

Using Find A Grave

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History: Find A Grave (FAG) was created in 1995 by Jim Nipton to share his hobby of visiting graves of famous people. It was launched as a commercial entity in 1998. He sold it to Ancestry.com in 2013. The iOS Mobile app was launched in 2013 and the Android app was launched in 2014. Ancestry went live with the new, redesigned website in November 2017, but kept the original site still up and working as well. Finally, on 20 Aug 2018, the original FAG website was officially retired and taken down.

Today, FAG contains more than 195 million memorials, along with more than 500,000 cemeteries in 244 different countries. All of these were entered by volunteer contributors!


❖ To register or not....

- You don't need to be registered to search the site for memorials.
- You must be registered in order to add or update any information in the FAG database or to add photos/images. These capabilities include, but are not limited to, creating or editing memorials, requesting edits for memorials, adding photographs/images to memorials, transcribing photos, requesting creation/edit of cemetery pages, requesting addition of photographs/images to cemetery pages, sending messages to other contributors, etc.

To register, click **REGISTER** menu option in upper right corner on any page of website. Then provide:

- First and Last Name to be used only by FAG. No other users will see it or have access to it.
- Email address to be used as your login username, optionally displayed on your public profile page, and used for all correspondence from FAG.
- Password must be at least 8 characters long with at least 1 uppercase letter, 1 lowercase letter, and 1 number or special character.
- Public Name is the name for you that will appear to all users of FAG. You can remain anonymous by leaving the designation field blank.
- Check the Receive email notifications about memorials you manage checkbox if you ever intend to create and/or manage any memorials, so that you can be reached.
- Check the I would like to be a photo volunteer checkbox if you would like to volunteer to fill photo requests for headstones in your area. You can always change your selection through your profile at any time.
- You must check the agree to the ...Ancestry Terms and Conditions and Privacy Statement... paragraph checkbox detailed within the purple outlined box in order to successfully complete the registration.

❖ Site-Available Help

-  **Search tips** – (Purple link to the right of the Search button on every memorial search page)
 - Contains help regarding some of the search options
- **Tutorials** – (Purple link at bottom right corner of every page of website)

- Contains 28 various short videos ranging from 18 seconds to 1 minute and 14 seconds
- **Tour** - (Purple link at bottom right corner of only the Memorial pages)
 - Runs quick 10-point tour showing the basic contents of each Memorial page
- **Help** – (Link at the very bottom of every page of website)
 - Switches over to the new Support Site (<https://support.findagrave.com/s/>) which displays help in the form of FAQ. Also allows searching the FAQ via a Search field.
- **News** – (Link at the very bottom of every page of website)
 - Provides News and Announcements in the categories of Cemetery Stories, Community, Conferences, Guides, News, Site Updates, Uncategorized, and Volunteer of the Month
- **Forums** – (Link at the very bottom of every page of website, and various links to it elsewhere)
 - Anyone can view the various forum topics and discussions, but you must register to have a username and password in order to participate in any of the forums. ***This is a separate website from FAG and requires separate registration and log-in.***
 - Switches over to www.findagraveforums.com site displaying the Forums page providing a Browse tab with forums in the general categories of:
 - Find A Grave Q&A; Corrections, Challenges, and Statistics; Social Discussion; Military Discussion; Cemetery and Research; Find A Grave Archives; and Our Picks
 - Also provides tabs for:
 - Find A Grave – returns you to the FAG site
 - Activity – with options for various ways to display the activity in the forums (All Activity, My Activity Streams, Unread Content, Content I Started, and Search)
 - Links – contains links for FAG **About**, **Help**, **Store**, and **Contact Us**. All 4 links return you to the FAG site.
 - Toolbox – contains links for 4 external tools: **Acme Mapper**, **Atlas of Historical County Boundaries**, **GPS Calculator**, and **Township Range BLM**.
 - Events – displays the Genealogy Events Calendar
 - More – displays Our Picks news stories

❖ **FAG Home Page**

- Main menu bar at top of page for navigating website
- **REGISTER** and **SIGN IN** links on top right (if no user is logged in)
- User information on top right (if a user is logged in)

- Search fields in upper portion of page, allowing more or fewer search options to be shown/utilized for searching for existing memorial pages
- “On this day” or “Recent News” box with famous person tidbit and more shortcut links
- Links to **Add a Memorial**, **Upload Photos**, **Transcribe Photos**, and **Forums** in center of page with other shortcut links in the text below
- Bottom menu bar for navigating the FAG website; accessing the Help Support site, About page, and News page; and transferring to the Forums site and FAG store site
- Links to the FAG **Facebook**, **Twitter**, and **Instagram** pages; followed by the **Website Feedback** link (in red text) that displays a popup to allow feedback to be submitted
- Language selection menu at the complete bottom of the page currently allows selection of 9 languages
- Link to **Mobile Apps** description page that contains links for online sites from which to download the app
- **Tutorials** purple link in bottom right corner area

❖ Main Menu Bar Options


Contains links to the 4 main areas of FAG, regardless of whether a user is signed in or not


