

Quick Start to the Temple



FamilySearch.org makes it easy to perform temple ordinances for your ancestors. The overall process has just a few simple steps:

1. Find ancestors who need temple ordinances. You can do this in two ways:
 - Look on your Temple Opportunities list. If your Temple Opportunities list contains ordinances for you to do, the Temple tab contains a small red icon:
 - If your Temple Opportunities list does not contain ordinances that you can do, look in Family Tree. Look for temple icons with green arrows:
2. Request the ordinances.

When you request ordinances, you commit to seeing that they get done. Reserve only the number of ordinances you can get done in a reasonable amount of time.
3. If you are going to do the ordinances yourself or give them to someone else to do, you follow these steps:
 - a. Print the Family Ordinance Request.
 - b. Take the Family Ordinance Request to the temple, where workers can print the family ordinance cards for you
 - c. Do the ordinances.

The information about the completed ordinances is automatically added to Family Tree.
4. If you want the temple to do the ordinances for you, you can share the ordinances with the temple.

For more detailed instructions about each step, see the following instructions.

Finding Ordinances

Finding Ordinances to Do on Your Temple Opportunities List

Your Temple Opportunities list may contain the names of your ancestors who need temple ordinances.

If it does, you see a small, red icon on the Temple tab on FamilySearch.org.

To create your Temple Opportunities list, FamilySearch.org searches four generations of your ancestors (through your great-great-grandparents). It also searches your ancestors' spouses, their children, and their children's spouses.

1. Sign in to FamilySearch.org, and click **Temple**.
2. Click **Opportunities**.
3. To learn more about your ancestor, click **View Person**.

The person's details page appears.
4. To see the person's ordinance information, click the **Ordinances** link in the colored header bar. Or scroll down until you see the Temple Ordinances section.

Finding Ordinances to Do in Family Tree

If your Temple Opportunities list does not contain the names of ancestors who need ordinances, you may be able to find some in Family Tree. The Temple Opportunities list searches only part of your ancestry.

1. Sign in to FamilySearch.org, and click **Family Tree**.
2. If you are not on the pedigree view, click **Pedigree**.
3. Navigate through the pedigree view looking for temple icons with a green arrow:



4. If you want to reserve ordinances for this person and his or her spouse and children, stay on the pedigree view.
If you want to reserve ordinances for this person and his or her spouse and parents, follow these steps instead:
 - a. Click the person's name, and click **Person**.
 - b. To see the person's ordinance information, click the **Ordinances** link in the colored header bar. Or scroll down until you see the Temple Ordinances section.

Performing Temple Ordinances for Your Ancestors

FamilySearch.org makes it easy to perform temple ordinances for your ancestors.

The overall process has just a few simple steps:

1. Find ancestors who need temple ordinances. You can do this in two ways:
 - Look on your Temple Opportunities list. If your Temple Opportunities list contains ordinances for you to do, the Temple tab contains a small red icon:



- If your Temple Opportunities list does not contain ordinances that you can do, look in Family Tree. Look for temple icons with green arrows:



2. Request the ordinances.

When you request ordinances, you commit to seeing that they get done. Reserve only the number of ordinances you can get done in a reasonable amount of time.

3. If you are going to do the ordinances yourself or give them to someone else to do, you follow these steps:

- a. Print the Family Ordinance Request.
- b. Take the Family Ordinance Request to the temple, where workers can print the family ordinance cards for you
- c. Do the ordinances.

The information about the completed ordinances is automatically added to Family Tree.

4. If you want the temple to do the ordinances for you, you can share the ordinances with the temple.

For more detailed instructions about each step, see the following instructions.

Printing and Reprinting Family Ordinance Requests

After you request ordinances, you print a Family Ordinance Request to take to the temple. You can also reprint Family Ordinance Requests that have been lost or destroyed. If family ordinance cards were lost or destroyed, you can print a new Family Ordinance Request and have the cards reprinted at the temple.

If you have a card reprinted and you performed some of the ordinances before the card was lost, the new card indicates which ordinances are already done. This information helps prevent the ordinances from being performed again. If you reprint cards and then find the originals, please destroy the originals. Doing the ordinance on both cards results in duplicate ordinances.

1. Sign in to FamilySearch.org, and click **Temple**.
2. Display the section of your temple list that contains the family ordinance cards that you want to print:

- If you have not yet printed a Family Ordinance Request, click **Reserved**.
- To reprint a Family Ordinance Request, click **Printed**.

3. Click the **check box** for each card that you want to have printed.

For one Family Ordinance Request, you can click up to about 50 check boxes. Select only the number of ordinances that you can complete in a reasonable amount of time.

Important: Please do not print a separate Family Ordinance Request for each card that you want to print. At the temple, it takes more time to print the cards for several requests with one name each. It also wastes paper because each ordinance card will be printed in a separate piece of paper.

If you see a triangle instead of a check box beside a name, the person no longer qualifies for temple ordinances. Common reasons include the following:

- The system uses rules to determine whether a person's record contains enough information for ordinances. When these rules change, some records no longer contain enough information for ordinances to be done. You can often make simple corrections that allow the ordinances to be done. For example, make sure that the Name field contains only the person's name. Make sure the place-names include country names.
 - The person's record changed. It no longer has enough information for ordinances. For example, an event place was deleted.
 - Someone merged the person that you reserved with another record. The merged record either indicates that the ordinance is done, or it lacks the information required for temple ordinances.
4. After you have selected the cards that you want to print, follow these steps to print the Family Ordinance Request:
 - a. Click the **Print** or **Reprint** button that appears at the top of your reserved list.

