

There are two ways to use the Family Group Worksheet:

- ① Select Ekstra at the menubar above, or ② Search for a person (recommended method)



With the first metode, you then select Worksheet. ③

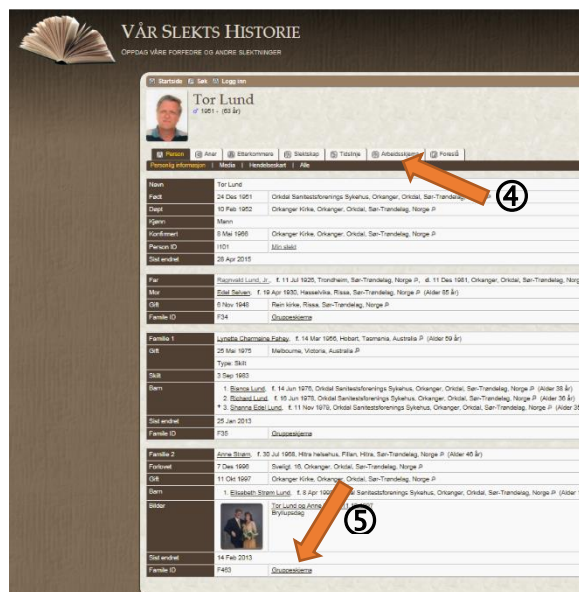


This will take you to a blank form. That is, you need to fill out all the information yourself.

(Recommend that you have a look at the help text to the form. Included at the end of this document.)

Regardless of which method you use, ① or ②, it is important (and desirable) that all of the fields in which something is missing is filled out (names, dates, places, etc.).

The second choice will take you to the page for "Personal Information". ④ Select (Worksheet)



This will also bring up the form, but all the information I have for the selected person will already be present.

Provides a space for you, if necessary, to fix or add names, dates, places and spouses/children that are missing.

(Recommend also here that you have a look at the help text to the form. Included at the end of this document.)

The form can also be accessed through the page for the "Family Information" (recommended for changes or registration of family members). If necessary, scroll down the screen to show the information about the "Family". By pressing ⑤ "Group Sheet", you will get the information that is registered for that particular family.

Here you select ⑥ (Worksheet)

Here you will also get a form in which all the information I have for the selected family already filled in.

Here you also have the opportunities to correct or add names, dates and places that are missing.

By pressing the "Save and Submit Worksheet" button at the bottom of the form, you will send it to my email address.



This is what the form looks like:

Family Worksheet

Family Tree :

[Help for this form](#)

The worksheet helps organize information about a single family for submission to the site Administrator and inclusion in our family tree. Please submit as many as you need. If you make an error, you can correct and resubmit it, but be sure to explain in the Notes below.

Person ID: Sex: Marriages:

Husband

Title	Prefix	First name(s)	Last Name	Suffix	Nickname	Living	
			at birth			<input type="checkbox"/>	
Father	Title	Prefix	First name(s)	Last Name	Suffix	Nickname	Living
				at birth			<input type="checkbox"/>
Mother	Title	Prefix	First name(s)	Last Name	Suffix	Nickname	Living
				at birth			<input type="checkbox"/>
Date born	Place born	Date christened	Place christened				
dd/mm/yyyy	City, County, State, Country	dd/mm/yyyy	City, County, State, Country				
Date died	Place died	Date buried	Place buried				
dd/mm/yyyy	City, County, State, Country	dd/mm/yyyy	Cemetery, City, County, State, Country				

Person ID: Sex: Marriages:

Wife

Title	Prefix	First name(s)	Last Name	Suffix	Nickname	Living	
			at birth			<input type="checkbox"/>	
Father	Title	Prefix	First name(s)	Last Name	Suffix	Nickname	Living
				at birth			<input type="checkbox"/>
Mother	Title	Prefix	First name(s)	Last Name	Suffix	Nickname	Living
				at birth			<input type="checkbox"/>
Date born	Place born	Date christened	Place christened				
dd/mm/yyyy	City, County, State, Country	dd/mm/yyyy	City, County, State, Country				
Date died	Place died	Date buried	Place buried				
dd/mm/yyyy	City, County, State, Country	dd/mm/yyyy	Cemetery, City, County, State, Country				