- **MEMORIALS** – Displays the Memorials Search Page that provides the same memorial search fields as home page; lists all memorials you manage (if you’re logged in); contains link to **Add a Memorial**, and links for **Recently Added**, **Interesting Monuments**, and **Interesting Epitaphs** that display resulting lists for each option. It also contains the “HONORING” box showing a featured memorial with photo.
- **CEMETERIES** – Displays the Cemetery Search Page that provides ways to search for and select a cemetery. Can search by fields using name and/or location, by selection from a map viewer or a list viewer, or by using the **Browse by Location** link to drill down to a cemetery by starting with the continent. Also contains lists of your specified Favorite and Virtual Cemeteries providing quick links directly to them. Includes link to **Add a Cemetery**.
- **FAMOUS** – Provides ability to search Famous graves by name (stage name or real) and/or biography keywords, location, or claim to fame categories. Can view new or most popular Famous grave listings. Can also explore Born/Died on This Date, Yearly Necrologies, Posthumous Reunions, Interesting Monuments, and Interesting Epitaphs listings.
- **CONTRIBUTE** – Page that contains links to **Add Memorials**, **Upload Photos** (for transcription), **Transcribe Photos**, view **Photo Requests**, view your **Suggested Edits**, or **Upload a Spreadsheet**. All options, except Photo Requests, require a user to be signed in to use them.


Contains links to register or sign in **IF** no one is signed in:

- **REGISTER** – See Register description earlier
- **SIGN IN** – Displays “Sign In” page, with a ‘Keep me signed in’ option (Don’t use option on public computers)

Contains the following links **IF** user is signed in:

-  **Transcribe Photos** – IF there are uploaded photos on the system waiting to be transcribed by you or anyone, it displays a photo to transcribe into the associated Name, Born, Died, and Inscription fields. Once transcribed, a memorial is created for it.

-  **Photo Requests** – Displays the “Photo Requests” page containing 3 tabs:
 Open Requests - lists unfilled photo requests within the area specified by the associated criteria
 My Requests - lists all unfilled photo requests you have submitted
 Requests Claimed - lists all unfilled photo requests that you have claimed in order to provide a photo

-  **Suggested Edits** – Displays the “Suggested Edits” page containing 2 tabs. The lists can be filtered by Pending Accepted or Declined status. The listing order can also be sorted based on Memorial name, Cemetery, Suggested by, or Date Suggested.
 Suggestions for Me - lists all suggestions other users have submitted against memorials you manage
 Suggestions I’ve Sent - lists all suggestions you’ve submitted against memorials managed by other users

- **User Name (with optional user photo)** – Displays dropdown menu with options for:
Profile – Displays your profile page that contains:
 - Public Name you specified for your account, or “Anonymous” if none was specified
 - Optional profile photo
 - Length of time you’ve been a member
 - Your unique Find A Grave ID
 - Edit Profile button that displays the Edit Profile Information page that allows you to edit your profile information
 - Your Profile tab - that displays your optional biography, Contributions categories totals, My Virtual Cemeteries, Favorite Cemeteries, list of all contributors you are Following, and a capability for searching, by first and/or last name, the memorial contributions made by you
Account – Displays the Account Settings page that allows you to specify settings in the categories of General, Password, Email, Photo Volunteer, Flower Settings, Notifications, Site Preferences, and Data & Privacy.
My Memorials – Initially displays a list of all memorials that are currently Managed by you. The list can also be changed to display all memorials that you Added, Sponsored, Added a Photo, Added Flowers, or Added a Famous Bio. The listing also has sort order options.
Sign out – for signing out of your account in FAG

❖ **Cemeteries Search/Selection Page**

- The search fields and Cemeteries-Map View and List View work in conjunction.
 - Cemetery Name and Cemetery Location search fields – Known options are displayed for each field as you type the entry. Select from options if correct one is displayed. Location entry can start with city, township, county, state or country. The **Browse** link can also be used to fill the location

search field. The 2 fields can be used alone or together to narrow the search. Click on **Search** once field entries are done. The resulting list of cemeteries is displayed below in the Cemeteries-List View or Map View.

- Cemeteries–Map View or Cemeteries–List View (can toggle between the 2 views by clicking on the



(map view) or



(list view). The cemeteries initially displayed on the Map View or List View are based on your local location. Both will update following a search. Select the desired cemetery from the map or list to display the cemetery homepage.

- **Browse by Location** option allows you to drill down to a cemetery by starting with the continent. Select the desired cemetery from the final list displayed. The cemetery homepage will display.
- Favorite Cemeteries list – (shown on the right side of the page) displays your user-specified favorite cemeteries allowing for quick selection of the cemetery. The cemetery homepage will display.
- Virtual Cemeteries list – (shown on the lower right side of the page) displays your user-specified virtual cemeteries. Select one to display the associated Virtual Cemetery page showing the listing of all memorials in that virtual cemetery. A memorial can be selected from there to display its page.
- **Add a Cemetery** option allows a user to request addition of a cemetery to the FAG database. Need to confirm that desired cemetery was not found. Then “Add a New Cemetery” page displays for specification of details of the cemetery. Once the **Create Cemetery** button is clicked, the information will be sent to FAG for review and approval before the cemetery is officially created. Memorials cannot be added to the cemetery until it is officially created.

