



St. Louis Genealogical Society

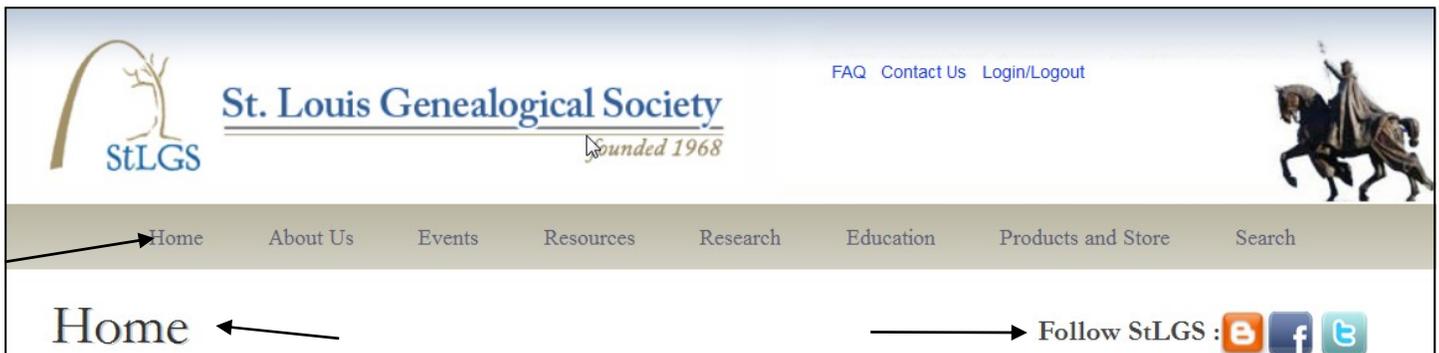
StLGS Website: www.stlgs.org

The St. Louis Genealogical Society website www.stlgs.org contains almost 1,000 pages and more than five million names in our searchable databases. Because of the wealth of information the site contains, we have prepared this document as an aid to help you navigate the site and find the information you need.

Let's begin by looking at the home page and explaining several of the items that you will find there that will lead to many of the other pages on the site.

The Home Page

The first thing you will want to familiarize yourself with is the **Navigation Bar** at the top of the page. This is the key to traveling to every page on the site. In addition to the **Home** link, this bar has six drop-down menus as well as a sophisticated site search engine.



Two additional parts of the navigation bar are in the lower left and lower right.

Lower left: The “breadcrumb” trail.

This line will expand as you move from page to page so you always know where you are. Clicking on any of the blue links in the bar will take you back to that page.

Lower right: Our social media connections

Clicking on any of these links will take you to our blog, our Facebook group, or our Twitter feed. (More on our social media links on page 3.)

Navigation Bar Tabs

- **About Us:** This is where you can learn more about StLGS and our offerings. You will also find contact information here.
- **Events:** The most current information on society meetings and events is here.
- **Resources:** Explore the many resources on the website, including many free forms and services.
- **Research:** This is where all those ancestors are. We'll look at this in more detail further on.
- **Education:** The most current class schedule is here, plus many other educational opportunities.
- **Products and Store:** Books and CDs to buy and the place to register for society activities. See the separate flyer on this section.



More on the Home Page

StLGS News and Events

Of course, we want to always have the latest important events first and foremost, so the center of



the home page contains clickable graphics (buttons) that lead to information on upcoming meetings, classes, and workshops.

These buttons will change often but will always take you to registration forms and/or further explanations.

Searching

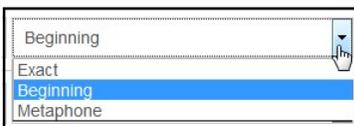
For more complete search results, be sure to sign in first as a member. On the right side of the home page, you will see two blue boxes. The top box provides a way to search for people by name. The second blue box allows you to search on a keyword (a topic). The third search possibility is on the Navigation Bar at the far right

where you see the word *Search*. That tab appears on every page so you can search from wherever you are.

Your initial search will give you a list of possibilities. You can refine your search by looking to the right side of your screen in the results window. There you will see the word “Beginning” and a small down arrow. Click on the

arrow and you have more choices. Metaphone is a more modern form of Soundex and should give you more accurate results based on phonetic English.

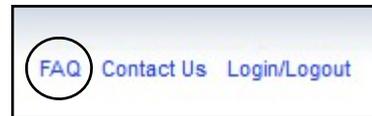
You can also choose to search in most of the larger databases individually. So if you know that you just want to look at naturalizations or early St. Louis marriages, go directly to those pages and do your search there.



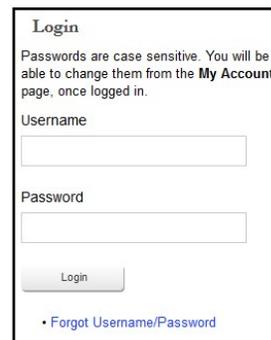
Logging In

There are areas of the website that contain data accessible to members only. In addition, members are entitled to discounts on many products and events, as well as free monographs. **Society members must log in, however, to get these benefits.**

If you are not sure of how to log in, please go up to the very top of the home page, above the Navigation Bar, to the line of blue print and click on the **FAQ** (Frequently Asked Questions) link.



