

Find A Grave (FAG) was created in 1995 by Jim Tipton to cater to 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, with Ancestry saying they would “launch a new mobile app, improve customer support, and introduce an enhanced edit system for submitting updates to memorials, foreign-language support, and other site improvements.” It appears that Jim Tipton is still heavily involved in Find A Grave. In March 2017 the beta version of the new website was released. The new site went live in November 2017. It is still very much a work in-progress. At this point, the old Find A Grave site is still usable at old.findagrave.com.

As of yesterday morning, February 27<sup>th</sup>, there were 187,643,559 memorials in Find A Grave that were created and edited by more than 49 million contributors.

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## ❖ To register or not....

- You don't need to be registered to search the site for memorials.
- You must be registered in order to create or edit memorials, request edits for memorials, add photographs/images to memorials, transcribe photos, request creation/edit of cemetery pages, request addition of photographs/images to cemetery pages, or send messages to other contributors.

To register, click **REGISTER** menu option in upper right corner of 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.

## ❖ Site-Available Help

- **Tutorials** – (Purple link at bottom right corner of every page of website)
  - Contains 29 short videos ranging from 18 seconds to 1 minute and 20 seconds; not all topics covered
- **Tour** - (Purple link at bottom right corner of just 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)
  - Displays help in the form of FAQ. Also allows searching the FAQ via a Search field.
- **Forums** – (Link at the very bottom of every page of website, and various links to it elsewhere)
  - Changes to [www.findagraveforums.com](http://www.findagraveforums.com) site providing a tab with forums in the general categories of: Feedback; Find A Grave Q&A; Corrections, Challenges, and Statistics; Social Discussion, Cemetery and Research; and Classic Find A Grave Archives
  - Also provides tabs for Find A Grave, Activity, Links, Toolbox, and Events
  - Anyone can view the various forum topics and discussions. But, you must register to you have a username and password in order to participate in any of the forums. This is a separate website and registration/log-in from the actual FAG website and its registration.

## ❖ Home Page

- Main menu bar at top of page for navigating website
- 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” 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 (including the Help FAQ and the About founder and curator description), and for transferring to the Forums site, FAG store site, FAG Facebook page, and Twitter page
- Language selection menu at the complete bottom of the page says its “Coming Soon”
- 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
- **Send Feedback** link within gold quarter circle in bottom right corner actually makes a forum entry that can be viewed from the Forums site

## ❖ Main Menu Bar Options



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

- **MEMORIALS** – Provides same search fields as main page for memorial page queries; lists all memorials you manage; contains link to **Add a Memorial**, and links for **Recently Added**, **Interesting Monuments**, and **Interesting Epitaphs** that display resulting lists for each option
- **CEMETERIES** – Provides 4 ways to search for a cemetery; by search fields using name and/or location, by selection from a map viewer or a list viewer starting in your local area, or by drilling down starting with the continent. Includes link to create a cemetery. Contains lists of your specified Favorite or Virtual Cemeteries providing quick links directly to them.
- **FAMOUS** – Provides ability to search Famous graves by name 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**, **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 on public computer)

Contains the following links IF user is signed in

-  **Transcribe Photos** – IF there are uploaded photos on the system waiting to be transcribed, it displays photo of marker to transcribe into the associated Name, Born, Died, and Inscription fields.
-  **Photo Requests** – Displays the “Photo Requests” page containing 3 tabs: Open Requests, My Requests, and Requests Claimed. 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: Suggestions for Me and Suggestions I’ve Sent.

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.

