

Submitting Names to the Temple Using the New FamilySearch Website



Preparing to Perform Ordinances for Ancestors

Before you perform ordinances for your ancestors, you need to prepare the information that will be needed at the temple.

To prepare to do ordinances, you need to do the following:

1. Find ancestors who need ordinances and reserve the ordinances.
2. Determine whether the ordinances are already done.
3. Print a "Family Ordinance Request." A Family Ordinance Request lists the ordinances that you have selected and the individuals for whom you will perform them. You then take the Family Ordinance Request to the temple, where temple workers can print the family ordinance cards that will be used to record the ordinances.

Part 1. Reserving Ordinances for Ancestors

The first part of performing ordinances for your ancestors is finding the ancestors who need the ordinances and reserving the ordinances.

After you reserve ordinances, no one else can do them. These reserved ordinances appear on your Temple Ordinances, where you can print a Family Ordinance Request to take to the temple.

Important:  To do ordinances for a deceased individual born in the last 110 years, you must either be one of the closest living relatives, or you must obtain permission from the closest living relative. If you are not a spouse, child, parent, or sibling of the deceased, please obtain permission from the closest living relative before doing the ordinances. The closest living relatives are, in this order: an undivorced spouse (the spouse to whom the individual was married when he or she died), an adult child, a parent, or a brother or sister.

To see your reserved ordinances and print a Family Ordinance Request to take to the temple, click the **Temple Ordinances** tab.

Reserving Ordinances for a Family or Individual

You can quickly find out whether anyone in a family on the pedigree needs ordinances. If they do, you can reserve all of the ordinances at once or select the family members whose ordinances you want to do.

1. Click the **Me and My Ancestors** tab.
2. If you are on the Individual List view, change to the Family Pedigree with Details view or the Family Tree view.
 - a. Click **Change View**.
 - b. Select **Family Pedigree with Details** or **Family Tree**.

Tip: You can display many more generations on the Family Tree view. Therefore, you might find families who need ordinances more quickly by using that view screen.

3. Navigate to the family whose temple ordinances you want to check.

4. Click the icon that indicates the family needs ordinances:

- If you are on the Family Tree view, click   (**This family needs temple ordinances. Click here to do them.**)
- If you are on the Family Pedigree with Details view, click   (**This family needs temple ordinances. Click here to do them.**)

A list of the family members and the status of each family member's ordinances appears.

5. Review the list of ordinances:

- a. (Optional) Click the **check box** of each individual whose ordinances you do not want to do.
- b. Click **Continue**.

6.  If the individual was born in the last 110 years, indicate whether you are one of the closest living relatives or have permission to do the ordinances from the closest living relative.

The closest living relatives are, in this order:

- An undivorced spouse. (The spouse to whom the individual was married when he or she died.)
- An adult child.
- A parent.
- A brother or sister.

If you need to obtain permission to do ordinances, verbal approval is acceptable. Family members should work together to determine when the ordinances will be done and who will do them.

- a. Click the option that best describes your situation.
If you click None of the above, the system does not reserve the ordinances for anyone in the family who was born less than 95 years ago.
- b. Click **Continue**.

7. Click **Church policies**, and carefully read the policies.

Scroll to read the policies.

Important: Please perform ordinances only for people to whom you are related. The only exception would be for a close friend whose closest living relative has given permission for the ordinances to be performed.

If the policies indicate that you should not do these ordinances, please click **Cancel**.

8. Click **I have read and will comply with the above statements**.

You do not have to click Hide before you continue.

9. Click **Add to Temple Ordinances List**.

If the system finds records that might be duplicates, you can compare them. If the records are about the same individual, you combine them. Combining duplicate records helps determine if the ordinances are already done.

After you combine the duplicate records, the system adds to your Temple Ordinances list all of the ordinances that are not yet done. To see your Temple Ordinances list, click the **Temple Ordinances** tab.

Reserving Ordinances of Individuals from a GEDCOM File

When you import a GEDCOM file, you can reserve the ordinances of all or some of the individuals who were in that file.

Before you can reserve ordinances from a GEDCOM file, contribute the GEDCOM file first. Then let the system finish processing the file.

