

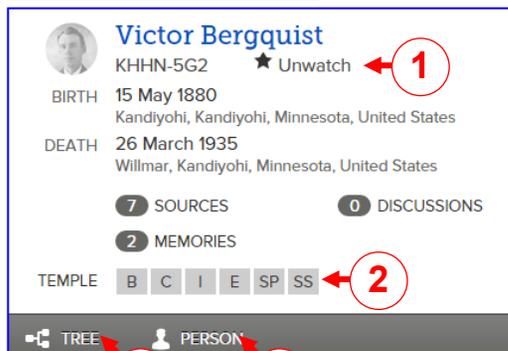
## FamilySearch Family Tree

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. There are four views of the tree available. The "Landscape" view is shown.  Landscape
2. Click the other three icons to see the other views.  Portrait  
 Fan Chart  Descendancy
3. Click "Tree" drop down arrow to view the pedigree with the individual in the history list in the main position.
4. Click "Person" drop down arrow to view the details page for an individual in the history list.
5. Click "Find" to find an ancestor by name or ID number.
6. Click "Lists" to view list of those in your watch list.
7. Click "What's New" for recent changes in FamilySearch.
8. Click "Memories" to add Photos, Stories, Documents, Audio clips, People (View those added by You, Tree or All).
9. Click "Search" to search the Records, Genealogies, Catalog, Books or the Wiki available on FamilySearch.org.
10. Click "Indexing" for information on FamilySearch Indexing.
11. Click "Temple" to view your temple ordinance reservations.
12. Click the "Show" drop down to see what the icons represent. Select/deselect which to show.
13. Selecting "Portraits" will include a photo (if available) in the couple box and "Marriages" provides marriage information. (Both are selected in this example.)
14. The 's indicate multiple spouses or multiple parents. It is a decision point. Click to open the list and choose which lineage to display.
15. Click the " Children" to see a list of the couple's children.
16. Click a right pointing arrow to expand the tree. Click a left pointing arrow to collapse it. Expanding on a different line will collapse the other expanded one.

Click "Tips."