❖ Managing Virtual Cemeteries

Creating a Virtual Cemetery

- Virtual cemeteries can be created from either the member’s Profile page or from a Memorial Page that you want to add to the new Virtual Cemetery.
 - From Member’s Profile Page – Click on the **+Add** button to the right of the “My Virtual Cemeteries” section on the right side of the page. On the page that displays, enter name for the cemetery along with an optional description of it. Set the visibility to Public or Private (default). Click on **Save** to create the cemetery. A message page displays letting you know it was created.
 - From Memorial Page to be added to new Virtual Cemetery – Click on the **SAVE TO** button in the upper portion of the page. Select the **Virtual Cemetery** option on the “Save To” window that displays. Then click on the **+Create a Virtual Cemetery** button. Enter the name for the new cemetery in the name field and click on **Save**. A message page displays letting you know it was created and the memorial was added to it.

Adding to a Virtual Cemetery


- From Memorial Page to be added – Click on the **SAVE TO** button in the upper portion of the page. Select the **Virtual Cemetery** option on the “Save To” window that displays. Then check the checkbox for the virtual cemetery you want the memorial added to, and click on **Save**. No notification is given of the status. A message page displays letting you know it was created and the memorial was added to it.

Managing a Virtual Cemetery

- Virtual cemeteries can be managed from the member’s Profile page, Cemetery Search Page, or from a Memorial Page.
 - From Member’s Profile Page or Cemetery Search Page – Click on the entry for the virtual cemetery to be managed. The page for that virtual cemetery will display showing the list of all memorials in it.

Specific memorials can be removed from the cemetery by clicking on the **Remove** option in the bottom right corner of the memorial entry in the listing. The memorial entry will immediately be removed from the listing.

The cemetery name, description or visibility setting can be updated by clicking on the **EDIT** button near the top right corner of the page. Edit the information as desired and click on the **Save** button.

The virtual cemetery can be deleted by clicking on the **EDIT** button near the top right corner of the page. Click on the **Delete** button, and confirm the removal by clicking on the **Delete** button on the confirmation window that displays.
 - From a Memorial Page – Click on the **SAVE TO** button in the upper portion of the page. Select the **Virtual Cemetery** option on the “Save To” window that displays. Then click on the **Manage Virtual Cemeteries** option on the bottom left corner of the window. Hover over the virtual cemetery to be managed to display the **EDIT** and  (trashcan) buttons on the right. The cemetery can be directly deleted by clicking on the **trashcan** button. The cemetery can also be edited or deleted by clicking on the **EDIT** button. Edit or delete the cemetery from the page that displays.

❖ Memorial Page

- Cover photo is displayed in the upper left corner of the page along with the member that added it. More photos may be shown down the left side of the page. They may not all fit on the Memorial page. See PHOTOS tab description below for more detail.
- Person’s Name is at the top of the Memorial page. Nicknames are enclosed in quotes. Maiden names are in italics. Title prefixes (Ex. “Rev”) and suffixes (Ex. “MD”) may also be included.
- “BIRTH” and “DEATH” dates and locations may be included.
 - Dates can contain a day, month, and year; only one or two of those, or none of them. If no date is specified, “unknown” is entered in its place.
 - If no location is specified, the location line is removed. The locations can start with a city, township, county, state or country in the case of the US.
- “BURIAL” information can include the cemetery and cemetery location, or it can contain several other options for burials that are not in a cemetery.
 - There will be an **Add to Map** link if the memorial does not include the GPS coordinates. Clicking on the option displays the edit page for the coordinates to be added.

- There will be a **Show on Map** link if the memorial includes GPS coordinates. Hovering over the option displays the coordinates. Clicking on the option displays Google Maps showing the location.
- “PLOT” information may be displayed below the burial information, if it is known.
- “MEMORIAL ID” shows the unique ID for the memorial.
- **View Source** link can be clicked to scroll the page to the bottom where it displays the full source citation that can be copied.
- **SHARE** button provides options to share a Memorial page via **Facebook, Twitter, Pinterest, or Email**. Once one of the options is clicked, a small window will display to specify the remaining information necessary to complete the specified share of the memorial page.
- **SAVE TO** button provides options to save / copy/ print the contents of a Memorial page. A small “Save To” window will display with options for **Ancestry, Virtual Cemetery, Copy to clipboard, and Print**. Once one of the options is clicked, a small window will display to specify the remaining information necessary to complete the specified option for the information on the Memorial page.
- **SUGGEST EDITS** button shows on memorials managed by someone else. Click the button to display the edit page to specify the edit requests to be sent to the memorial’s manager for review and possible approval.
- **EDIT** dropdown menu shows on memorials you manage. The menu contains 3 options.
 - **Edit Memorial** option allows the manager to edit the information on the memorial page. See the “Editing a Memorial You Manage” section later in this guide for more information on the process.
 - **Transfer Management** option allows the manager to transfer management of the page to another FAG member. See the “Transferring a Memorial” section later in this guide for more information on the process.
 - **Delete Memorial** option is ONLY displayed if you are the original creator of the memorial. It allows the memorial to be permanently deleted. See the “Deleting a Memorial” section later in this guide for more information on the process.
- **Add Photos** button displayed on the left side of the page on the MEMORIAL and PHOTOS tabs, allows anyone to add photos to a memorial. See the “Adding a Photo” section later in this guide for more information on the process.
- **Request Photo** button displayed on the left side of the page on the MEMORIAL and PHOTOS tabs, allows anyone to request a headstone photo for the memorial. See the “Making a Photo Request” section later in this guide for more information on the process.
- MEMORIAL tab is the default tab displayed on the page. It contains the biography, family links, gravesite details, and flowers.
- PHOTOS tab shows all photos attached to the memorial, their descriptions (if they exist), along with the member’s name that added the photo and the date it was added. There is an **Arrange photos** button on

the upper right side of the tab if you are the manager of the memorial. It displays a window that allows you to change the display order of the photos on the page.

