

HTML clipboard **How to Start:**

First log on the the Website of **Mangalorean Catholic Genealogy** by [clicking this link](#) , and follow the instruction below. You need to REGISTER FOR A USER ACCOUNT. It is a simple process. It is FREE. This is a special service for our Community done by Messrs Bert Naik and Victor Mathias.

If you face any difficulty, please inform about this by clicking "Contact Us" informing about your problems.

The McGenes.Net allows you access either as a **Viewer** or as an **Editor**.

If all that you want is to view the records and see how you might be related to another person, you need the Viewer access.

The **Editor rights** allow you to Add/Edit and even

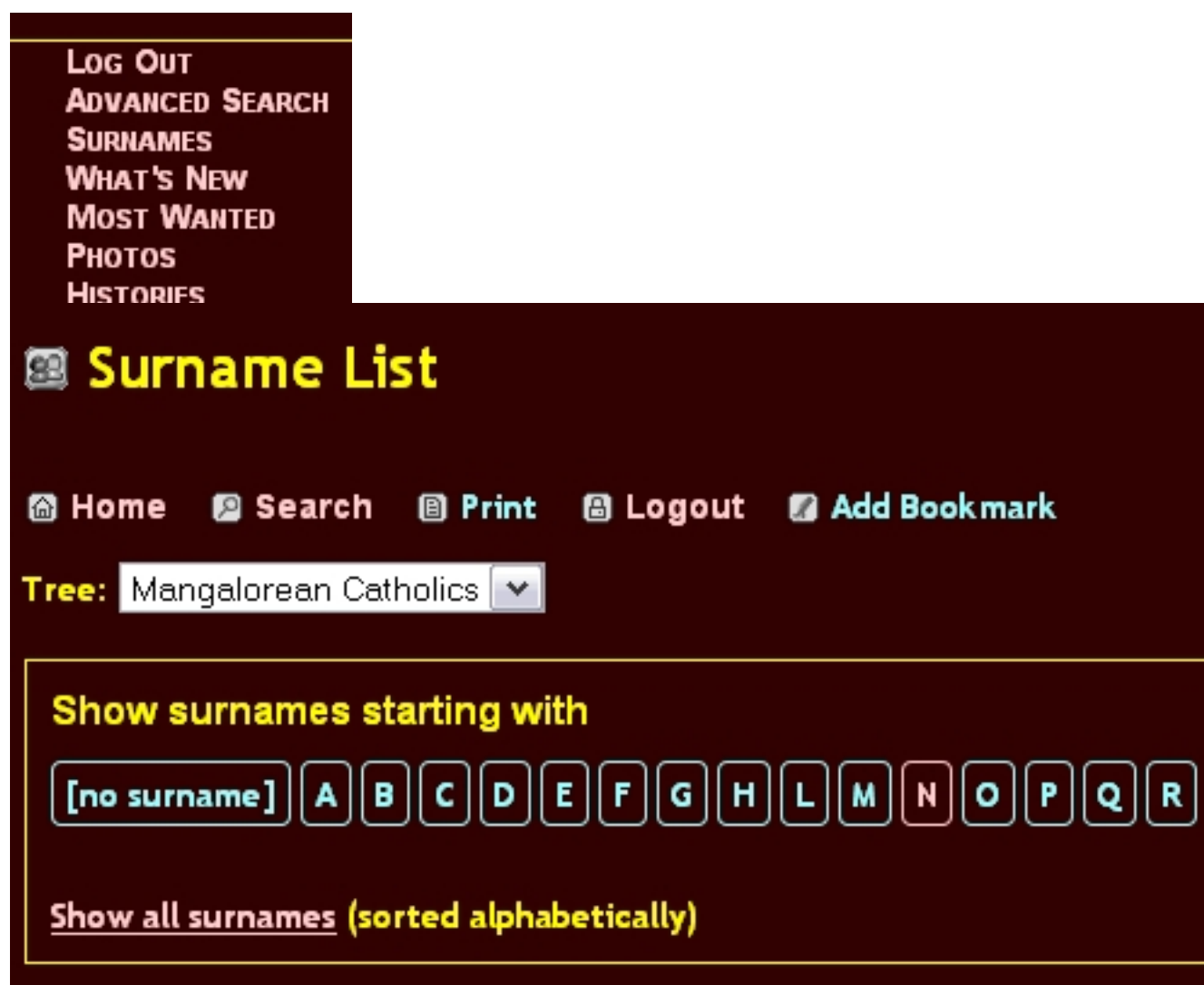
Delete records. **When registering, mention that you want Editor rights as you know how to build Family Trees.**

