

MUNCY FAMILY DATABASE

Submitter's Guide to Changes

updated March, 2023

As a registered "submitter" of the Muncy Family Database, you can recommend changes and suggest new additions to the database.

SPECIAL NOTE ON PRIVACY: Private records are those in which the individual is known to be living, or the status is not known and the age shown is less than 100 years, or the person has been deceased for less than ten years. For privacy reasons, these individuals are marked as living or private and only shown by their initials. Submitters will have limited access to the records of living persons. In addition, persons are generally kept marked as private for TEN YEARS FOLLOWING THEIR death, making details of full name, birth and death information unavailable to most users. While this is certainly inconvenient for those of us who pursue genealogy, it is a reflection of the times we live in and personal privacy is an important issue.

As a Submitter, when you recommend a change an email asking for approval and action on the recommendation is sent to an Administrator. The Administrator will then review the recommended changes, approve them for updating in the database, and notify the submitter of approval or ask for additional information or sources.

In order to recommend changes you **MUST** be logged in with your approved user name and password assigned when you registered as a "Submitter."

There are two ways to submit information for inclusion in the database. The first method (Method 1) is to simply select an item that needs to be updated or changed by clicking an icon next to the field. The second method (Method 2) allows you to submit a family worksheet with numerous additions and corrections at one time. Both methods are explained more fully below.

Method 1 - Simple Changes

Obadiah Calaway (Oba/Obe) Muncy^[1, 2, 3, 4]
♂ 1876 - 1939 (62 years)

Individual | Family | Ancestors | Descendants | Relationship | Timeline | GEDCOM | Suggest

Personal Information | Media | Notes | Sources | Event Map | All | PDF

| | | |
|-------------------|--|---|
| Name | Obadiah Calaway (Oba/Obe) Muncy [5, 6] | |
| Born | 13 Sep 1876 | Celina, Collin County, Texas, USA [1, 5, 6] |
| Gender | Male | |
| Occupation | Farmer; businessman | |
| Residence | 1880 | Collin County, Texas, USA [1] o Marital Status: SingleRelation to Head of House: Son |
| Residence | 1898-1904 | Plainview, Hale County, Texas, USA [1] |
| Residence | 1904-1909 | Elida, Roosevelt County, New Mexico, USA [1] |
| Residence | 1909-1916 | Aransas Pass, Aransas County, Texas, USA [1] |
| Residence | 1917-1918 | Wise County, Texas, USA [1] |
| Residence | 1920 | Slidell, Wise County, Texas, USA [5, 6] o Marital Status: MarriedRelation to Head of House: Head |
| Residence | 1930 | Denton, Denton County, Texas, USA [1] o Marital Status: MarriedRelation to Head of House: Head |
| _UID | 1FF9A280B354475F806BFC3820F0CFBDA298 | |
| Buried | Apr 1939 | Krum, Denton County, Texas, USA [6] o Jackson Cemetery |
| Died | 1 Apr 1939 | Fort Worth, Tarrant County, Texas, USA [6] |
| Person ID | I4 | Francis Muncy Descendants |

Look at the screen shot above. You will see database fields listed in the left (black or dark green) column — born, gender, residence, buried, died, etc. To the right of some field names (not all) you will see a very small edit icon. Clicking on this icon will bring up a change recommendation for that field.

Suggest a change for this event

Obadiah Calaway (Oba/Obe) Muncy: Born

Date: 13 SEP 1876
Suggested:

Place: Celina, Collin County, Texas, USA
Suggested:

Notes:

In the example above, the date and place fields are automatically filled in with the existing values. You can type in these fields to make your recommendations. Let's say you believe that Obadiah was born on 12 Sep 1876 in Grayson County, Texas. You will type that information into the "suggested" fields. The Notes field can be used to make a recommendation that doesn't apply to a date or place— like "occupation." When you click the "Save Changes" button, an email is generated for your recommendation and sent to the Administrator. Using this technique you will generate one email to the Administrator for each change recommended. This makes it easy for the Administrator to approve suggestions for changes to dates and places because the Administrator can simply approve the recommendation and the changes are automatically made.

Suggestions in the Notes field must be evaluated and manually approved or typed in by the Administrator, but this is not a difficult task. PLEASE use the Notes field to provide information about the source of your recommended change. You might have a birth certificate, a copy of the family Bible, family history, or personal knowledge that can be used to validate the recommended change. The Administrator will not approve any change unless a source is provided for the change. Again, this might be personal knowledge or a copy of a family Bible, but some source is expected.

NOTE: Not ALL fields have an edit icon and you cannot recommend a change for that field by simply clicking on it. You will need to follow the procedure below to recommend changes that involve a field without an edit icon.

If you need to recommend several changes, want to recommend a change to a field without an edit icon, or want to make more extensive comments about the changes you are recommending, there is an alternate method to recommend changes. Note in the first screenshot that there is a "Suggest" tab on the far right of the individual screen. Clicking that tab gives you the following screen:

Suggest a change: Obadiah Calaway (Oba/Obe) Muncy (14)

| | | |
|---|--|--|
| Your Name: | <input type="text"/> | |
| Your Email: | <input type="text" value="smuncy@mac.com"/> address | <input type="checkbox"/> Send a copy to this |
| Email again: | <input type="text" value="smuncy@mac.com"/> | |
| Description of proposed changes: | <input type="text"/> | |

Using this form you will enter your name, email address, and a full description of any changes you are recommending (including sources), or other suggestions applying to the individual on the screen. Clicking “Submit Suggestion” sends an email to the Administrator who will evaluate your suggestion or recommended changes and get back with you.

If you have general suggestions not pertaining to a specific individual in the database, you should use the Contact Us links for that purpose.

Once you get the hang of it, submitting changes or suggestions is very easy and will help reduce errors and keep the database current. Please let us hear from you when you have information to share!

Method 2 - Family Group Worksheets

Family Group Worksheets provide a means of updating or adding a lot of information about a single family - birthdates for parents, birth information for children, marriages, locations - and each worksheet can (upon request) remain open for an extended period to allow for updates in the near future. Submitted worksheets are usually kept open for modification for about two weeks days before the information is merged and the worksheet closed.

Worksheets can be created in two ways.

Method 1: The link to create a Family Group Worksheet is listed in the database home page under the “Resources” section (lower right corner). Using this method create a black worksheet for you to fill out. This is a convenient method if very little information is known on the person, or if the individual is currently not shown in the database. **However (please pay attention**

here!) this method is NOT the preferred method if you can find an individual in the database and a lot of information is currently in the database. This method creates a **BLANK** worksheet.

Method 2: A link to create a family group worksheet is also available on personal pages that are the result of a search for individuals. In this case, you will see a “Worksheet” tab near the top of the personal record.

Clicking that tab will open a worksheet pre-filled with all existing data, ready to be edited. At this point you can fill in new information or correct existing information. When you submit the form, you will receive an acknowledgement email that contains a link to the worksheet. **SAVE THIS LINK!** This link allows you to access the worksheet to update or correct more information in the future. The worksheet will remain active until closed by the Administrator. Normally you can expect the worksheet to remain active for several weeks. At your request, the worksheet can remain active indefinitely, but normally it will be closed by the Administrator if no more information is expected in the near future.

The Administrator will evaluate the information you provided and merge it into the database when the information is deemed reliable. You will be listed as a source of this information.

An extensive help screen is available on the worksheet. Simply click the “help” link in the upper right corner.

Questions? Please ask.

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admin: www.MuncyFamily.info