1. Click the **Home** tab.
2. Click **GEDCOM Files That I Added**.
A list of the GEDCOM files that you contributed appears.
Note: This option appears on the page if you have contributed a GEDCOM file.
3. Click the GEDCOM file whose results you want to see.
The results appear. If the file has been processed, you see how many individuals and families were added to the system, how many were new, and how many were already in there. You also see a **See list** link, which you can click to view the individuals.
4. Click **See list**.
A list of all of the individuals who were in the GEDCOM file appears.
5. To reserve the ordinances of an individual from the GEDCOM file, Click  **(This family needs temple ordinances. Click here to do them)**.
6. Review the list of ordinances:
 - a. (Optional) Click the **check box** of each individual whose ordinances you do not want to do.
 - b. Click **Continue**.

7.  If the individual was born in the last 110 years, indicate whether you are one of the closest living relatives or have permission to do the ordinances from the closest living relative.
The closest living relatives are, in this order:

- An undivorced spouse. (The spouse to whom the individual was married when he or she died.)
- An adult child.
- A parent.
- A brother or sister.

If you need to obtain permission to do ordinances, verbal approval is acceptable. Family members should work together to determine when the ordinances will be done and who will do them.

- a. Click the option that best describes your situation.
If you click None of the above, the system does not reserve the ordinances for anyone in the family who was born less than 95 years ago.
 - b. Click **Continue**.
8. Click **Church policies**, and carefully read the policies.
Scroll to read the policies.

Important: Please perform ordinances only for people to whom you are related. The only exception would be for a close friend whose closest living relative has given permission for the ordinances to be performed.

If the policies indicate that you should not do these ordinances, please click **Cancel**.

9. Click **I have read and will comply with the above statements**.
You do not have to click Hide before you continue.

10. Click **Add to Temple Ordinances List**.

If the system finds records that might be duplicates, you can compare them. If the records are about the same individual, you combine them. Combining duplicate records helps determine if the ordinances are already done.

After you combine the duplicate records, the system adds to your Temple Ordinances list all of the ordinances that are not yet done. To see your Temple Ordinances list, click the **Temple Ordinances** tab.

Part 2. Determining Whether the Ordinances Are Already Done

Before the system reserves ordinances for you, it checks for other records about the individual. These other records, which are called “possible duplicates,” may indicate that ordinances are already completed. If the system finds possible duplicates, review them carefully. Combine the records if they are about the same individual. If the ordinances are not already done, the system reserves them for you and puts them on your Temple Ordinances list.

Important: If the system finds other records about this individual, it is important that you combine them, even if you disagree with some of the information. When you look at possible duplicates, ask yourself, “Are these records about the same individual?” If they are, combine them. The ordinances do not need to be redone, even if the genealogical information contains errors. If you believe that some of the information is incorrect, please combine the records anyway. Then begin a discussion to work with other contributors to correct the information.

1. Wait while the system looks for possible duplicates.
 - If it finds possible duplicates, the system shows the first one to you. Continue with the next step.
 - If it does not find any possible duplicates, the system tells you so. Click **OK**, and skip to step 6.

2. Compare the possible duplicate to the record on the left.

Caution: Two children in a family with the same name may not be the same individual. In some countries, if a child died young, the next child born of that same gender was often given the same name as the child who died. Carefully compare birth and death information before combining the records.

Tip: If the same father, mother, spouse, or child is listed on both records, put your mouse cursor on the family member’s name. If the name is highlighted on both the right and left records, then both records are linked to the same record about that family member. For example, if you put your mouse cursor on the spouse’s name and the name is highlighted on the right and left records, then both the records are linked to the same spouse. This is a strong indication that the two records are about the same individual.

3. (Optional) To see the details about any individual listed on the page, click the individual’s name. To close the details, click **Close**.

The individual’s details open beneath the individual whose record you are reviewing.

4. At the bottom of the page, click one of the following options:
 - Click **Yes, combine the information** if these records seem to be identical and if they are about the same individual. The system will combine the records.
 - Click **Yes, but some information is different** if the records are about the same individual but some of the information is different. The system will combine the records.
 - Click **No, or I cannot tell** if the records are not about the same individual or if you cannot tell. The system will not combine the records. They will remain on the list of possible duplicates until someone adds enough information to one or both of them that the system no longer considers them possible duplicates.

