

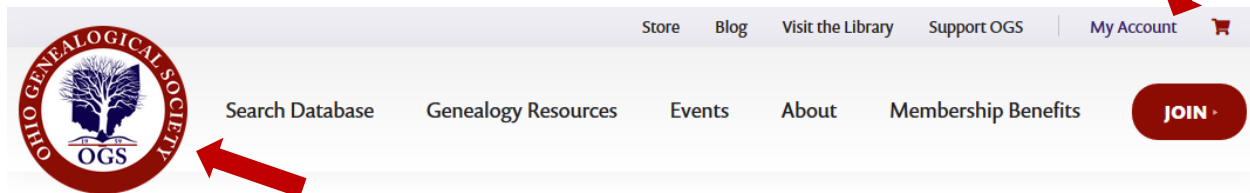


## Website User Manual

Welcome to the new website for the Ohio Genealogical Society. You will find many new ways to aid in your research of your Ohio ancestors. We created this manual to help you navigate the new website.

### My Account

To login, register, view, or edit your data, choose My Account at the top of the home page.



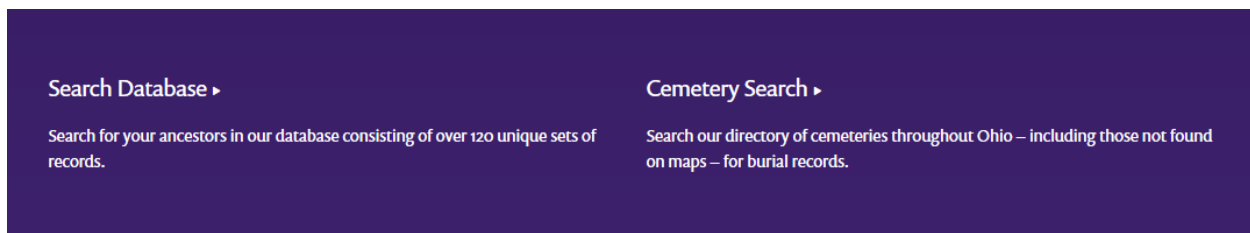
Your initial login will be made by using your email address and your OGS member number. We strongly encourage you to change your password after your initial login. If you are a member without an email address, please use the first six letters of your last name followed by your membership number 123456. If your last name is shorter than six letters, use your last name and your member number as your Username. EXAMPLES: borden123456 (no hyphens, apostrophes, or spaces and use small letters) – smith123456 – cox654321

After you login, you may review Orders, review Subscriptions (this shows your membership auto-renewal after you make your first membership payment on the new website), change your Addresses, add Payment Methods, and edit Account details where you may change your password. Don't forget to click the Save Changes button if you make changes. My Account is also where you logout.

### Home

To return to the Home page from any page, click the OGS logo in the upper left corner.

### Search Database



In Search Database you may search for people (ancestors, relatives, and research subjects) and cemeteries (general information about Ohio cemeteries, not burials).

To search for people, navigate by letting your cursor hover over “Search Database” and then click “Search Database” in the purple drop-down menu.

You can search by surname alone, or by using both first and last names. The Search looks for the text strings you entered in the First Name and Last Name. An example of a text string is “Mann” which will also find “Ackermann.”

If you are not a member you will be able to see a summary of the search results including the names found and a short description of the record groups in which the person was found. If you are a member you may click on any red-highlighted record group short description to see the details for the people with that name.

To search for information about Ohio cemeteries, move your cursor so that it hovers over “Search Database,” and then click or select “Cemetery Search.”

Enter any combination of the partial cemetery name, the county, and the township, and then click Search.

Click the Results to view the details. This cemetery search is available to both members and the public.

Instead of having to do a separate search for a lineage society, county mortality schedule, or any other group of records, the new website looks at all record groups with one search.

## Genealogy Resources

<b>Digitized Books</b> ▶ OGS has been digitizing resources since 2013. Access to most is an exclusive benefit for OGS members. Using filters, a member can discover published and unpublished works of a particular type, location, or subject.	<b>Civil War</b> ▶ A benefit for OGS members, the Ohio Civil War Center has resources about Ohio's role in the Civil War. The Ohio Civil War Genealogy Journal has excellent articles. The Society of Civil War Families of Ohio is devoted to the Civil War.	<b>Library Special Collections</b> ▶ Includes yearbooks, city and county directories, and research guides to OGS's collections. Surname searches help you find ancestor charts, family group sheets, and manuscripts in our archive. You may request photocopies through the OGS Copy Service.
<b>Digitized Manuscripts</b> ▶ Includes original records such as court records, journals, account books, church records, photograph albums, scrapbooks, etc. Access to most of them is an exclusive benefit for OGS members. Using filters, a member can discover resources of a particular type, location, or subject.	<b>African American</b> ▶ African American research is challenging. First names do not always appear in census records until 1870. Before 1865, enslaved African Americans were legal property, and “free” blacks were discriminated against. One must adopt different research strategies but the challenge can be rewarding.	<b>Webinars</b> ▶ The Society is working on technology to present our own webinars. In the meantime, utilize these past webinars that provide useful information for all genealogists.
<b>Periodicals</b> ▶ Includes the Ohio Civil War Genealogy Journal, Ohio Genealogy News, Ohio Genealogical Society Quarterly and Ohio Genealogical Society Report	<b>Cemetery Research Tools</b> ▶ Cemetery research tools include laws, OGS library resources, preservation guides, and other relevant resources.	<b>External Links</b> ▶ Includes external sites that offer digitized and off-line records for Ohio and national collections. Other sites offer catalogs, collection information, and published articles about methods and research tools.

