

Lesson 7- Submitting Family Names for Temple Ordinances

“We pray for all who shall come as patrons (to the temple) that they may ever look upon this service as a labor of love performed in the spirit of the Redeemer who gave His life for all mankind. May the wonder and the majesty of that great act of atonement enter the minds and hearts of all who serve here in behalf of those beyond the veil of death” **Gordon B. Hinckley- dedicatory prayer for St. Paul Minnesota Temple**

TempleReady for Windows

- TempleReady is a FamilySearch computer program that helps you prepare names for ordinances and send them directly to the temple. This program is available on at Family History Centers.
- The TempleReady program checks to see if the information you typed is complete enough for ordinances to be performed. It then checks the IGI to see if temple ordinances have already been completed for that person.
- After going through TempleReady and then doing the temple work, the individuals will become part of the Ordinance Index, the Church’s official temple index.
- As the program checks your information, questions are displayed on the computer screen. Your answers to these questions help TempleReady prepare your ancestors’ names for temple work. You respond to the questions by selecting options from a list or typing in additional information.
- Just like when using TempleReady-Update My Records you should be a backup of your PAF file and restore it to a computer at the Family History Center.
- You also need to bring with you two 3 ½” floppy disks. One of these will be used to create a submission file for the temple. The other will be a backup copy. Label one Temple Submission and the other Temple Submission Backup. If there is a problem with your disk when you go to the temple you will have a backup. Put your name and date on both disks.
- You can choose whether to provide the proxies or not. If you decided to do the ordinance work yourself, you should only create a file with enough names for you to complete in two months.
- If you request that the temple provide the proxies, your names will be put directly into the Temple File.

At the Family History Center- (Mapleton)

- **Restore** your backup into **PAF**. From **PAF** you go to **Tools on the Menu bar** and select **TempleReady**. This will open the TempleReady for Windows program. (This step is

only in PAF 5. If you are using 3 or 4 you have to click on the Icon.)_

- If you enter TempleReady by the Icon on the Desktop, you will click on the button that says “Submit Family names for Temple Ordinances.”
- Then you will get a screen that gives an overview of the steps in TempleReady. Read through this and become familiar with all six steps.
- In the bottom right of the screen is a button that says Next-Select Names to Submit. Now you are ready to begin selecting names.
- Click on your file name and then open. (You only do this if you closed your PAF file after you restored the backup. If you entered through the Tools option, then ignore this step because your file is already open.)
- Your file name should be in the title bar of the computer at the very, very top of the screen.
- TempleReady has reviewed the information in your file and put a picture of a temple where the ordinances are needed for each person.
- If you only want to see those people who only need ordinances, then **click** the box that says **Show only records ready to submit for ordinances.**
- If you are not sure of what to do, there is a really nice help section on the right of your screen.

Select Families or Individuals

- There are two tabs at the top of the screen, one is the **Family View** and the other is **Individual View**. Click on either one.
- You can select a name by checking in the little white “**submit?**” box after each name or go to **Edit** and **Select All** if you have a small data base or **Select Current Record** to select those families or individuals on the current screen.
- When you are finished selecting families, click **Next-Check My Selected Records** in the right bottom corner.

Check and Correct Records

- TempleReady has reviewed your file looking for place misspellings, date discrepancies and incomplete information. Messages will be displayed on the far right of the screen.

- Red circle means the ordinance is done or not needed, or you need to supply more information. Click the red text to change the information.
- Green circle mean the name is ready to go.
- You will want to correct any warnings that you get. You need to correct any red text problems. It is important to submit correct information to the Ordinance Index.
- See if your records are correct and ready to submit. If you need to change or add to a record, click on the person's name. If you do not need to do an ordinance, you can uncheck the box by clicking on it.
- When you are finished correcting, click the Next button at the bottom right.

Check for Duplicate Ordinance Records

- Now you will see two records up on the screen. The one on the left is the record from your PAF file. Any information in this screen you typed into your PAF file. The one on the right is from the Ordinance Index which includes ordinances up to January 2000.
- You have to decide if this is the same person. There should be enough information for you to be confident they are the same. If they are the same, click Yes. The ordinance is already done and you don't have to submit it again. (You can choose to have your PAF file updated with this new ordinance date.) If you think that are different, then choose No.
- Keep going with this process until you have checked all the duplicate records to determine if they are the same or not.
- You will be asked if you want to update your records with the new ordinance dates and temple codes. Choose yes.
- Review the submission summary and then click yes.

Type Submitter Information

- If you already have contact information in your PAF file, it should appear here.
- This information is useful in case you need to be contacted about the submission. You can decide whether you want your contact name published for genealogy purposes.
- When your done, click Next-Provide Proxies.

Who Will Provide Proxies

- Proxies are people who perform ordinances in behalf of the dead. You can do the ordinances yourself or let the temple provide the proxies.
- If the temple arranges for proxies and gets the temple work performed, you will not receive family name cards back to notify you of the completed ordinance dates. You can check the Internet IGI and see when the ordinances are complete. It could be anywhere from 3-30 days.
- Remember that persons who serve as proxies may do so only for persons of their own sex. In addition, they must meet the following requirements.
 - A person serving as a proxy for baptisms and confirmations must be at least twelve years of age; must have been baptized; if male, must hold the priesthood; and must have a current Temple Recommend or be listed on a current Limited-Use Recommend.
 - A person serving as a proxy for ordinations to the Melchizedek Priesthood, endowments, or sealings must be endowed and have a current Temple Recommend.

Review and Save Submission

- You should carefully review this report and make sure all the information is correct. Then print it and take it home with you. After you click next you cannot go back and print a report. This

(In the Mapleton Center you need to print it twice and leave a copy in the office.)

- If there were no ordinances to be performed, you click Done and Exit.
- Otherwise, click Next-Save Submission.
- You will be asked if you want to put the word submitted into your file. You should always click Yes. This keeps you from submitting the name again. Also you will be asked if you want to make a backup. You should also choose Yes. This will create a duplicate submission file, in case your original floppy has an error. Otherwise, you will have to return to a Family History Center and run the submission again.
- Then you will be prompted to put in a floppy for the submission file and a different floppy for the backup file.
- Now you are ready to take the floppy disk to the temple. You will go to the Family File desk at the Temple or mail it to them. If you go personally, and are going to provide the proxies, they will print out the family name cards and you can take them to any temple.
- The temple will also give you a tracking sheet. It lists all the names and ordinances, so

you can keep track of the ordinances when they are done and make sure you don't lose any cards.

Finished Ordinances

- The last step is to watch the Internet IGI for the completed ordinances and add them to your PAF file.