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## ❖ Searching for a Memorial

- Can be done from the Main Home page, Memorials page, or a specific Cemetery home page
- Main Home page or Memorials page searching
  - Can use Fewer or More search options
  - “Last Name” is the only required field. A minimum of the first 2 characters must be specified.
  - “First Name” field can alternatively be used to search for a first name or for a nickname. If the ‘Nickname’ check box is checked, only memorials containing a nickname that matches the name specified in the “First Name” field will be returned.
  - **Note:** 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”.
  - **Known Problem:** All 3 columns of check boxes (*By Memorial Types, Include, and Memorials with*) are affected. Only uses the 1st checked option in a column when doing the query.  
For example, checking the following options:

<b>By Memorial Types:</b>	<b>Include:</b>	<b>Memorials with:</b>
<input checked="" type="checkbox"/> Famous	<input checked="" type="checkbox"/> Maiden name	<input checked="" type="checkbox"/> No grave photo
<input checked="" type="checkbox"/> Sponsored	<input checked="" type="checkbox"/> Partial last name search	<input checked="" type="checkbox"/> Flowers

The query ignores the 2<sup>nd</sup> checked option in each column and only returns Famous memorials with the specified maiden name that have no grave photo.
  - **Another Problem:** Partial last name search only searches for names starting with the specified characters in the “Last Name” field. You cannot search for names that end with the specified characters or have those characters somewhere within the name.  
This means that memorials that contain multiple names as a last name can only be found by specifying the exact whole last name OR by checking the Partial last name search option and specifying the first portion of the whole name. This can be a big problem when searching for a woman married more than once whose memorial contains multiple last names, separated by spaces, hyphens or slashes. You will not find her memorial if you are only searching for one of her married names, especially if it is not the first one specified as her last name in the DB.
- Specific Cemetery home page searching
  - Only searchable with “First Name” or “Last Name” fields – no other search options
  - Neither field is required
  - No entry in either field produces a listing of all memorials in the cemetery, which can then be sorted or filtered by selected options
  - Both fields automatically do a partial name search (same partial search problem exists here as well)

- Both fields display a drop-down list of previously used entries that contain the entered characters. One of those options can be selected from the list.
- It automatically uses the value specified in the “Last Name” field to search for memorials that match it with a maiden name as well as a last name.
- The “First Name” field cannot currently be used to search using a nickname.

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❖ **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.


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❖ **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 contains 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.

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❖ **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 Home page, Memorials page, Contribute page, or from a specific Cemetery home page. Just select the  **Add a memorial** link.

- When done from the 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.
- The new version of FAG has made the “Last Name” field a required field. It is the only one on the page.  
**Resulting 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 searching for someone will not try using a last name of “Unknown”. This wasn’t an issue with the old FAG because the “Last Name” field was not required.
- **Known Problem:** The new FAG has made it illegal 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. The new FAG says that they intend to implement a search capability to combat this issue, but it may be a while before it gets there.

#### ❖ **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.
- In the old FAG, you needed to add the marriage year when a person had multiple marriages to make sure the marriages displayed in chronological order. That doesn’t appear to be working correctly yet in the new FAG. However, the new FAG is displaying the marriage year (when entered) in parentheses following the birth/death dates shown with the spouse’s link. That feature was not in the old FAG.
- 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

- The old FAG freely disseminated the html line of code that allowed you to add a link to any other memorial page into the “Bio information” or “Grave Details” sections of a memorial page. The html code was spelled out in the FAQ.
- It is no longer included in the FAQ of the new FAG, but it still works.
- Use the following line of html to insert a link to any other memorial page.  
<a href="http://www.findagrave.com/cgi-bin/fg.cgi?page=gr&GRid=XXXXXXX">Name</a>  
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 you will see, usually the name of the person to whom you are linking.

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❖ 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.
  - 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.

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❖ Deleting a Memorial

- 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.

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## ❖ 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](mailto:photo@findagrave.com).
- **Fulfilling a Photo Request or Just Adding a Photo?**
  - Check to see if there is a photo request for it before you add it. 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**

- 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.

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- ❖ **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.

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

- After you die, either FAG or your specified “Steward” will manage your memorials. Either someone needs to notify FAG that you died, or FAG might change your account to deceased if another member complains that you have not responded to their email or request. FAG will attempt to contact you. If they get no response, they will change your account to inactive.
- 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.