## Person's Summary Card



**Victor Bergquist**  
KHHN-5G2 ★ Unwatch

**BIRTH** 15 May 1880  
Kandiyohi, Kandiyohi, Minnesota, United States

**DEATH** 26 March 1935  
Willmar, Kandiyohi, Minnesota, United States

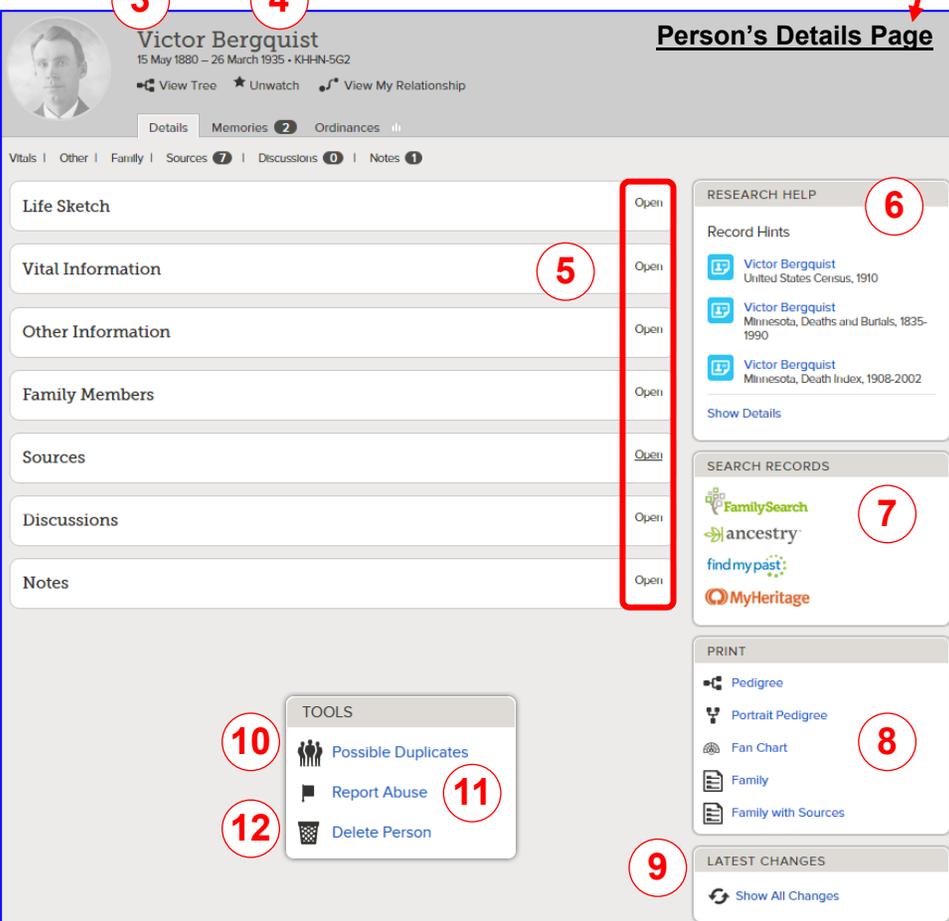
7 SOURCES 0 DISCUSSIONS

2 MEMORIES

**TEMPLE** B C I E SP SS

TREE PERSON

- Click on any name link in the tree or details page to view their summary card.
- Click "Watch/Unwatch" to be notified of changes to this person's record.
  - Hover over the "Temple" boxes to see the Ordinance Status.
  - Click "Tree" to move the person to the main position.
  - Click "Person" for their details page.



**Person's Details Page**

**Victor Bergquist**  
15 May 1880 – 26 March 1935 • KHHN-5G2

View Tree Unwatch View My Relationship

Details Memories 2 Ordinances

Vitals Other Family Sources 7 Discussions 0 Notes 1

**Life Sketch** Open

**Vital Information** 5

**Other Information** Open

**Family Members** Open

**Sources** Open

**Discussions** Open

**Notes** Open

**RESEARCH HELP** 6

Record Hints

- Victor Bergquist United States Census, 1910
- Victor Bergquist Minnesota, Deaths and Burials, 1835-1990
- Victor Bergquist Minnesota, Death Index, 1908-2002

Show Details

**SEARCH RECORDS** 7

- FamilySearch
- ancestry
- findmypast
- MyHeritage

**PRINT** 8

- Pedigree
- Portrait Pedigree
- Fan Chart
- Family
- Family with Sources

**LATEST CHANGES**

Show All Changes

**TOOLS**

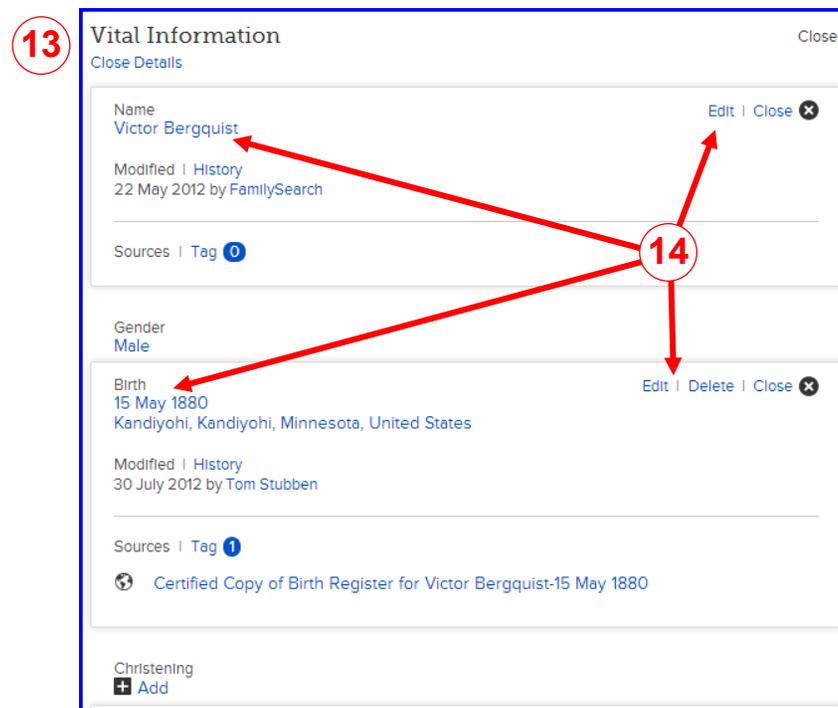
- Possible Duplicates 10
- Report Abuse 11
- Delete Person 12

