

Training Program: Indexing Genealogical and Historical Records

Lesson 1: Introduction to Indexing

- **Learning Objectives:**
 - Understand the importance of indexing.
 - Learn about the types of records available for indexing.
 - Set up an indexing account on churchofjesuschrist.org.
- **Duration:** 30 minutes
- **Speaker Notes:**
 - Explain the significance of indexing in preserving historical records.
 - Discuss the various types of records (census, birth, marriage, etc.) that need indexing.
 - Guide learners through account creation on churchofjesuschrist.org.
- **Homework Assignment:**
 - Create an indexing account and explore available projects.
- **Resources:**
 - Why Is Indexing Important?
 - Getting Started with Indexing

Lesson 2: Basic Indexing Principles

- **Learning Objectives:**
 - Understand the indexing process.
 - Learn about key terms (batch, field, record, etc.).
 - Practice indexing a sample batch.
- **Duration:** 30 minutes
- **Speaker Notes:**
 - Explain how indexing works (volunteers transcribe and extract data from records).
 - Define essential terms used in indexing.
 - Walk learners through indexing a practice batch.
- **Homework Assignment:**
 - Index a small batch of records.
- **Resources:**
 - Indexing Basics Tutorial

Lesson 3: Advanced Indexing Techniques

- **Learning Objectives:**
 - Explore advanced indexing features (corrections, arbitration, etc.).
 - Understand project-specific guidelines.
 - Collaborate with other indexers.
- **Duration:** 30 minutes

- **Speaker Notes:**
 - Discuss techniques for handling corrections and resolving discrepancies.
 - Highlight project-specific instructions (different projects have unique requirements).
 - Encourage collaboration with fellow indexers.
- **Homework Assignment:**
 - Review and correct an indexed batch.
- **Resources:**
 - Advanced Indexing Tips
 - Project Instructions

Lesson 4: Mobile Indexing App

- **Learning Objectives:**
 - Download and install the FamilySearch Indexing mobile app.
 - Learn how to index on a mobile device.
 - Practice indexing using the app.
- **Duration:** 30 minutes
- **Speaker Notes:**
 - Guide learners through downloading the mobile app.
 - Demonstrate how to index records using the app.
 - Emphasize the convenience of mobile indexing.
- **Homework Assignment:**
 - Index a batch using the mobile app.
- **Resources:**
 - FamilySearch Indexing App

Feel free to explore the provided resources for each lesson, and let me know if you need any further assistance or additional materials. Happy indexing! 📄 🔍

[Learn more](#)

1 familysearch.org2 ngsgenealogy.org3 census.gov4 familysearch.org