- FLOWERS tab shows all flowers attached to the memorial if there are too many to be shown on the default Memorial tab.
- Biography information is displayed at the top of the MEMORIAL tab, if it exists.
- “Family Members” section is directly below the biography section if any family members are linked with the memorial. Parents, spouses, siblings, half siblings, and children memorial links are possible. See the “Linking Parents” and “Linking Spouses” sections later in this guide for more information on the processes.
- “Inscription” information may be displayed directly below the family member links.
- “Gravesite Details” information may be displayed directly below the inscription information.
- “Flowers” section is at the bottom of the MEMORIAL tab. The section title is shown even if there are no flowers attached.
- **Leave a Flower** button allows anyone to leave flowers on this memorial. See the “Leaving Flowers on a Memorial” section later in this guide for more information on the process.
- “See more <last name> memorials in:” at the bottom or right side of the page provide links to display memorials that have the same last name as this memorial. The extent of the search range depends on the option selected. The options start with those within the same cemetery and move up to same city, county, state, country, and finally all of FAG.
- **Sponsor and Remove Ads** button allows anyone to sponsor the memorial and permanently remove all the ads from the page. See the “Sponsoring a Memorial” section later in this guide for more information on the process.
- “Explore more” section is sponsored by Ancestry and contains links to various information possibly related to the person in the memorial.
- Path of links leading to this memorial are shown near the end of the page. The links start at the Memorial Search Page and drill down from there until they reach the memorial.
- “Maintained by:” displays the public name of the manager of the memorial.
- “Originally Created by:” displays the public name of the person that created the memorial.
- “Added:” displays the date the memorial was created.
- “Find a Grave Memorial” displays the same unique memorial ID that is shown at the top of the page.
- **Source citation** link displays the full source citation just as the **View Source** link at the top of the page does. Once the citation is shown, the link changes to **Hide citation**, which can be clicked to hide the citation again.
- **Transfer Management** button at the bottom of the page allows the manager to transfer management of the page to another FAG member, just like the **Transfer Management** option on the **EDIT** dropdown menu above. See the “Transferring a Memorial” section later in this guide for more information on the process.

- **Delete Memorial** button ONLY shows at the bottom of the page if you are the original creator of the memorial. It allows the memorial to be permanently deleted, just like the **Delete Memorial** option on the **EDIT** dropdown menu above. See the “Deleting a Memorial” section later in this guide for more information on the process.

❖ Searching for a Memorial

- Can be done from the FAG Homepage, Memorials search page, or a specific Cemetery home page. The search capability on the Cemetery homepage varies in 2 ways from the FAG Homepage, Memorials search page.
 - (1) The Cemetery homepage does not include the “Cemetery Location” field or **Not buried in a cemetery** filter option, and the **Browse Cemetery Locations** option does not function; all of these are due to the fact that they do not apply at the cemetery level.
 - (2) The Cemetery homepage has the only memorial search capability that allows no entries to be made for any of the search filter criteria. It will display all memorials in the cemetery. This can’t be done from the FAG homepage or the Memorials search page due to the volume of data that would be returned.
- Remember that searching with too many search criteria can cause your search to fail. Try broadening your search by removing some of the search criteria.
- Even though you may know where a person is buried, it does not mean that their memorial page was created with the correct cemetery or disposition specified. Remember to remove the specific cemetery query criteria if you don’t find it at first just in case it is listed in another cemetery or has another disposition such as “Burial Details Unknown”.
- Do an exhaustive search for a memorial before you decide a memorial needs to be added.

SEARCH FILTER CRITERIA

- **Name Fields**
 - There are no longer any required name fields.
 - Wildcard characters are now allowed in the name fields. The ? replaces one letter. The * represents zero to many letters. (Ex. *Sorens?n* or *Wil**) They can be used at the beginning, middle, or end of the name.

Note:

(1) This applies to the First and Middle name fields.

By default, the * wildcard is automatically assumed to be at the end of every value entered in the First and Middle Name fields without having to actually enter it. So, specifying *Ann* returns “Ann”, “Anna”, and “Anne”. However, if you enter a wildcard somewhere within the name, the * is no longer assumed at the end. You will need to explicitly enter it. Without specifying any wildcards, entering *Edm* returns “Edmond” and “Edmund”. However, entering *Edm?n* returns nothing, because it is no longer assuming the * wildcard at the end. To actually get both “Edmond” and “Edmund” spellings, you would need to explicitly add the ending * wildcard (*Edm?n**).

(2) This applies to the Last Name field.

The * wildcard is NOT automatically assumed to be at the end of any value entered in the Last Name field. So, specifying *Jone* does not return “Jones” or any other name other than “Jone” (if that actually is someone’s last name). Therefore, you either need to explicitly enter the * at the end (*Jone**) or keep just the *Jone*, but check the “Partial last name search” checkbox. Both of those options would

return "Jones".