## Person's Details Page

- Click "Open" on any category to view available details. Click "Close" to collapse the category.
- The Research Help section contains Record Hints. Be sure to click "Show Details" to see all hints for a complete list of possible sources.
- In the Search Records Section, click "FamilySearch," "Ancestry," "findmypast," or "MyHeritage" for even more potential available records.
- Print a Pedigree, Portrait Pedigree, or Fan Chart or a Family Group Sheet with or without sources.
- Click "Show All Changes" to review the latest changes made to this person.
- Check for "Possible Duplicates."
- Report abuse if you feel there is some.
- "Delete a Person." Be very cautious. Typically, this is done only for a person you may have added in error.

## Vital Information Section

- Click "Open/Close Details" to view or collapse them.
  - Click on names to "Edit" and on events to "Edit or Delete."
- Add sources to support your changes.
  - Provide a reason for the change, when prompted.
  - Use standardized dates and place names.



**Vital Information** Close

Close Details

Name  
Victor Bergquist Edit | Close

Modified | History  
22 May 2012 by FamilySearch

Sources | Tag 0

Gender  
Male

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

Modified | History  
30 July 2012 by Tom Stubben

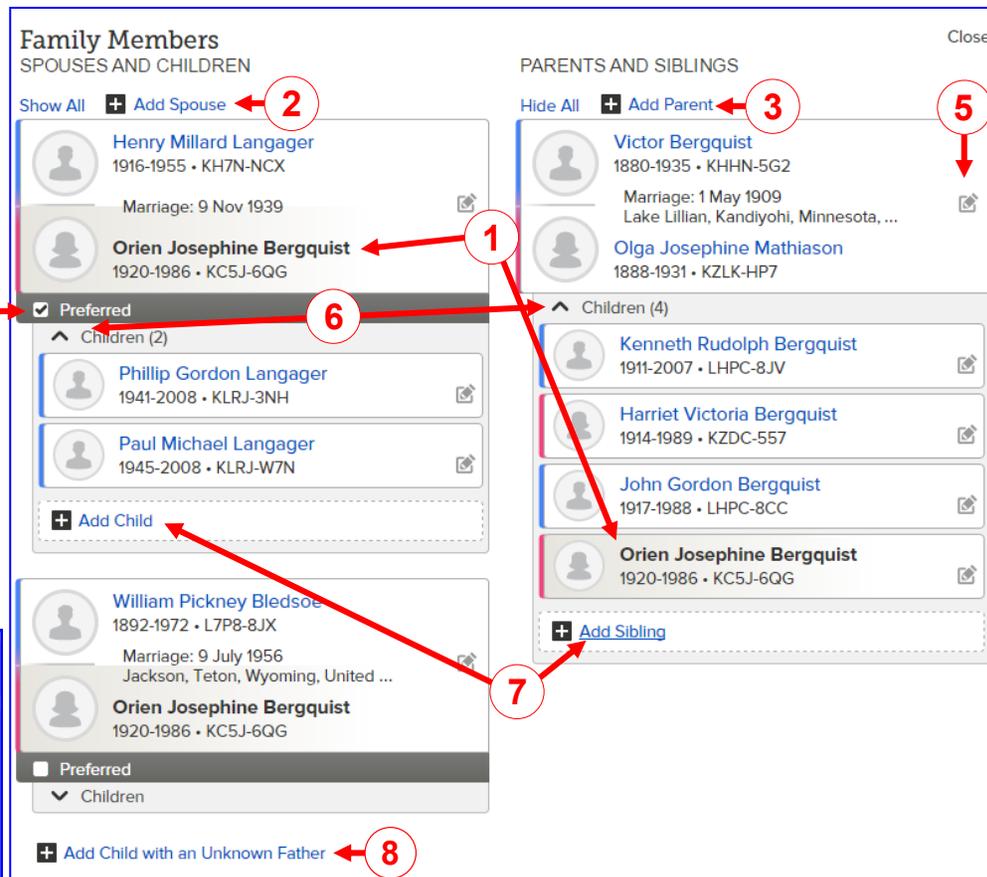
Sources | Tag 1

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

Christening  
Add

## Family Members Section

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. You can add another spouse.
