

## FamilySearch Family Tree

Go to [www.familysearch.org](http://www.familysearch.org) and Click on the Family Tree Link at the top, near the center of the screen. Sign in with your LDS Account User Name and Password. You will appear in the main position.

1. Click “Tree” drop down arrow to view the pedigree with the individual in the History list in the main position.
2. Click “Person” drop down arrow to view the details page for individual in the History list.
3. Click “Find” to find an ancestor by name or ID number.
4. Click on “Watch List” to view list of those in your watch list
5. Click “Photos” to add photos and stories.
6. Click “Search” to search the records available on FamilySearch.org
7. Click “Temple” to view your temple ordinance reservations.
8. Hover over the couple box to see Ordinance Status, & All Spouses, Children, and Parents.
9. Click a right arrow to expand tree, click a left arrow to collapse tree.
10. Click on a name to see the person’s Summary Card.
11. Click on “Tree” to move the person to the main position
12. Click “Person” for the details page.
13. Click “Watch/Unwatch” to be notified of changes to this person’s record.
14. To extend your pedigree, Click on the “Add Wife” for example, and search for your ancestor with the information you have. You can also choose to search by the person’s ID, if known. If your ancestor is among the possible matches found, click “Select” to add them to your Tree. If not, click “Add” and complete the form, particularly the “Living or Dead” option.

The screenshot shows the FamilySearch Family Tree interface. At the top, there are navigation links: Volunteer, Get Help, Church Websites, and a user profile for T. O. Stubben. The main navigation bar includes: TREE (1), PERSON (2), FIND (3), WATCH LIST (4), PHOTOS (5), SEARCH (6), and TEMPLE (7). Below this, there are buttons for PEDIGREE and FAN CHART. A search bar is visible with the text 'In Progress'. The main area displays a family tree with several individuals highlighted with numbered callouts: 8 (Milton Thomas Stubben and Harriet Victoria Bergquist), 9 (Ole M. Stubben and Zella Britannia Bondhus), 10 (Victor Bergquist), 11 (Victor Bergquist's Summary Card), 12 (PERSON button), and 14 (Add Wife button). The Summary Card for Victor Bergquist (KHNN-5G2) is expanded, showing birth (15 May 1880, Kandiyohi, Minnesota) and death (26 March 1935, Willmar, Minnesota) information, along with 4 sources, 1 photo, and 0 discussions or stories. At the bottom, there are buttons for TREE (11) and PERSON (12).

## Person's Details Page

1. Click "Open" on any category to view available details. Click "Close" to collapse the category.
2. Print a Pedigree Chart, Family Group Sheet or Fan Chart.
3. Search FamilySearch with person's information to find available records.
4. Check for "Possible Duplicates."
5. Report any abuse if you feel there is some.
6. Delete a Person. Be very cautious. Typically for a person you may have added in error.

Victor Bergquist  
15 May 1880 – 26 March 1935 • KHHN-5G2  
View Tree Unwatch

Details Photos 1 Stories 0

Vitals | Other | Family | Sources 4 | Discussions 0 | Ordinances 0

Vital Information Open

Other Information Open

Family Members Open

Sources Open

Discussions Open

Temple Ordinances Open

PRINT 2

- Pedigree
- Family
- Family with Sources
- Fan Chart

RESEARCH HELP

Search Records 3

LATEST CHANGES

- Couple Source Attached  
29 April 2013  
by Tom Stubben
- Alternate Name Removed  
29 April 2013  
by Tom Stubben
- Source Detached  
14 April 2013  
by Tom Stubben

Show all

TOOLS

- Possible Duplicates 4
- Report Abuse 5
- Delete Person 6

## Vital Information Section

1. Click "Open/Close Details" to view them or collapse them.
2. Click on names to "Edit" and on events to "Edit or Delete."
3. Add sources to support your changes.
4. Provide a reason for the change when prompted.
5. Use standardized Dates and Place names.

Vital Information Close

Close Details 1

Name Victor Bergquist Edit | Close x

Modified | History  
22 May 2012 by FamilySearch

Sources | Tag 0

Gender Male

Birth 15 May 1880 Edit | Delete | Close x  
Kandiyohi, Kandiyohi, Minnesota, United States

Modified | History  
30 July 2012 by Tom Stubben

Sources | Tag 1 3

Certified Copy of Birth Register for Victor Bergquist-15 May 1880

Christening Add

Death 26 March 1935 Edit | Close x  
Willmar, Kandiyohi, Minnesota, United States

Modified | History  
30 July 2012 by Tom Stubben

Sources | Tag 1

Death Certificate Bergquist, Victor 1880-1935

Burial 29 March 1935  
Willmar, Kandiyohi, Minnesota, United States

## Family Members Section

Lists individual with Spouses, Children, Parents, & Siblings

1. The individual is shown in Bold as a Spouse on the left with children and as a Child on the right with siblings and parents..
2. Add another spouse.
3. Add an additional Parent, i.e. Biological, Adopted, Foster, Step, or Guardianship. After adding, Click on the added child's name, select Edit Relationship, and then select the correct Relationship Type to each parent
4. Where there is more than one spouse, select Preferred to have it default in your pedigree.
5. Click "Edit Couple" to view, edit and add sources to the relationship.
6. Use the arrow to show or hide the children in the view.
7. Add another child to the couple or to the siblings on the right.
8. You may also add a child with an Unknown parent.