If you have lost your password and need another or can't remember your user name, click on the “Forgot Username/Password” link and follow the directions there. Please note—we do NOT have access to your password. If you lose or forget it, we can issue you a temporary password, but you will have to then create a new one. **Please write your password down somewhere, since we will never see it.**



Please send an e-mail to infosystems@stlgs.org or call during regular office hours, if you have any problems with the log in process.

The Gold Buttons

The three large gold buttons on the home page under the special events are the doorway to more information for members. The “StLGS Member Benefits” button fronts a growing and changing list of databases available only to StLGS members. Marriages, naturalizations, death, and cemetery databases and much more are being uploaded on a regular basis. You will want to check back often!



StLGS is run entirely by volunteers, and without dozens of busy people, the society would not exist. There are always things that need doing, and potential volunteers are urged to click the “StLGS Volunteer Opportunities” link to see what is needed and to contact our volunteer coordinator.

Finally, another perk of membership is the “Ask Louie” service, where you can always get advice and guidance in your research.

First Families

Below the gold buttons, you will find information on the StLGS lineage program, First Families. Here, you can learn more about the program and, if you qualify, you can also begin the application process.

The Calendar

In the center of the lower part of the home page is a calendar. The current date is shaded. Dates with upcoming events are in blue and have large grey dots under them. Clicking on any date with a blue link or in any of the sections under the calendar will take you to details about that event. Clicking on the white arrows next to the month will take you forward and backward.

Under the calendar, you will find a list of the meetings scheduled for each month. These are linked to the appropriate pages for you to discover more specific information on each event. Just click on the name of the meeting.

Be sure to use this calendar for your StLGS events planning, as this will be the most up-to-date information we can provide you. Since our paper calendars and coming events flyers are printed in January, date changes on those are difficult to fix.

Events Calendar						
MARCH 2017						
S	M	T	W	T	F	S
26	27	28	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

FRI 03 Trivia Night
March 3 @ 7:15 pm - 10:30 pm

SAT 11 General Meeting
March 11 @ 10:00 am - 11:40 am

WED 29 German SIG
March 29 @ 7:00 pm - 8:40 pm

Social Media

StLGS has joined many other active groups on *Facebook* and *Twitter*, and we also have a blog, *StLGS News Flash*. We use these means to get news out to our members quickly. Our newsletter is limited in space, and we only publish once a month, so this is the way to stay current. If you are on Facebook or Twitter, be sure to join our groups. If you don't already subscribe to our blog, we urge you to sign up. Use the links on the upper right of the Navigation Bar to access any or all three of the sites. Just click on one of the links to find out what's new.



The Rest of the Home Page

Because websites are ever-changing, the contents of the home page may not remain the same. Be sure to scroll down and see all of the information and links that are on the page.

The Footer

At the bottom of each page is a footer with some additional links.



- **Contact Us**
- **Terms of Use:** All information on the StLGS website is copyrighted by the society. This page explains that and more.
- **Privacy Policy:** This page explains how we use your personal information.

Navigating the Site

Now that you've explored the home page, let's look at how to get around.



As was mentioned on page one, each of the tabs on the **Navigation Bar** takes you to a drop-down menu of links to other pages. However, each of those tabs is also a **clickable link**. If you just hov-



er your mouse pointer over any of the words, you will get the drop-down menu, but if you click on the word, you will link to an informative page on that subject.

The list on the left is the *Research* drop-down menu.

The page below is what comes up when you click on the *Research* tab.



What's on the Site?

This table summarizes the major sections of the website. Any item with a caret symbol (>) will open a sub-menu containing links to additional pages. Be sure to look through them so you get maximum benefit from the site.

About Us	Events	Resources	Research	Education	Products & Store	Search
Bylaws	Calendar	Computer Lab >	Community >	Classes	Online Store	
Contact Us	Family History Conference	Library	Congregations >	Speakers' Bureau	Members' Discount Coupon Code(s)	
Donations	Meetings >	Office Research >	Government >		StLGS Gift Certificates	
History	Salt Lake City Research Trip	On This Site >	Institutions >		Trading Post	
Membership	Speaker Series	Services >	Life & Death >			
Office	St. Louis Research Institute	St. Louis Records	Occupations >			
SIGs & Special Programs >	Trivia Night		Publications >			
StLGS Publications >						
Volunteers						

Research	Education	Online Store
Community >		
Congregations >		
Government >		Census
Institutions >		Coroner
Life & Death >		Courts in St. Louis
Occupations >		Federal Programs
Publications >		Fire and Police
		Immigration
		Land & Property
		Military
		Naturalization
		Post Offices
		Probate
		Taxation
		Voter Registration

As you can see on the left, hovering your mouse pointer on the *Government* link, brings up a sub-menu of additional topics. Each of those is also a link and will take you to pages of more information and databases. How do you know if there is more?

Clicking on the *Fire and Police* link takes us to a page of general information on the topic. In the right-hand corner of that page, under the *Products and Store* and *Search* tabs, is a box with clickable links. Each of these will take you to another page, many of which are databases and can be searched.

Products and Store	Search
Fire and Police Info	
Deaths of St. Louis Police Officers, 1861-1899	
St. Louis City Police Photos Index	
St. Louis Fire Department Deaths, Pre-1914	
St. Louis Fire Department Roster, 1914	
Volunteer Fire Department of St. Louis, 1888-1906	

What's Next?

This booklet can only introduce you to the many resources on the StLGS website. The best way to learn what is on the site is to continue to explore it. We hope you enjoy your experience. Please send your comments to us at infosystems@stlgs.org.