3. Use to 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 for each parent.
4. Where there is more than one spouse, select "Preferred" to have it default in your pedigree.
5. Click the Icons  on the right of the names to view, edit, and add sources to a couple or child/parent relationship. (see "Edit Couple" and "Edit Parents" below)
6. Use the arrow to "Hide" or "Show" the children in the view.
7. Click to "Add Child" to the spouses on the left or "Add Sibling" to the parents on the right.
8. You may also add a child with an unknown parent.



**Family Members**  
SPOUSES AND CHILDREN

Show All **+** Add Spouse **2**

Henry Millard Langager  
1916-1955 • KH7N-NCX  
Marriage: 9 Nov 1939

**Orien Josephine Bergquist**  
1920-1986 • KC5J-6QG

Preferred **4**

Children (2) **6**

Phillip Gordon Langager  
1941-2008 • KLRJ-3NH

Paul Michael Langager  
1945-2008 • KLRJ-W7N

**+** Add Child **7**

William Pickney Bledsoe  
1892-1972 • L7P8-8JX  
Marriage: 9 July 1956  
Jackson, Teton, Wyoming, United ...

**Orien Josephine Bergquist**  
1920-1986 • KC5J-6QG

Preferred

Children

**+** Add Child with an Unknown Father **8**

PARENTS AND SIBLINGS

Hide All **+** Add Parent **3**

Victor Bergquist  
1880-1935 • KHHN-5G2  
Marriage: 1 May 1909  
Lake Lillian, Kandiyohi, Minnesota, ...

Olga Josephine Mathiason  
1888-1931 • KZLK-HP7

Children (4)

Kenneth Rudolph Bergquist  
1911-2007 • LHPC-8JV

Harriet Victoria Bergquist  
1914-1989 • KZDC-557

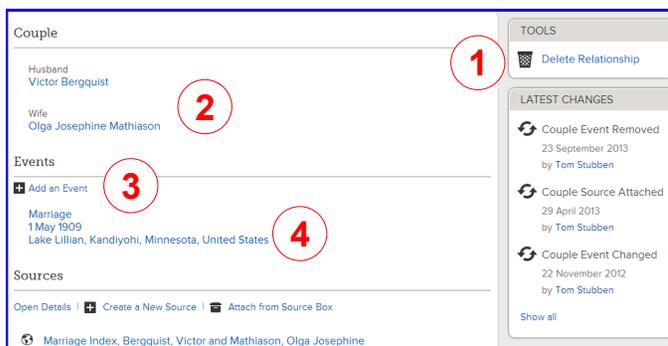
John Gordon Bergquist  
1917-1988 • LHPC-8CC

