

## QUICK TIPS

### How to Share Ordinances with a Family Group

Sharing names with members of your family group is an effective way to do family history. Anyone in the group can reserve and print the family card. Group members can share names, but still see the ordinances on their own lists and track the completion of the ordinances.

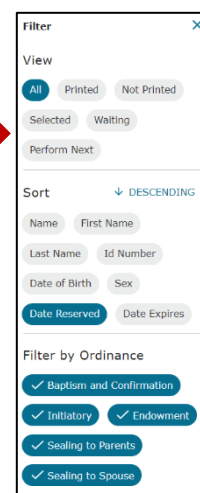
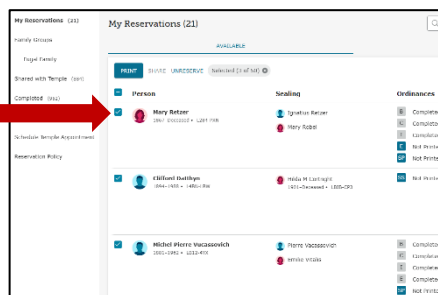


#### Understand the limitations:

- The total number of family name cards is 1,000.
- You cannot share names you added using *Ordinances Ready*.
- You cannot share names already shared with the temple, but you can unshare them with the temple unless they are already in progress. This is the process: Sign into FamilySearch, click on the drop-down menu under *Temple* and select *Shared with Temple*. On the *Shared with Temple* page check the box to the left of each person you want to unshare and click UNSHARE. These names will move into your *My Reservations* list and from there you can move them to a family group. **Make sure you do not unreserve the names or you will lose them from your reservations.**

#### How do I share within a Family Group?

1. Sign into FamilySearch. Click *Temple* from the menu at the top. From the dropdown menu select *My Reservations*.
2. You have the option of filtering and selecting the type of ordinance you want to do next.
3. Check the box to the left of each person you want to share with your Family Group. You may select up to 50 names at one time.
4. At the top of the list, click *Share* and select the group you want to share with.
5. To view the shared list on FamilySearch go the top-right of any FamilySearch page and click on your name. Click *Family Groups*, *View Group* and click *Group Reservations*.



#### How do I reserve or print ordinances that have been shared with a Family Group?

The person who reserves the ordinance and shares it with the group has two years to complete the ordinances. The person who reserves the ordinance from the group has 120 days to print the card.

1. While you are signed in to FamilySearch, click *Temple*.
2. From the drop-down menu, click *Reservations*.
3. Click *Family Groups*.
4. Click the name of the group.
5. Click the person or couple that you want.
6. You can either print the ordinance card now or *Reserve for Later*.
7. When you print the ordinance card you may uncheck the box for each ordinance that you do not want to include on the family name card.

For additional information see the FamilySearch Help Center.