"Edit Couple" screen from the Family Members section of a Person's Details page.

1. Delete an incorrect relationship.
2. Click on the names of the couple to edit them.
3. Click on "Add an Event" to add a marriage, divorce, annulment, or common-law relationship.
4. Click on the event to edit it.

"Edit Relationship" of a child on the Family Members section of a Person's Details page.

1. Delete an incorrect relationship.
2. Click on the names to edit them.
3. Click "Relationship Type" to add or change the relationship.
4. Create a source or attach from the Source Box.

**Other Categories** in the person's Detail page include:


**Other Information** – Contains additional information on your ancestor.


**Sources** – "Create a New Source" or "Go to Source Box" for a list of all your sources.


**Discussions** – Add or review discussions regarding your ancestor.


## Reserving and Managing Temple Ordinances

1. From the Tree, Click on “Request Ordinances” (Green Arrow).
2. The ordinances available to request for the entire family are listed and can be individually selected.
3. From the Temple Ordinances Section of a person’s details page, you can select ordinances to reserve for that individual only.
4. The “Temple” tab will list the ordinances you have reserved.
5. You can print or reprint them.
6. You can Share them with the Temple. Select which ordinances to share and the Temple will do the work and you can finish the ones you didn’t share.
7. You can Unreserve (back into the pool of names for anyone to reserve) or Release them to the Temple to perform all the ordinances.
8. Carefully read and understand the Church’s submission policy and make sure you check for duplicates. Merge them before submitting ordinance requests.

**1**  Request Ordinances


 **Victor Bergquist**  
1880-1935 • KHHN-5G2


 **Olga Josephine Mathiason**  
1888-1931 • KZLK-HP7



 Children

**Reserve Temple Ordinances** **2**

Select individuals, then click Continue to request ordinances.


Husband	Name	Ordinances to Reserve	Sealing
 Victor Bergquist 1880-1935			

Wife	Name	Ordinances to Reserve	Sealing
 Olga Josephine Mathiason 1888-1931			

Children	Name	Ordinances to Reserve	Sealing
<input checked="" type="checkbox"/>  Kenneth Rudolph Bergquist 1911-2007 (Permission Required)		<input type="checkbox"/> B Baptism <input type="checkbox"/> C Confirmation <input type="checkbox"/> I Initiatory <input type="checkbox"/> E Endowment <input type="checkbox"/> SP Sealing to Parents	<input type="checkbox"/> Victor Bergquist <input type="checkbox"/> Olga Josephine Mathiason
<input checked="" type="checkbox"/>  John Gordon Bergquist 1917-1988 (Permission Required)		<input type="checkbox"/> B Baptism <input type="checkbox"/> C Confirmation <input type="checkbox"/> I Initiatory <input type="checkbox"/> E Endowment <input type="checkbox"/> SP Sealing to Parents	<input type="checkbox"/> Victor Bergquist <input type="checkbox"/> Olga Josephine Mathiason

**Continue** **Cancel**

**Temple Ordinances** **3** Close

 Request Ordinances

<input type="checkbox"/> B Baptism	Request (Permission Required)
<input type="checkbox"/> C Confirmation	Request (Permission Required)
<input type="checkbox"/> I Initiatory	Request (Permission Required)
<input type="checkbox"/> E Endowment	Request (Permission Required)
<input type="checkbox"/> SP Sealing to Parents	Request (Permission Required)
<input type="checkbox"/> Sealing to Spouse	Not Available




Victor Bergquist  
 Olga Josephine Mathiason

**FamilySearch** Family Tree Photos Search **Temple** **4** T. O. Stubben

ALL RESERVED **32** NOT PRINTED **0** PRINTED **32** SHARED **0** OPPORTUNITIES **4**

**5** **6** **7** Sort by Date Legend

Select temple cards you would like to Print, Share, or Unreserve.

NAME	ORDINANCES	SEALING	DATE RESERVED
<input type="checkbox"/>  Daniel Niclasson LC3K-D9S	SEALING TO SPOUSE TEMPLE CARD	<input type="checkbox"/> Ingrid Jonasdotter	13 June 2013
<input type="checkbox"/>  Mary Catherine STUBBEN LHGC-V6Q	FEMALE TEMPLE CARD	<input type="checkbox"/> Milton Thomas Stubben <input type="checkbox"/> Harriet Victoria Bergquist	13 June 2013
<input type="checkbox"/>  Ingrid Jonasdotter 9ZP2-BNG	SEALING TO SPOUSE TEMPLE CARD	<input type="checkbox"/> Daniel Niclasson	13 June 2013