5. Indicate what you want to do next:

- If you have more possible duplicates to compare, click **Next** to display the next one. Compare each possible duplicate.
- To go to a previous possible duplicate, click **Previous**.
- When you are finished comparing possible duplicates, click **Done**.
- If you want to quit reviewing possible duplicates, click **Cancel**. No records are combined.

The system combines the records that you indicate are about the same individual.

6. (Optional) If you want to print a Family Ordinance Request now, click **Go to Temple Ordinances List**.

The LDS Ordinance portion of the individual's details now shows the ordinance status "Reserved."

When you are ready to perform the ordinances, display the temple ordinances list. There you can select the ordinances that you want to perform and print a Family Ordinance Request.

Part 3. Printing a Family Ordinance Request

After you resolve possible duplicates, go to your temple ordinances list. There you can select the ordinances that you want to perform next and print a Family Ordinance Request.

For one Family Ordinance Request, you can select up to about 50 lines. Select only the number of ordinances that you can complete in a reasonable amount of time.

Important: Please do not print a separate Family Ordinance Request for each individual whose ordinances you want to perform. At the temple, it takes more time to print the cards for several requests with one name each. It also wastes paper because each sheet of paper contains only one card.

1. If the Temple Ordinances list is not already showing, click the **Temple Ordinances** tab.
At the bottom of the screen, a progress bar indicates how much of the list has been loaded. The more ordinances you have reserved, the longer it takes for your Temple Ordinances List to load.

Tip: If your Temple Ordinances list takes a long time to load, try cancelling some reservations so that your list becomes more manageable.

2. Click the **check box** that is next to each individual for whom you want to print or reprint a family ordinance card.

Tip: To select all of the ordinances on the list, click the **check box** that appears in the column heading above the check boxes.

If the individual has no check box, then you assigned all of his or her ordinances to the temple. If the temple has not yet started performing the ordinances, you can assign them back to you and print the cards.

If you see  instead of a check box, one of the following occurred:

- The prerequisite ordinances are not done. Either someone else has reserved them, or they are assigned to the temple. For example, you see this triangle if you reserved an individual's endowment but someone else has reserved but not yet performed the baptism, confirmation, and initiatory.

If you assigned the prerequisite ordinances to the temple and if the temple has not yet started performing the ordinances, you can assign them back to you and print the cards.

- The individual no longer qualifies for temple ordinances. To see why the individual no longer qualifies, click . Common reasons include the following:
 - The system uses rules to determine whether an individual's record contains enough information for ordinances. When these rules change, some records no longer contain enough information for ordinances to be done. You can often make simple corrections that allow the ordinances to be done. For example, make sure that the Name field contains only the individual's name. Make sure the place-names include country names.
 - The individual's record changed. It no longer has enough information for ordinances. For example, an event place was deleted.
 - Someone selected a different name, gender, or event on the summary. That version of the name, gender, or event does not allow ordinances to be done. To solve this problem, you add or select a death event that contains the name of the country where the death occurred.
 - Someone combined the individual that you reserved with another record. The record either indicates that the ordinances done, or it lacks the information required for temple ordinances.

3. Click **Print or Reprint Request**.

Important: Do not use your browser's print feature. This prints your Temple Ordinances list, not a Family Ordinance Request.

The system shows you the individuals and ordinances that you selected for the request.

4. (Optional) Click the **check box** of any ordinance that you do not want to do right now.

5. Click **Print Request**.

The system displays a message to explain what happens. If the family ordinance card was printed and then lost, the system reminds you to destroy the card if you find it later.

6. Click **OK**.

The system asks if your request printed correctly.

7. Indicate if your Family Ordinance Request printed correctly.

- If it printed correctly, click **Yes**.
- If not, click **No**. The system tries to print the request again. If the request does not print because your printer has a problem, check the following before you try to print it again:
 - Adobe Reader is installed on the computer.
 - Pop-up blockers are turned off.
 - The printer is turned on.
 - The printer has paper.
 - The cables are all properly connected.
 - There is not a paper jam or other printer malfunction.

The system indicates that the ordinances are now "In Progress."

Take the Family Ordinance Request to the temple. Temple workers will print the family ordinance cards that you will use while you perform the ordinances. As you perform the ordinances, temple workers record them and send the information back to the new FamilySearch website.

There is no time limit on how long you can take to perform the ordinances after you print a Family Ordinance Request or family ordinance cards.

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