To submit your information (e.g. your Family Tree), you do not really need Editor rights. You could submit the information in the form of a **Word Document, Excel Spreadsheet, a GEDCOM file, or some other format.**

The Administrators at the site will Add the data for you.

The following instructions are suitable for those having the **Editor rights**

1. Click on **SURNAMES**



To see if your surname is in the database, click on the letter with which your Surname starts.

If you have clicked "A" you will get this screen.

All surnames beginning with A, sorted alphabetically (total individuals):

Click on a surname to show matching records. [Main surname page](#) | [Show all surnames](#)

1. [ABREO](#) (1)
2. [ALBUQUERQUE](#) (7)
3. [ALI](#) (2)
4. [ALVARES](#) (6)
5. [ANDRADE](#) (2)
6. [ARANHA](#) (3)
7. [ARTHUR](#) (1)

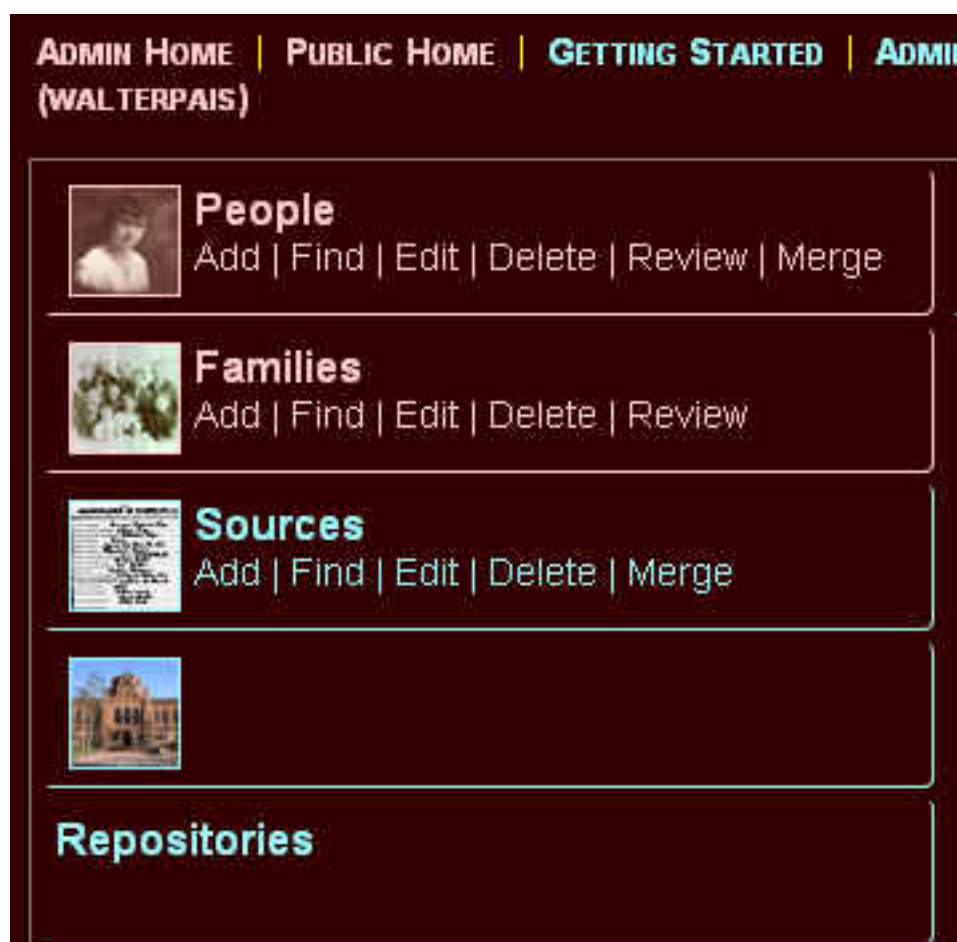
If your surname is not there, then you should start your own Family Tree.

