

TO OUR PATRONS

Because of recent changes in the process of submitting names for Temple Ordinances, we are now **requiring** that every patron submitting names for Temple Ready, complete some basic updating steps.

These include:

1. Cleaning up your database in order for the computer recognize place names. –Please take a copy of “Guidelines for Updating Up Your Family History Database and Preparing to Do Temple Ready”.
2. **Updating your Records** in “Family Search – Temple Ready” – (only complete through Jan. of 2000)
3. Using **Paf Insight** from PAF to find any additional ordinance dates that have been completed since January of 2000.

Once you have done these things, you are ready to take the names of people who really need to have their work done to the temple. Doing these steps will eliminate the duplications which have taken place in the past.

If you have questions about these steps, you may ask a member of the staff or call Joan Glasgow @ _____