Unfortunately, both of those options don't work if you enter a wildcard somewhere inside the partial name value (*Jo?n*). Using the explicit * wildcard at the end will return "Jones", "Johnson", etc. Using the "Partial last name search" checkbox approach does not return anything. In theory it should work, but that is not the way FAG has it implemented.

- "First Name" field can alternatively be used to search for a first name, nickname, or a prefix title. If "Nickname" check box is checked, memorials with a first name OR nickname that match the specified name criteria will be returned if the memorial passes all other specified filters. If "Titles" check box is checked, memorials with a prefix title that matches the specified name filter criteria will be returned if the memorial passes all other specified filters. Checking the "Similar name spelling" box will return all memorials with similar name spellings as the specified name filter criteria.

Note: May get inconsistent results if the memorial has 2 or more first or nicknames, and you've only specified 1 name or part of 1 in the search. Specify at least 1 last name character and check the "Partial last name search" checkbox to help increase the chance of finding the desired memorial.

- "Middle Name" field works only with middle names. Checking the "Similar name spelling" box will return all memorials with similar middle name spellings as the specified name filter criteria.

Note: When Ancestry rolled out the new FAG 3 years ago it no longer allowed the nickname to be the same as the middle name. Many people use their middle name as a first name. If you are searching for one of these people and don't know that was actually their middle name, you won't find their page. The old FAG let you specify the middle name they used as a nickname, so that it could be searched for as a nickname. Ancestry's FAG does not. So, remember that if you're searching for someone of German, Mexican or some other decent that commonly did not use their given first names. If you can't find them, try the search again, but move the name into the middle name field.

- "Last Name" field can alternatively be used to search for a last name or a suffix title. The field is no longer a mandatory field. Both the "Partial last name search" and "Similar name spellings" checkboxes work with the value specified in the "Last Name" field. Follow the guidelines in the wildcard note at the beginning of the section if using a partial last name with wildcards. If "Titles" check box is checked, memorials with a suffix title that matches the specified name criteria will be returned if the memorial passes all other specified filters.

- **Year Born and Died Fields**

- Date fields are now more like Ancestry date fields. They still have the **Exact**, **Before**, and **After** options. They now also have range options of **+/-1**, **+/-3**, **+/-5**, **+/-10** and **+/-25** years, along with the **Unknown** option that returns memorials that have no value specified for the associated birth or death field.

- **Cemetery Location Field**

- As you type the entry, the associated known options are displayed in a dropdown menu. Select a location from options if correct one is displayed. Location entry can start with city, township, county, state or country.

- **Memorial ID Field**

- Unique memorial ID found at the top and bottom of every memorial page

- **Contributor ID Field**
 - Unique contributor ID assigned when initially registered with FAG. Shown at the top of the user profile page
- **Spouse, Parent, Child or Sibling name Field**
 - Specify 1 or more first, middle, or last full or partial names that may be linked to the memorial. Separate with a space or any special character.
 - Be careful using this option because many memorials have no family members linked to them.
- **Date Filter menu**
 - Dropdown menu with options to retrieve memorials with **All Names**, or those **Added in last 24 hours**, **Added in last 7 days**, **Added in last 30 days**, or **Added in last 90 days**
- **Order by menu**
 - Dropdown menu with options to order the memorial results list by **Name (A-Z)**, **Name (Z-A)**, **Birth Date (Older)**, **Birth Date (Newer)**, **Death Date (Older)**, **Death Date (Newer)**, **Cemetery (A-Z)**, or **Cemetery (Z-A)**
- **Browse Cemetery Location**
 - Option allows you to drill down to a location by starting with the continent. Select the desired location and it is entered in the Cemetery Location field in the search filter criteria.
- **By Memorial Types Checkboxes**
 - **Famous** – option to restrict the returned memorials to only those specified as Famous.
 - **Sponsored** – option to restrict the returned memorials to only those that are sponsored.
 - **Not buried in a cemetery** – option to restrict the returned memorials to only those that are not buried in a cemetery. That includes all burials of type: **Buried or Lost at Sea**, **Cremated**, **Donated to Medical Science**, **Lost at War**, **Animal/Pet**, or **Burial Details Unknown**.
 - **Cenotaph** – option to restrict the returned memorials to only those specified as Cenotaphs. A cenotaph is a marker within a cemetery placed in honor of a person whose remains are elsewhere. It may also be the original marker for someone who has since been reinterred elsewhere.
- **Include Checkboxes**
 - **Nickname** - check the box in order to include memorials whose nicknames fit the “First Name” field search criteria.
 - **Maiden name** – check the box in order to include memorials whose maiden names fit the “Last Name” field search criteria.
 - **Titles** – check the box in order to include memorials whose titles fit the criteria entered into the “First Name” and/or “Last Name” fields search criteria. Enter the title into the “First Name” field for prefix titles, such as Rev (Reverend). Likewise, enter the title into the “Last Name” field for suffix titles, such as MD for a doctor.
 - **Partial last name search** – check the box in order to include memorials whose last names fit the full or partial name specified in the “Last Name” field search criteria. (Ex. Specifying *Joh* returns

“John”, “Johnson”, “Johansen”, etc.) This box cannot be checked if the “Similar name spellings” checkbox is already checked.