Click on "Administration"

SOURCES
REPOSITORIES
STATISTICS
CHANGE LANGUAGE
ACCESS LOG
ADMINISTRATION
BOOKMARKS
CONTACT US

How to Start a Family Tree

Written by W.J.Pais



In the the new screen that appears, click on **"Families"**

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Search for:

Tree: ☐ **Exact match only**

Matches: 1 to 50 of 336 ...

Action	Select	ID	Father ID	Father's Name	Mother ID	Marr Date
	☐	F104	I275	Anthony		

Since you did not find your surname earlier, you should start your own new Family Tree. If your family Tree already existed then this is not the right place.

Click on "Add New"

The screenshot shows the top navigation bar of the TNG web application with links: ADMIN HOME | PUBLIC HOME | GETTING STARTED | ADMIN LOG | TNG Wiki | TNG FOR. Below this is a search bar and links for Add New and Review. A secondary bar contains HELP FOR THIS AREA | EXPAND ALL | COLLAPSE ALL. The main content area has a yellow instruction: "Please prefix Family ID with 'F' for 'Family'". It includes a "Tree:" dropdown menu set to "Mangalorean Catholics", a "Branch:" dropdown with an "Edit" link, and a "Family ID:" field containing "F358" with "Generate", "Lock", and "Check" buttons. A section titled "Spouses / Partners" is expanded, showing a "Father:" field with a text input "Click Find or Create =>", "Find...", "Create...", and "Edit" buttons, and a "Remove" button below.

Your Family Tree ID is automatically generated. You should now enter the "Father", who will be the grand father in your family from where you want to start the Tree. Not every one will know but you start at least with your Father, or Grand Father. Click on **"Create"** After entering the Father's first Name and the Last Name, you have to Save this record.

CLICK "CHECK" TO SEE IF THE ID GENERATES IS FREE OR NOT. If it says, in use, try again.

▼ **Spouses / Partners**

Father:

Click Find or Create =>

Find...

Create...

Edit

Mother:

Click Find or Create =>

Find...

Create...

Edit

☒ **Living** ☐ **Private**

▼ **Events**

Note: When entering dates , please use the standard genealogical format DD MMM YY

	Date	Place
Married:		
Marriage Type:		
Divorced:		

Note: Children and additional events , plus event-specific notes and citations , may be

Save and continue...

How to enter details in the form:

Add New Person

Please prefix Person ID with "I" for "Individual"

Person ID:

First/Given Name(s)

Last/Surname

Gender

Nickname

Title

Prefix

Suffix

Male



Living



Private

Tree: Mangalorean Catholics

Branch: (▼ [Edit](#))

Note: When entering dates, please use the standard genealogical format DD MMM YY
example, 10 Apr 2004.

Date

Place

Birth:



Christening:



Death:



Burial:



Note: Additional events, plus event-specific notes and citations, may be added later.

The Person ID comes up automatically. Enter the First and last name.

Enter the Gender. If the person is known by a familiar family name, give it in the "Nickname".

For a priest, sister, or doctor, give the prefix.