Marriage

Date married	Place married	Date divorced	Place divorced
dd/mm/yyyy	City, County, State, Country	dd/mm/yyyy	City, County, State, Country

Children

1	First name(s)	Last Name	Sex	Living	Date born	Place born
		at birth	<input type="button" value="U"/>	<input checked="" type="checkbox"/>	dd/mm/yyyy	City, County, State, Country
Date died	Place died					
dd/mm/yyyy	City, County, State, Country					

NOTES: Use this space to provide additional information about parents or children

Submitted by

Your name (required)	City	State	Country
Email (required)			

Please state your relationship to the family you are submitting

CREDITS: How would you like to be credited for your submission?

Enter security code (required): 

Helptext for the form:

General

Use this form to submit family groups to the website for inclusion in our family tree. All fields do not have to be filled in, just provide the information you know. To help us identify where in our family tree to place your new information, the form should contain at least one person who is already in our database.

In our database, each person has a person ID that can be found on his or her history page. If you enter that ID number in the form for husband or wife, we will fill in the form with that person's data so that you can add to or edit it. If the person is living and you do not have privileges to see this kind of information, the form will not update. After you have submitted a Family Group Worksheet, you may correct and resubmit it if necessary. Be sure to explain the corrections in the Notes area.

Heads of Family

By default the heads of family are listed as Husband and Wife. Both the titles and sex can be changed via the drop down lists. If the sex is changed, some of the field labels will also change.

Person ID

Person ID is a unique identification number attached to everyone in our database. Your first form submission should contain at least one of your heads of family who are already in our database; otherwise, we won't know how to attach your family to our tree. Please find the personal page for one or both heads of family, note the Person ID beginning with the letter 'I', and enter it in the corresponding field in the worksheet.

Prefix

Use the prefix to include titles such as Captain, Dr. or Senator.

First Name

First names should include all the given or middle names if known.

Last Name

Surname or, in the case of a married woman, her maiden name.

Suffix

Use this field to include titles or degrees like Phd, MD, or Jr.

Living

A checkmark here indicates the person is still living. Information about living persons is hidden from public visitors. Uncheck this box if the person is known to be deceased.

Nickname

Use this field if the person was usually known by a diminutive, affectionate or some other name such as "Shorty."

Dates and Places

Please note the formats for dates and places. The dates may be European (dd/mm/yyyy) or American (mm/dd/yyyy), depending on the location of the website. Always entering them as 3/23/1942, for example, will assure they correctly formatted (23 Mar 1942) for our database and will avoid confusion and delay in accepting your data.

Places are normally given as city, county, state, country. However, we recognize that some locations do not fit that pattern, or you may not know all of it. Enter only what you know for sure.

Children

Space to add children may be added as needed by clicking on the plus ('+') button. A new line will not be added if the last line is already empty. To remove a child line from the bottom of the list, click on the minus ('-') button. The last line cannot be removed, but clicking this button will clear the data.

First Name

A child must have a first name to be accepted. If you don't know the child's name, or the child died at birth before being named, enter a question mark in the First name field.

Last Name

The father's surname is the default for each child's last name, but it can be edited if desired.

Dates and Places

Dates and places should be entered as explained under **Heads of Family**

Living

Children are assumed to be living. If you know that they are deceased, uncheck this box.

Notes

Use Notes to provide additional information about parents or children, to explain how this family fits into our genealogy, source documents that may apply, or the reason for resubmitting a corrected form.

Credits

We always want to give credit to those who take the time to submit their genealogies to us. Technically, you will not be a source, in the same sense that a birth certificate is a source. However, information submitted by someone's child or grandchild is generally accepted as more reliable than that provided anonymously. The credit line gives you a chance to express how you would like to be acknowledged. The default is just a suggestion. Please modify it to suit yourself, preferably with some statement as to how you are related to the family.

Submit

When you submit your completed form, a copy will be created on our website. You can continue to edit and save it if you like. You will be mailed a link to allow you to correct or add to it. Within a few days, the site administrator will review and act upon your submission. At some point she may close the form at which time you will no longer be able to access it.