- **Similar name spellings** – check the box in order to include memorials whose option to return memorials with similar name spellings. It applies to all name fields that have a value specified. (Ex. Specifying *Elinor* returns “Elinor”, “Elenora”, “Elleanor”, “Eleanor”, etc.) This box is not checkable if the “Partial last name” checkbox is already checked.

- **Memorials with:**

- **No grave photo** – option to restrict the returned memorials to only those with no grave photo. This option is not checkable if the “Grave photo” checkbox is already checked.
- **Grave photo** – option to restrict the returned memorials to only those with a grave photo. This option is not checkable if the “No grave photo” checkbox is already checked.
- **No GPS** - option to restrict the returned memorials to only those with no GPS coordinates. This option is not checkable if the “GPS” checkbox is already checked.
- **GPS** - option to restrict the returned memorials to only those with GPS coordinates. This option is not checkable if the “No GPS” checkbox is already checked.
- **Flowers** – option to return only memorials with attached category of “flowers”.

SEARCH RESULTS

- Once the search filter criteria have been entered and the **Search** button pressed, the list of results will display if any memorials met the criteria.
 - The listing can be shown in default or condensed mode. The mode can be changed by clicking on the appropriate icon button at the top right of the listing.
 - The listing can also be sorted based on the option selected in the **Sort by** dropdown menu to the right of the mode icon buttons. Options include **Relevance**, **Name (A-Z)**, **Name (Z-A)**, **Birth Date (Older)**, **Birth Date (Newer)**, **Death Date (Older)**, **Death Date (Newer)**, **Cemetery (A-Z)**, **Cemetery (Z-A)**, or **Sort: Recently Added**. **Relevance** is the default.
 - A large purple dot will display on the left side of memorials that you manage.
 - A purple flower will show at the end of the name on memorials that have “flowers” attached.
- At this point you have 3 possible outcomes:
 - Yippee, you found the Memorial – Click on it to open its Memorial page.
 - Bummer, you didn’t find the Memorial – You can refine your search and try again. If you’re sure a memorial for your person doesn’t exist, you can create one if you have the appropriate information.
 - Uh oh, you found more than one of the Memorial - You can put in a request to have the duplicate memorials merged.


❖ **Submitting an Edit Request (to a memorial’s manager)**

- Two types of edits: changes to factual data fields or updates to “Bio information” or “Gravesite Details” fields. Both ways to request those edits are accessible through the **SUGGEST EDITS** button on the memorial page you want to update. That button displays the “Suggest an Edit” page.
 - Factual data fields: Directly edit the fields on the “Suggest an Edit” page and click **Save Suggestions**.
-- See the *Reviewing/Dispositioning an Edit Request* section below for more info.
 - “Bio information” or “Gravesite Details” fields: Click **Suggest other corrections** button at bottom of “Suggest an Edit” page. Displays “Email a Correction for <First name> <Last name>” window to enter your request to be sent by email to the memorials’ manager.
-- See the *Reviewing/Dispositioning an Edit Request* section below for more info.
- A requestor can delete his pending suggested request by going to the “Suggested Edits” page, selecting the Suggestions I’ve Sent tab, and clicking the **CANCEL** button associated with the edit to be removed.

❖ **Reviewing/Dispositioning an Edit Request (by a memorial’s manager)**

- Factual data fields:
 - The manager must proactively sign into FAG and check if he has edits that need to be reviewed for approval. The manager does not receive any email notification that he has edits waiting to be reviewed for approval.
 - If the pending edits are not reviewed and dispositioned within 21 days, they are automatically accepted by the system and the memorial is updated with the requested edits.
- “Bio information” or “Gravesite Details” fields:
 - The manager directly receives the FAG email sent by the requestor containing the request message. The email also contains a link to contact the requestor, if desired. The manager should address the request, whether it is to decline it or accept it in some form.
 - Managers have 30 days to address the requested edits. After the 30 days, if the manager did nothing, the requestor can forward his copy of the email to FAG and the site administrators will determine if that change should be made.

❖ **Adding a Memorial**

- **ALWAYS check to make sure a memorial doesn’t already exist before adding one. And, again make a broader check than just the specific cemetery that you know they are buried in.**
- Can be done from the FAG Home page, Memorials page, Contribute page, or from a specific Cemetery home page. Select the  **Add a Memorial** link.
- When done from the FAG Home page, Memorials page, or Contribute page – first, you’ll need to specify the Memorial Location (cemetery or other disposition). That step is skipped when you’re adding one from a specific Cemetery home page because the cemetery is already known.
- The “Add a Memorial” page displays allowing all fields to be entered, if the information is available.

- This version of FAG has made the “Last Name” field a required field. It is the only one on the page.
Possible Last name Problem: If you’re adding a memorial where you only know the first name, you still have to enter something for the last name. FAG says to enter “Unknown” as the last name. Unfortunately, most people don’t think to try using a last name of “Unknown” when searching for someone. Memorials created in FAG before Ancestry revamped the website can still have no last name specified because the “Last Name” field was not required in the old FAG.
- **Nickname Problem:** It is illegal in the current FAG to specify a nickname that is the same as a middle name. Unfortunately, many people use their middle name as a first name. If you were searching for one of these people and you didn’t know that was actually their middle name, you wouldn’t find their page. The old FAG let you specify the middle name they used as a nickname, so that it could be searched for as a first name.