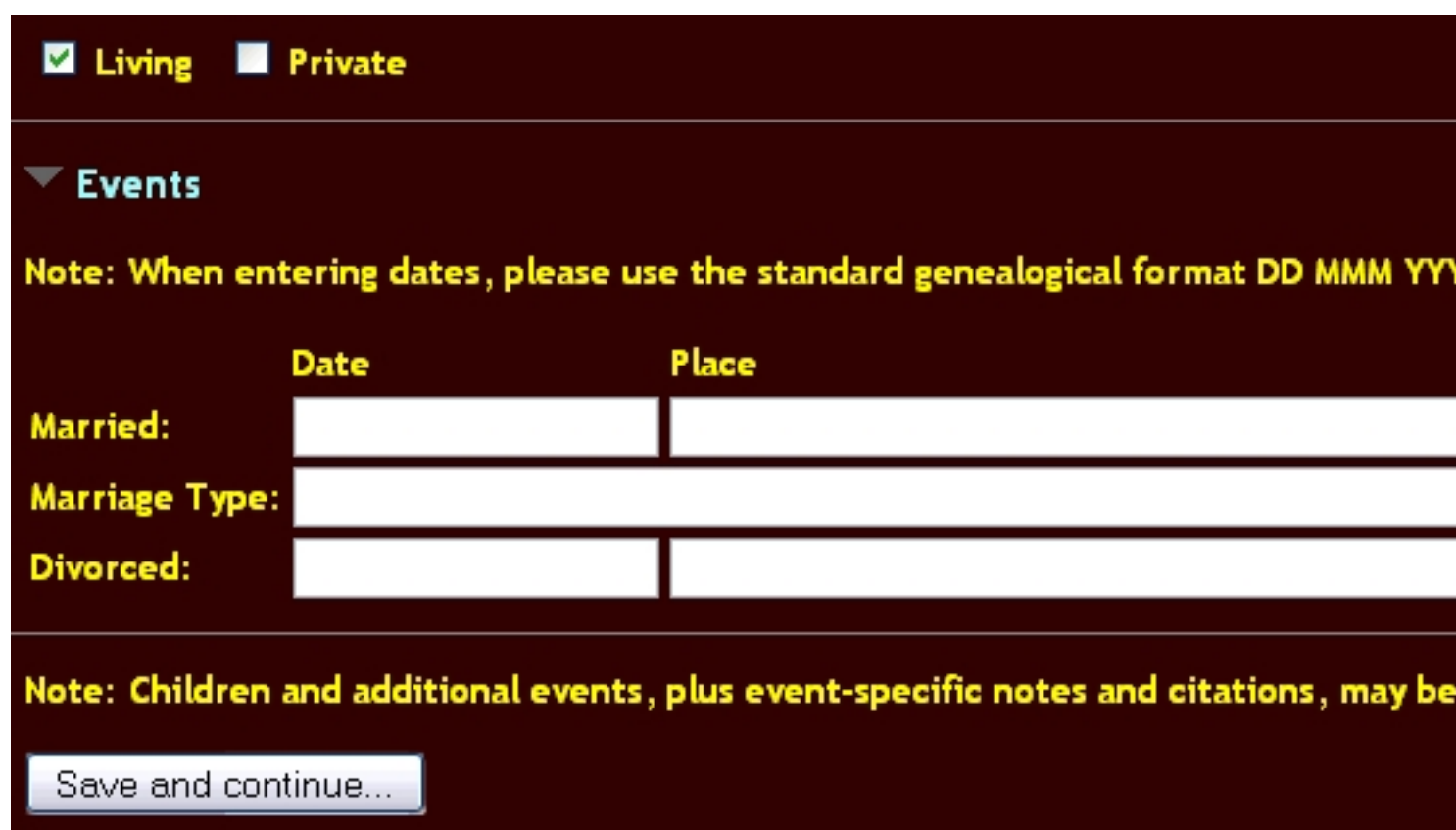
If there are two people of the same name give a suffix "Sr" and "Jr"

If you know the dates, give the dates.

enter the day number, followed by the first three letters of the Month, like Jan, Feb etc and the year. If you do not know the complete date, you can write only the year.

Finally, click Save"

When you have clicked the Save button, a new screen will come up



The screenshot shows a software interface with a dark blue header bar. At the top left of the header, there are two checkboxes: 'Living' (checked) and 'Private' (unchecked). Below the header, there is a section titled 'Events' with a dropdown arrow. A yellow note states: 'Note: When entering dates, please use the standard genealogical format DD MMM YYYY'. Below this note is a table with two columns: 'Date' and 'Place'. The table has three rows: 'Married:', 'Marriage Type:', and 'Divorced:'. Each row has a text input field under the 'Date' column and a text input field under the 'Place' column. Below the table, another yellow note states: 'Note: Children and additional events, plus event-specific notes and citations, may be'. At the bottom left of the form, there is a button labeled 'Save and continue...'.

