

Webinar Handout:

Using the NYG&B Website for Family History Research

General Details

Our website address: newyorkfamilyhistory.org. You can also use nygbs.org and you will be redirected to newyorkfamilyhistory.org – this shortened domain name will work for any page on the website.

Website navigation: The main website navigation is the horizontal bar near the top of the screen, underneath the NYG&B logo.

Website search: The site search is located in the upper right-hand corner of every page on the website. This is not a name-based search engine; it will query the contents of pages on the website.

Free Resources

Our list of free resources is located at this address: nygbs.org/free-resources. You can also find a link to this section on the home page of the site.

eNews: Enter your email address (visit the free resources page to do so) to join our 10,000+ subscribers. eNews is delivered once every 2 weeks.

Blog: Located at nygbs.org/blog. Can also be accessed from the home page, or within the About section. Blog articles are always included in the eNews and are always posted on Facebook and Twitter.

Facebook: Follow us on Facebook at facebook.com/nyfamilyhistory. We share our own blogs, videos, and events. We also share useful genealogy content from all over the web.

Subject guides: In-depth guides about common New York State genealogy topics. The full list can be found on the Free Resources page.

Tools & Resources Section

New York Knowledge Base: Located at nygbs.org/new-york-knowledge-base. Can also be reached from the member dashboard, or under the Tools & Resources section menu. Articles can be browsed by subject or location.

Important note: Articles that apply to all counties in New York State have been tagged “New York State” and will not have tags for each individual county.

Within each Knowledge Base article (as well as webinars, eLibrary record sets, and blog articles), you can click the subject or location tag underneath the title, and you will see all website content categorized as that subject or location. Try it out!

Webinars and Video: Located at nygbs.org/webinars. For members only. All live webinars are recorded and uploaded to our website for members to watch on-demand.

Forum: Located at nygbs.org/forum. Contains numerous message boards, including the Genealogical Inquiries (formerly known as the Genealogical Exchange), where you can post to see if you share common research subjects with other members. Both members and non-members can post, but non-member posts must be approved by an administrator before they are published.

Publications: Read the latest issue of the *New York Researcher* and *Record*. Latest issues are located at nygbs.org/read-online. Available for members only.

eLibrary

Can be located at nygbs.org/elibrary. Can be reached from the home page and member dashboard, and in the main navigation menu is located in the Collections & Research section.

Browse and filter record sets based on subject, record set type, or location. Record sets are listed in alphabetical order, with the exception of the *New York Researcher* and *Record* archives, which are pinned to the top of the list.

Important note: Record sets that have records from all counties in New York State have been tagged “New York State” and will not have tags for each individual county. Begin by searching record sets categorized “New York State” for the most success.

On each record set page, helpful resources will be listed on the left-hand side of the page, including material that will aid your searches.

The search button will bring you to a web page where you can enter a name or keyword-based search and view the results. The browse button will bring you to a page where you can select an aspect of the record set – congregation (for religious

records); volume (for periodicals); or enumeration book (for censuses); as well as many others – and then flip through pages of the segment you have selected.

When you click either the search or browse button, you will be taken to findmypast.com, where our images are hosted.

Important note: When trying to view an image of a record, you will be prompted to create a few Findmypast account or continue as guest. All NYG&B members should select “continue as guest” and you will be taken to the image you want to view.

NYG&B members all receive a complimentary voucher code to activate a free Findmypast subscription that includes access to all of their North American records.

[Click here to see an overview of the Findmypast records NYG&B members have access to.](#)

[Click here for instruction on locating and activating your Findmypast voucher.](#)

Member Dashboard

When logged in, NYG&B members can access their Member Dashboard from anywhere on the site – the link is located in the upper right hand corner of the screen, next to the site search.

Click the Manage Account button to manage your NYG&B membership. If you click the Add to Favorites button on a page on our website, a link to that page will be saved to your member dashboard.

[Click here to watch a brief tutorial on managing your NYG&B membership.](#)

More Helpful Links

The Help Center: Located at nygbs.org/help

The NYG&B on Twitter: <https://twitter.com/nyfamilyhistory>

The NYG&B on YouTube: [Click here](#)