- b. Click the **check box** for each card that you want to include on the request.
 - c. Click **Print**.
 - d. On the Print Request screen, click **OK**.
The system creates your Family Ordinance Request and displays it in another tab in your browser.
Note: If the request does not appear, make sure that Adobe Reader is installed on the computer.
 - e. Click **Print**.
 - f. Click the tab that contains the Family Ordinance Request, and use your browser's print feature to print it. In most browsers, you would click the **File** menu and select **Print**.
5. Make sure the request printed correctly:
- a. Get the Family Ordinance Request from the printer.
If it did not print, check for the following:
 - The printer is turned on.
 - The printer has paper.
 - The cables are all properly connected.
 - There is not a paper jam or other printer malfunction.
 - b. Click back to the tab that shows Family Tree, and indicate if your Family Ordinance Request printed correctly.
 - If it printed correctly, click **Yes**.
 - If it did not print and you want to try again, click **Retry**.
 - If it did not print correctly and you do not want to try again, click **No**.

Take the Family Ordinance Request to the temple. Temple workers will print the family ordinance cards that you will use while you perform the ordinances. As you perform the ordinances, temple workers record them and send the information back to Family Tree.

There is no time limit on how long you can take to perform the ordinances after you print a Family Ordinance Request or family ordinance cards. However, please see that the ordinances are done in a reasonable amount of time. If you cannot get them done, please either share them with the temple or unreserve them so that other relatives can do them.

Sharing Ordinances



Sharing Ordinances with the Temple, Family, and Friends

You do not have to do all of your ancestor's ordinances yourself. You can share the ordinances with the temple. The temple will arrange for the ordinances to be performed by temple patrons. You can also coordinate the temple work among your family and friends.

To share ordinances with the temple, the names must be on your Reserved List. If you have already printed the family ordinance cards, you must unreserve the ordinances, rereserve the ordinances, and then share them with the temple. Be sure to destroy the cards you printed previously so that the ordinance work does not get performed again.

1. Sign in to FamilySearch.org, and click **Temple**.
2. To share ordinances with the temple, follow these steps:
 - a. Click **Reserved**.
 - b. Click the **check box** of each person whose ordinances you want to share.
Buttons appear at the top of your Reserved List.

- c. Click the **Share** button.
- d. Click the check box for each ordinance that you want to share.
- e. Click **Share**.

The names move from your Reserved List to your Shared List. The ordinances that you reassigned now show as “Shared,” with a red icon (). When a temple prints the ordinance in preparation for doing it, the icon turns brown ().

3. To share temple ordinances with family and friends, use one of these options:

- Tell family and friends which people or families need ordinances. Let them reserve and complete the ordinances themselves. Provide the person identifiers if the ordinances are difficult to find in Family Tree.
- To provide baptisms for a large group of youth or new Church members to do, consider reserving only the baptisms and confirmations. You can either leave the remaining ordinances for other Church members to reserve, or you can assign the remaining ordinances to the temple.
- Give family and friends either the family ordinance cards or a Family Ordinance Request that you have prepared.

Tip: When the system creates a Family Ordinance Request, it creates and displays a PDF file. You can send this file by e-mail to family or friends rather than giving them a printed copy. It is helpful to keep a list of the cards and requests that you give to other people so that you do not forget what you have given to whom.

Unsharing Temple Ordinances

If you shared ordinances with the temple and then decide to do them yourself, you unshare the ordinances. The ordinances move back to your reserved list, from where you can print a Family Ordinance Request.

1. Sign in to FamilySearch.org, and click **Temple**.
2. Click **Shared**.
3. Click the **check box** of each person whose ordinances you want to unshare.

You can unshare ordinances that have a red icon (). If the icon is brown, it means that a temple has printed the ordinance, and it can no longer be unshared.

The Unshare button appears at the top of the list.


4. Click **Unshare**.
5. Click the **check box** for each ordinance that you want to unshare.
6. Click **Unshare**.

Unreserving Ordinances

If you no longer want to perform a person’s temple ordinances, you can unreserve the ordinances (cancel your reservation). The incomplete ordinances become available for other relatives to request.

Whether you can unreserve an ordinance depends on whether the ordinance has been shared with the temple and whether the temple has started doing the ordinance. The following table indicates when you can unreserve an ordinance.

- You can unreserve ordinances on your Reserved List.

- You can unreserve ordinances on your Printed List. If you do, please destroy the Family Ordinance Request or ordinance card.
 - You can unreserve the ordinances on your Shared List that have a red icon (). If the icon is brown, it means that a temple has printed the ordinance, and it can no longer be unreserved.
1. Sign in to FamilySearch.org, and click **Temple**.
 2. Display the section of your temple list that contains the person's ordinances:
 - If you have not yet printed a Family Ordinance Request, click **Reserved**.
 - If you printed a Family Ordinance Request, click **Printed**.
 - If you shared the ordinance with the temple, click **Shared**.
 3. Click the **check box** of each person whose ordinances you want to unreserve. The Unreserve button appears at the top of the list.
 4. Unreserve the ordinances:
 - a. Click **Unreserve**.
 - b. Click the **check box** of each ordinance that you want to unreserve.
 - c. Click **Unreserve**.

The card is removed from your Reserved List. Ordinances that are not yet done are made available for other Church members to reserve.

If you unreserved the wrong person, simply request the person's ordinances again. The person reappears on your Reserved List.

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THE CHURCH OF
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