❖ Editing a Memorial You Manage

- Select the **EDIT > Edit Memorial** option in the upper colored portion of the Memorial page you want to edit. The “Edit Memorial” page displays, that allows you to directly edit all of the fields. When done, click **Save Changes**. The updates are immediately reflected in the memorial.

❖ Linking Parents

- Follow the instructions for **Editing a Memorial You Manage** section above because the fields to specify the links to the parents are found on the “Edit Memorial” page.
- Children are not linked to a person’s memorial. The parents are. That makes the person show up as a child on the parents’ memorial pages.
- Copy/paste the Memorial ID from each parent’s memorial page into the associated field at the bottom of the “Edit memorial” page and click **Save Changes**.
- The current memorial page will now show the link(s) to the specified parent(s).
- The parent(s) page(s) will now show the link to the person from the current page; now shown as a child.

❖ Linking a Spouse

- Follow the instructions for **Editing a Memorial You Manage** section above because the fields to specify the link(s) to the spouse(s) are found on the “Edit Memorial” page.
- Copy/paste the Memorial ID from the spouse’s memorial page into the associated field at the bottom of the “Edit memorial” page. Add the marriage year if you know it and then click **Save Changes**.
- If there is more than one spouse, select the **Add Additional Spouse** link to display more spouse fields.
- Adding the marriage year when a person has multiple marriages allows the marriages to be displayed in chronological order.
- Both the current person’s memorial page and that of their spouse will now both show the link(s) to the spouse.

❖ Linking to Any Other Memorial Page

- Creating a link to another memorial page is useful if someone has a headstone or cenotaph in more than one cemetery. Each one can be linked back to the other. It is also helpful if you want to create a link from a person's memorial to the memorial of another person that is not their parent, spouse or child.
- Use the following line of html to insert a link to any other memorial page into the "Bio information" or "Grave Details" sections of a memorial page.

`Name `

Replace the **XXXXXXX** with the Memorial ID of the page you want to link to. Replace the **Name** with the text of the link that will be displayed, usually the name or memorial ID of the person to whom you are linking.

❖ Transferring a Memorial

- Requesting a Transfer:
 - Only request a transfer of a memorial if you have extensive changes to make to it. Simply having someone in your family tree is not sufficient reason to request a transfer.
 - FAG guidelines state that transfer requests should be for direct relatives within four generations. (i.e., your siblings, parents, grandparents, great-grandparents, children, grandchildren, and great-grandchildren)
 - Send an edit request email to the memorial's manager by clicking the **Suggest other corrections** button at bottom of "Suggest an Edit" page. Remember that they may be related to the memorialized person as well and may not wish to transfer it to you. Provide the reason for your request and your relationship to the person. Make sure you include your FAG Member ID #.
- Transferring the Memorial to the Requestor:
 - You will receive a FAG email from the requestor asking for the transfer.
 - Go to the memorial page to be transferred.
 - Select the **EDIT > Transfer Management** option in the upper colored portion of the Memorial page. The "Transfer Management of <First & Last Name> Memorial" page displays. Enter the FAG member ID of the member you are transferring it to in the "To Find A Grave ID#" field and click **Transfer his Memorial**. You will need to confirm the transfer.
 - Once complete, you will no longer be able to edit the memorial.
 - If you were the original creator, your name will remain on the memorial as the "Originally Created by:" member, but will now also have "Maintained by:" the new manager.

❖ Deleting a Memorial

- You **MUST** be the original creator of a memorial in order to be able to delete it.
- Go to the memorial page to be deleted.

- Select the **EDIT > Delete Memorial** option in the upper colored portion of the Memorial page. A message box displays stating “This memorial has been removed.” It contains 2 buttons.
- Select the **Return to My Memorials** button to accept the deletion and return to the listing of your memorials.
- Select the **Undo delete & restore** button to restore the page.

❖ Making a Photo Request

- Go to the memorial page for which you want a photo of the headstone.
- Select the **Request Photo** button and leave a message in the dialog box with any extra information such as grave location. When done, click **Send Request**.
- You’ll receive an email when the request has been fulfilled.
- If there was a problem reported with fulfilling the request, you will receive an email explaining the problem.
- If the reported problem results in the request being unable to be fulfilled, delete the request. Click on the **See Photo Requests** button in the email to display the list of photo requests you have made. Click on the trashcan button on the right side of the request to delete it.
- If the reported problem shows that you need to supply more information to the request, delete the request and create a new one with the necessary information.