**Orien Josephine Bergquist**  
1920-1986 • KC5J-6QG

**+** Add Sibling **5**

## "Edit Couple" screen from the family members section of a person's details page.

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



Couple

Husband  
Victor Bergquist **1**

Wife  
Olga Josephine Mathiason **2**

Events

**+** Add an Event **3**

Marriage  
1 May 1909  
Lake Lillian, Kandiyohi, Minnesota, United States **4**

Sources

Open Details **+** Create a New Source **+** Attach from Source Box

Marriage Index, Bergquist, Victor and Mathiason, Olga Josephine

TOOLS

 Delete Relationship

LATEST CHANGES

 Couple Event Removed  
23 September 2013  
by Tem Stubben

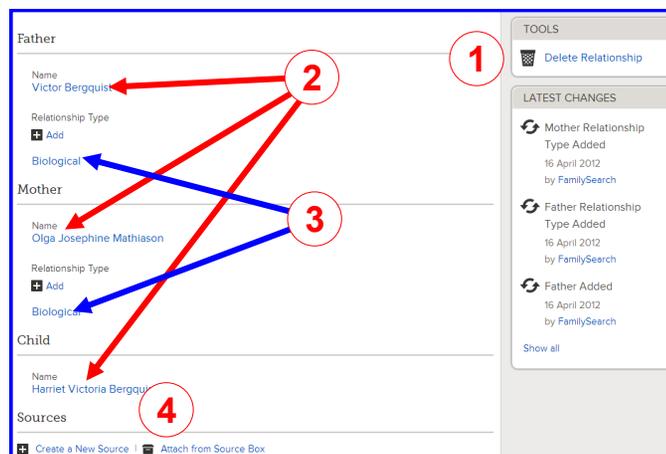
 Couple Source Attached  
29 April 2013  
by Tem Stubben

 Couple Event Changed  
22 November 2012  
by Tem Stubben

Show all

## "Edit Parents" of a child on the family members section of a person's details page.

1. Click "Delete Relationship" to delete an incorrect relationship.
2. Click 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.