	Date	Place
Married:		
Marriage Type:		
Divorced:		

Enter the date of marriage

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if you know.

Else, click "Save and Continue"

The completed page appears, and you can fill the further details such as Children.

▼ **Events**

Note: When entering dates, please use the standard genealogical format DD MMM YYYY

	Date	Place
Married:		
Marriage Type:		
Divorced:		
Other Events:	Add New	

▼ **Children (0)**

Sort	Child

New Children:

On save:

- ☐ Return to this page
- ☒ Return to menu

If Marriage date was not entered, you can enter it now.

To enter Children, you can add if they are already on the data base, by clicking "Find"

If it is a completely new database

then click **"Create"**

The form "Add a New Person" comes up, for each child that has to be entered.

Fill the details and Save.

When no more children are to be entered, then click Save. and start adding the data of the first child, and then the second and so forth.

The next step is to add the Grand Mother's name. Again start by clicking Create in the Grandmothers line.

To do it, use the Search box, and enter the Surname you entered. Your entry will appear, click on the Family ID and the data will appear for further actions.

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 Save

 Notes

 Sources

 Associations

Last Modified: 14 Aug 2010 22:24:27 (walterpais)

▼ Spouses / Partners

Father: MENEZES George - I1229

Find...

Create...

Edit

Remove

Mother: ANDRADE Georgina - I1231

Find...

Create...

Edit

Remove

☒ Living

☐ Private

Tree: Mangalorean Catholics

Branch: No Branch (▼ Edit)

▼ Events

Note: When entering dates, please use the standard genealogical format DD MMM YYYY. For example, 10 Apr 20

Married:

Date

Place

Marriage Type:

Divorced:

Date

Place

Other Events:

Add New

▼ Children (2)

Sort	Child
Drag	MENEZES John - I1232
Drag	MENEZES Celine - I1233

New Children:

Find...

Create...

All the entries are complete.

You can now Edit, or remove the entry.

16 / 20

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If you click on the Child's name, you can enter all other details which are unique to that child, like spouse, date of marriage, etc.

	Date	Place	
Birth:			   
Christening:			   
Death:			   
Burial:			   

Other Events:

► Parents (1)

► Spouses / Partners (0)

On save:

- ☐ Go to new family with current individual (11232) as child
- ☐ Go to new family with current individual (11232) as father
- ☐ Return to this page
- ☒ Close Window

(If you place your mouse arrow on the icons, it will show you what for they are used)

Always Save the data you have entered.

You have started building your Family Tree.

When someone in your Family marries some one else in another Family Tree, use the button Find, to locate the Spouse. This will link two Trees.

HTML clipboard

How to delete entries?

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ADMIN HOME | PUBLIC HOME | GETTING STARTED | ADMIN

(WALTERPAIS)



People

Add | Find | Edit | Delete | Review | Merge



Families

Add | Find | Edit | Delete | Review



Sources

Add | Find | Edit | Delete | Merge



Repositories

Search for:

Tree:

Mangalorean Catholics

☐ Living only ☐ Exact match only ☐ No children ☐ No parents ☐ No spouse

Matches: 1 to 50 of 1,235

1 2 3 4 5 ... 25» Next»

Select All Clear All Delete Selected

Action	Select	ID	Name	Birth Date	Birth Place	Tree
  	☐	I1230				Mangalorean Catholics
  	☐	I193	Annie			Mangalorean Catholics
  	☐	I275	Anthony			Mangalorean Catholics

FamilyTreeBuilder.com

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“Families” options

Tree ID

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Matches: 1 to 3 of 3

Select All Clear All Delete Selected

Action	Select	ID	Name	Birth Date
  	☐	1496	PAIS Walter	
  	☐	1571	PAIS Walter	b. 1921
  	☐	1746	PAIS Walter Joseph	b. 18 Dec 1934

Matches: 1 to 3 of 3

the last one is an example where my name appears three times. only