was born on 4 December 1858 in Prussia, Germany. They married on 4 March 1880 in Rome Georgia. Source: marriage certificate in your possession.
9. Add a child for Donald and Fredericka named Emma. She was born on 9 September 1881 in Rome, Georgia. Source: birth certificate in your possession.

MERGING DUPLICATES: USE FAMILY GROUP RECORDS 2, 3, 4 AND 5 (SENT IN YOUR WELCOME EMAIL).

1. For this exercise use this PID _____.
2. Log in to Beta.FamilySearch.org using your LDS Account.
3. Find your starting person, Clara, by using her PID. Be sure to use the Merging PID you received.
4. Merge by ID Clara's duplicate fathers named Donald, Donny or Ronald who have the same surname. **Do not use the Possible Duplicates feature.**
5. Merge by ID Clara's duplicate mothers named Harriett or Hattie who have the same surname. **Do not use the Possible Duplicates feature.**
6. Clean up Donald's two families using the Family Group Records 2 and 3 to:
 - a. Correct relationships for the children.
 - b. Correct all dates and places for the children.
 - c. Add missing children, if any. **Note:** Do not use suggested possible duplicates as suggested by the system.
7. Clean up Glen and Clara's family with John using Family Group Record 5 and her family with Glen using Family Group Record 4.
 - a. Merge all duplicates.
 - b. Correct relationships for the children

- c. Correct all dates and places for the children.
 - d. Add missing children, if any. **Note:** Do not use suggested possible duplicates as suggested by the system.
8. Do this last! Undo the one of the merges for Donald.

LASTLY

Make sure you understand well how to do the following:

- How to write a good reason statement.
- How to add or remove someone from your Watch list.
- How to view recent changes made to an ancestor.
- How to identify a contributor of information in Family Tree.
- How to add an unconnected person to Family Tree.
- How to search for possible duplicates.
- Show where the system notifies a user of Possible Duplicates.

If you are unsure of any of these tasks, be sure to review the lessons found on The Family History Guide. The links to these lessons are found on the electronic version of the checklist you received in your welcome email.