Father

Name  
Victor Bergquist **2**

Relationship Type  
**+** Add **3**

Biological

Mother

Name  
Olga Josephine Mathiason

Relationship Type  
**+** Add **3**

Biological

Child

Name  
Harriet Victoria Bergquist **4**

Sources

**+** Create a New Source **+** Attach from Source Box

TOOLS

 Delete Relationship

LATEST CHANGES

 Mother Relationship  
Type Added  
16 April 2012  
by FamilySearch

 Father Relationship  
Type Added  
16 April 2012  
by FamilySearch

 Father Added  
16 April 2012  
by FamilySearch

Show all

## Other Categories in the person's details page include:

**Life Sketch** – Use to highlight or summarize the person's life events.

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

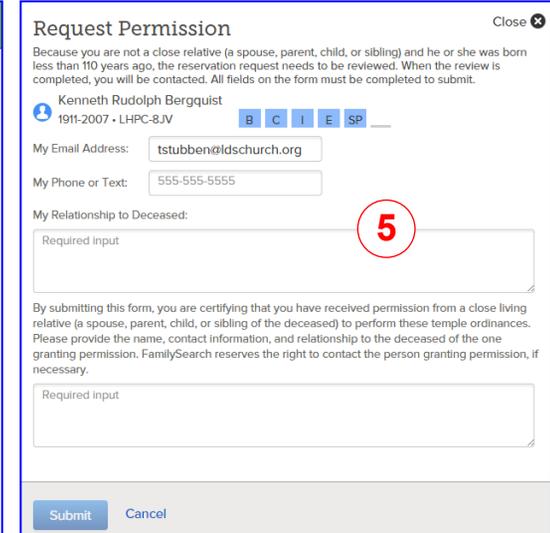
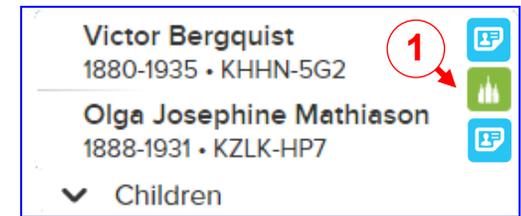
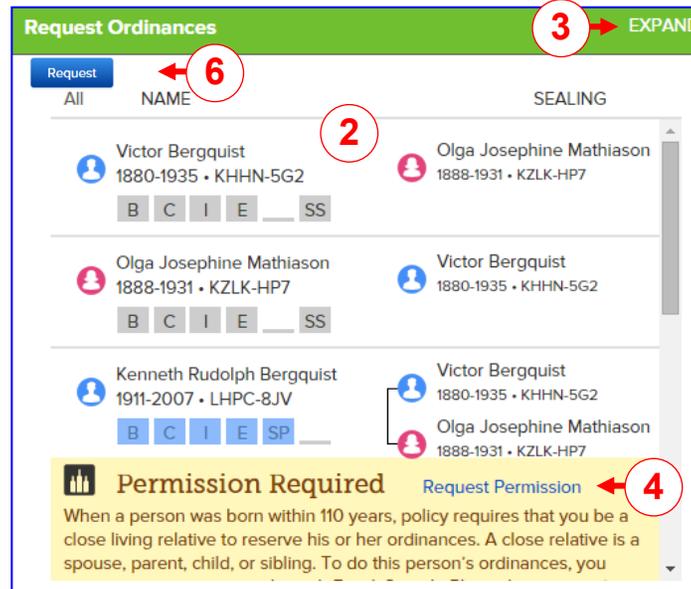
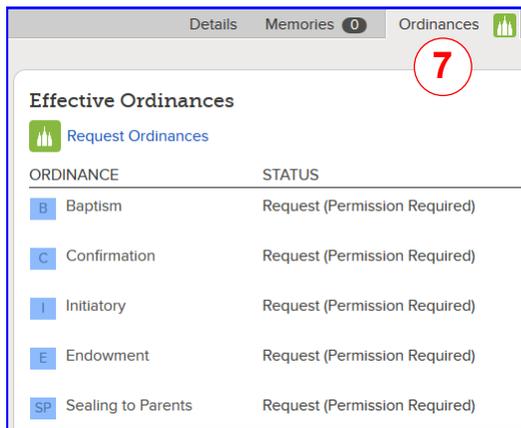
**Sources** – "Create a New Source" or "Go to Source Box" for a list of all your sources.

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

**Notes** – Use to add special information to share with others.

## Reserving and Managing Temple Ordinances

1. From the Tree, click the “Request Ordinances” icon.
2. The ordinances available to request for the entire family are listed and can be individually selected.
3. Click “Expand” for more detail on the ordinances, if desired.
4. When “Permission Required” is shown the person was born with 110 years, You must request permission to proceed.
5. Enter the required information. You will be notified when permission is granted.
6. Click the “Request” button after selecting the individuals born more than 110 years ago.
  - The Church Policy window will appear. Read, understand, and comply with the policies.
  - Click the “Add to Temple Ordinance List” or Cancel.
7. From a person’s Temple Ordinances Section of a person’s details page, you can select ordinances to reserve for that individual only.



8. The “Temple” tab will list the ordinances you have reserved.
  9. You can filter your list by typing the name(s) to view.
  10. Use the drop down menus for Name, Ordinances, & Date Reserved to further identify the list of reserved ordinances.
  11. After selecting a person, you can print or reprint them.
  12. You can share them with the temple. Select which ordinances to share. The temple will do the work and you can then finish the ones you didn't share.
  13. You can unreserve (back into the pool of names for others to reserve).
  14. Click the “Legend” dropdown for an explanation of the color coding
- Carefully read and understand the Church’s submission policy and make sure you check for duplicates. Merge them before submitting ordinance requests.