The Genealogy Resources section includes rich and powerful search capabilities.

1) For Digitized Books and Digitized Manuscripts, navigate by letting your cursor hover over “Genealogy Resources” and click or select one of those choices in the purple drop-down. This will take you directly to the relevant filters and/or searches available.

Filters relevant to that Resource Type will appear. Click or select the box in front of the filter selection(s) you want to narrow down your results. You can only select filters available for that Resource Type and consistent with other filters selected. If a filter selection is “greyed out,” there are no resources that match it and other filter selections made.

The results (“Showing...”) will consist of the genealogy resources that match your chosen filter.

## 2) Periodicals

If you select Periodicals, you may narrow your search by selecting a particular periodical title and/or selecting a year in which case you will see a list of the issues that match the filter selections you made.

If you are a member you may browse an issue by clicking View for the selected issue.

Members and the public may also search for a text string in all archived journal article titles:

- (a) Click Search Periodical Article Titles
- (b) Enter the text you want to search
- (c) Click Search
- (d) The results show the journal, year, volume, number, and article titles that match the text string you entered

You may search across all issues of all periodicals or one selected periodical title by typing a text string in the search box and clicking Search. You may also search for a text string across all issues of a given year if you first also filter by year.

## **Library Special Collections**

Navigate here by moving your cursor over Genealogy Resources and clicking or selecting Library Special Collections. Notice also that you may download a blank pedigree chart and family group sheet.

There are four Special Collection Type filters: Yearbooks, City Directories, County Directories, and Research Resources.

- 1) Yearbooks and City Directories are filtered by City. Start typing the city of interest and select the appropriate one that appears.
- 2) County Directories may be filtered by county. Click the county for which you wish to search.
- 3) Research Resources are guides to relevant resources in our library.

There are two additional searches: Ancestor Search and Manuscript Collection Finding Aids.

- 4) For Ancestor Search, click or select it, enter a surname, and click search. The results show the vertical files for that surname in the OGS library. The files may include ancestor charts, family group sheets, and surname files.

5) For Manuscript Search, click or select Manuscript Collection Finding Aids Search, enter a surname, or select a county, and click Search. The results show the manuscript collection finding aids with a surname that matches your search. You may click the PDF name to view a detailed finding aid for that manuscript collection.

## **Events**

Click Events to look at the visual calendar. You can move to future months by clicking “>” to the right of the month and year. To see event details, click on it.

## **About**

<b>Mission ▶</b> Protecting and sharing Ohio’s family history resources, developing engaging educational opportunities, and connecting genealogists.	<b>Chapters ▶</b> The Ohio Genealogical Society has chapters throughout the state.	<b>Committees ▶</b> Five committees guide the strategic direction of the OGS.
<b>Staff/Board ▶</b> Meet the people who work and volunteer their time to keep the Ohio Genealogical Society running.	<b>Lineage Societies ▶</b> The Ohio Genealogical Society offers its members the opportunity to join five different lineage societies.	<b>History ▶</b> Learn about how we have grown into the largest state genealogical society in the country.

Choose About to learn about our mission, staff and board, chapters, lineage societies, committees, and history.

## **Membership Benefits**

This section contains membership options (types and levels), affiliate information, and a list of lifetime members.

## **Join**

Click Join to become a member of the Ohio Genealogical Society. You may read about the benefits of being a member by clicking View All Benefits. To join, select a type (single, joint, family, youth) and level, and then click the Sign Up Now button. That will take you to our Store.

*The navigation bar at the top of the page* has other options for you to explore and use.

## **Store**

You may purchase products from our store. To narrow down your search, you may filter by category. Members receive a discount so login before shopping. Payment is by credit card.

## **Blog**

Visit our blog. You can filter blog entries by category or search by entering a text string.

## **Visit the Library**

Click “Visit the Library” to learn about our library, use our online catalog, print a copy request form, or learn about donating material to our collections

## **Support OGS**

Donations are always welcome. You may choose to donate to a particular fund—building, endowment, operating, or technology. You may donate using PayPal, credit card, or debit card.

## **Shopping Cart Icon**

You may click the shopping cart icon in the upper right corner of any webpage to go directly to your shopping cart.

## **Contact Us**

You may click Contact Us in the footer (bottom left) of any page. Fill out the form or you may click an email address under various listed categories on the same page.

If you still have additional questions, you can contact:

General Questions – [ogs@ogs.org](mailto:ogs@ogs.org) or [webmaster@ogs.org](mailto:webmaster@ogs.org)