

QUICK TIPS

Using Family Groups on FamilySearch

What are Family Groups?

Family Groups allow users to message each other. Members of the Church of Jesus Christ of Latter-day Saints can share ordinance reservations. A group can have up to 100 members and a FamilySearch user can join up to ten groups. All FamilySearch users can be involved in a group but only Church members can see ordinance information. Within a group up to 1,000 family name cards can be shared.

How do I create a family group?

1. After signing in to FamilySearch, click on your name. On the dropdown menu select *Create Group*.
2. Select *Family Groups*.
3. Click on *Create Group*.
4. Enter a group name. You may add a photo, description and group rules.
5. Click the checkbox for the agreement and then *Create Group*.

Remember you may only have ten groups.

Who is the group administrator?

The person who creates the group is the administrator who may edit the group information or invite others to join the group.

This individual may give these rights to two other individuals. After clicking on *View Group*, you can message the group, see who is in the group, and invite new members. Clicking on the three dots enables you to edit, change notifications, assign another administrator, or leave the group.

Shared Group Reservations

With shared family group reservations, you can share ordinances and collaborate with family on temple and family history work.

- 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 and complete the ordinance.

Ordinances Ready pulls names that are shared with the group and offers them to group members.

How do I join a Family Group?

To join, you must receive an invitation by text or email from the group administrator.

1. Click the link in the invitation.
2. Sign into FamilySearch.
3. Click the checkbox to agree to the terms.
4. Click *Yes, Join*.

The administrator must then approve your request.

See **Quick Tips** on *How to Share Ordinances with a Family Group*.

For additional information see the FamilySearch Help Center.