❖ Adding a Photo

- **General photo guidelines:**
 - Photos larger than **8.0 MB** will be optimized and reduced.
 - Each contributor can upload a maximum of **5** photos for a memorial.
 - A memorial can have a maximum of **20** photos from all contributors.
 - The sponsor of a memorial may add an additional **10** photos (for a total of **30** on the memorial).
 - Famous memorials are a special collection where photographs are usually limited to one good biographical photo and 2-4 grave photos.
 - No animated GIFs, photos with additional graphics (borders, embellishments.)
 - No post-mortem photos
 - A photographer can add a watermark to their photo. Keep the watermarks small, in good taste, non-intrusive, and not a distraction from the subject of the photo.
 - Photos of chalked, floured, shaving creamed, wire brushed, or otherwise altered headstones are forbidden and are subject to removal when reported and/or spotted by an administrator. If the chalked photos appear on memorials that YOU have created and maintain, you can ask to have them removed if you object to them, at which time they will be deleted. In such a case, report the photos to photo@findagrave.com.
- **Fulfilling a Photo Request or Just Adding a Photo?**
 - **ALWAYS check to see if there is a photo request for a headstone before you add one.**
Go to the Cemetery home page for the cemetery where the person is buried and click on the **Photo Requests** link.
 - **If there is no request for the photo you plan to add, follow the **Just Adding a Photo** instructions below.**

- **If** there is a request for the photo you plan to add, follow the **Fulfilling a Photo Request** instructions below.

- **Just Adding a Photo**

- Select the **Add Photos** link.
- In the dialog box that displays, drag the photo image(s) to the outlined area of the dialog or click the **SELECT PHOTO(S)** button to select from your computer.
- Add a caption. The new FAG only allows a max of 250 characters. Recommend adding a description of the photo, the date it was taken, and by whom. Can also add a note as to whether permission is given to freely use the photo.
- Select the appropriate photo type (Grave, Person, Family, Other) before clicking **Done**.

- **Fulfilling a Photo Request**

- Can claim a request from Photo Requests list displayed from Cemetery home page or when searching for requests in a particular area, or directly from a memorial page with a pending request.
- Click the **CLAIM** button, and then click the **Claim** button again on the confirmation dialog that displays. You will have 14 days to fulfill the request or enter a problem report. If the claimed request is not fulfilled in 14 days, it is automatically unclaimed and available to be claimed by someone else.
- You must claim a photo request in order to add a problem report for it.

- **Become a Photo Volunteer**

You can volunteer to take photos of headstones near your home or near an area you will be visiting.

- Select the **Account** option from your username menu.
- Select the **Photo Volunteer** option and check the “I would like to be a Photo Volunteer” box.
- Set the appropriate location criteria and click **Save Changes**.
- The settings can be changed whenever you like.
- FAG sends out emails to 10 of the closest volunteers to fulfill the requests.
- You would claim the request if you decide to fulfill it.

❖ **Sharing a Memorial**

- You can share a memorial page via **Facebook, Twitter, Pinterest, or Email** options by clicking on the **SHARE** button below the factual data at the top of the Memorial page. The 4 options above will be displayed. Once one of them is clicked, a small window will display to specify the remaining information necessary to complete the specified share of the memorial page.

❖ **Saving / Copying / Printing a Memorial**

- You can save/ copy / print the contents of a memorial page by clicking on the **SAVE TO** button below the factual data at the top of the Memorial page. A small “Save To” window will display with options for **Ancestry, Virtual Cemetery, Copy to clipboard, and Print**. Once one of them is clicked, a small window will display to specify the remaining information necessary to complete the specified option for the information on the memorial page.

❖ **Leaving Flowers on a Memorial**

- You can leave flowers on a memorial page just like you would leave them at a grave in a cemetery. You can select a flower or other image and leave a note along with it.
- In the “Flowers” section of the memorial page, click the **Leave a Flower** button. A “Leave a Flower” window will display. Select the flower or image to leave, enter a note, if desired, and specify how or if your name is to be included.
- To delete a flower you placed, hover over the small box containing your flower/note. Click on the **Delete** button that displays. You will be required to confirm the deletion.

❖ **Sponsoring a Memorial**

- Sponsoring permanently removes the ads from the page at a cost of \$5.
- Click the **Sponsor and Remove Ads** link towards the lower part of the memorial page.
- Fill out the credit card info on the “Sponsor a Memorial” page that displays, and then click the **Sponsor Memorial** button.
- All the ads will be immediately removed from the memorial page.
- The memorial manager will receive an email stating that the memorial has been sponsored.

❖ **The Honoring Parade of Memorials**

- The current Honoring memorial excerpt appears on the right side of the Memorials page, below the search criteria. Every time the page is refreshed, the excerpt changes to another memorial.
- Click on the **Explore featured memorials** link below the Honoring excerpt to display the full memorial pages in “...a random walk through our featured memorials.”
- The requirements for being in the Honoring parade of memorials are:
 - it must have a portrait photo of the person,
 - an original biography (not a newspaper or online obituary),
 - and verifiable interment location information.
- Email the link of the memorial page to Photo@Findagrave.com with the request to have the memorial featured in Honoring.

❖ **What Happens to Your Memorials After You Die?**

- **IT DEPENDS!**
- **If** someone notifies FAG that you died, either FAG or your specified “Steward” will take over management of all of your memorials. The added bonus is that you will also be immortalized by being added to the prestigious “Fallen Gravers” list!

- To view the “Fallen Gravers” list, switch to the Find A Grave Forums site and select the Fallen Gravers forum in the Social Discussion category.
- To add a “Steward” to your account, email info@findagrave.com. Include their member number in the email and the information will be added to your account.
- **If** no one notifies FAG that you died, your memorials will just sit there like nothing happened unless another member tells FAG that you have not responded to their email or request. At that point FAG will attempt to contact you. When they get no response, they will change your account to “inactive” and take over management of all of your memorials.