Correcting Family Search Tree Errors {the Right Way}

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1. How do errors happen?
   a. The system itself (huge issue with duplicates)
   b. Carelessness
   c. Not knowing better
   d. Been given wrong information in the past/sure that they're right in the face of overwhelming evidence to the contrary/wish it were true
2. Why correct errors?
   a. Different roles: finding & fixing – we need both!
   b. The more correct it is, the better the algorithms work
   c. Less likely to waste time climbing the wrong limb of the family tree
   d. Establish your credibility, making future errors less likely
3. Know the most common errors
   a. Naming – maiden/titles (list birth name & put titles in "Other Information")
   b. Making assumptions
   c. Not checking basics (Is this even possible?)
   d. Not knowing how to attach records (Why attach this record? List ht information gained from the record, rather than how you know it's the right person)
   e. Not knowing how to attach a record to an additional person (click the person icon)
   f. Accepting information without a source
4. Best practices for correcting errors
   a. Check yourself first. Do you have a source for the correction, or do you have personal, first-hand knowledge?
   b. Use the collaboration tool.
   c. Share your rationale. Don't just put in the source. Take the time to explain why. It's better to correct one error that sticks than ten that just keep getting made.
   d. Fill it out completely. Err on the side of too much information.
   e. Reach out to previous people.
5. Preventing future errors
   a. Watch. Watch. Watch.
   b. Respond to changes.
   c. Respond to messages.

    d. Make your relationships visible {Settings › Contacts, scroll down}.

    e. Add memories.

    f. Make it your practice never to add anything without a source. Add a note instead? No source? You've got a note, not a detail.

6. Samples: Standarding
   a. One of the easiest fixes.
   b. List "standardized" as reason information is correct.
   c. Look for green check mark.

7. Samples: Merging duplicates
   a. See video tutorial here: bit.ly/fs-merge
   b. Look at both individuals closely.
   c. Look at the collaboration tools.
   d. Have a pen/cil and paper ready.
   e. Key: Person on the left remains.
   f. Four choices for details on the right:
      i. Do nothing (info will be archived).
      ii. Replace (info on right will replace info on left).
      iii. Reject (same as doing nothing, except box will turn pink).
      iv. Add (info on right added to info on left)
   g. Include an explanation.
   h. Note any possible duplicates (pen and paper!).
   i. You will not be able to merge if the individuals:
      i. Are different genders
      ii. Are living on one record and deceased on another
      iii. Duplicate record was already deleted due to another merge
      iv. The record is restricted

8. Sample: Fixing looping family tree
   a. See video tutorial here: bit.ly/fs-looping
   b. See written tutorial here: https://www.familysearch.org/wiki/en/Riverton_FamilySearch_Library

9. Bonus! Edit or fix family relationships: http://bit.ly/fs-editing

Want to get really good in just 15 minutes a week?

Visit http://bitly.com/familyhistory15x52.