

# Genealogy 101 Getting Started With Your Family History



Presented by Bob Leavitt  
With Dot Dorman, Merle Moore, and Jim Redman  
Estes Valley Genealogical Society

[www.estesparkgenealogicalsociety.weebly.com](http://www.estesparkgenealogicalsociety.weebly.com)

# Getting Started

- Write down basic information about yourself and immediate family
- Interview family members and close relatives for basic details -- full names, birthdate and location, marriage date and location, other places they lived, death date and location, burial location.
- Start with oldest living relatives (you may be one of those)



# Getting Started

- Questions to ask – see handout or make your own list
- After basic questions, ask open ended questions such as  
“Tell me about your family growing up”  
“What are your favorite memories of your grandparents”
- Use preprinted forms: family group sheets and pedigree charts to collect basic information
- Bring forms to family gatherings for people to fill out
- Bring photo albums and any family history information you already have to family gatherings – add more information and correct what you have
- Use audio or video recorder – your phone is an audio recorder
- Find a family member to assist you and retain your records



NATIONAL GENEALOGICAL SOCIETY®

# Family Group Sheet

Name and/or Date Place

Husband:

Born:

Married:

Died:

Buried:

Other Marriage:

Husband's Father: Husband's Mother:

Wife:

Born:

Died:

Buried:

Other Marriage:

Wife's Father: Wife's Mother:

1<sup>st</sup> Child: Male:  Female:

Born:

Died:

Buried:

Spouse: Date of Marriage:

2<sup>nd</sup> Child: Male:  Female:

Born:

Died:

Buried:

Spouse: Date of Marriage:

3<sup>rd</sup> Child: Male:  Female:

Born:

Died:

Buried:

Spouse: Date of Marriage:

Sources:

# Family Group Sheet



# Pedigree Chart



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## Four Generation Pedigree Chart

### YOUR FATHER

Name	
Birth Date	
Birth Place	
Death Date	
Death Place	
Marriage Date	
Marriage Place	

### YOU

Name	
Birth Date	
Birth Place	
Marriage Date	
Marriage Place	

### YOUR MOTHER

Name	
Birth Date	
Birth Place	
Death Date	
Death Place	

### PATERNAL GRANDFATHER

Name	
Birth Date	
Birth Place	
Death Date	
Death Place	
Marriage Date	
Marriage Place	

### PATERNAL GRANDMOTHER

Name	
Birth Date	
Birth Place	
Death Date	
Death Place	

### MATERNAL GRANDFATHER

Name	
Birth Date	
Birth Place	
Death Date	
Death Place	
Marriage Date	
Marriage Place	

### MATERNAL GRANDMOTHER

Name	
Birth Date	
Birth Place	
Death Date	
Death Place	

### PATERNAL GREAT-GRANDFATHER

Name	
Birth Date / Place	
Death Date / Place	

### PATERNAL GREAT-GRANDMOTHER

Name	
Birth Date / Place	
Death Date / Place	

### PATERNAL GREAT-GRANDFATHER

Name	
Birth Date / Place	
Death Date / Place	

### PATERNAL GREAT-GRANDMOTHER

Name	
Birth Date / Place	
Death Date / Place	

### MATERNAL GREAT-GRANDFATHER

Name	
Birth Date / Place	
Death Date / Place	

### MATERNAL GREAT-GRANDMOTHER

Name	
Birth Date / Place	
Death Date / Place	

### MATERNAL GREAT-GRANDFATHER

Name	
Birth Date / Place	
Death Date / Place	

### MATERNAL GREAT-GRANDMOTHER

Name	
Birth Date / Place	
Death Date / Place	

# Using Forms

Here are a few basic “dos and don’ts”

- Do not abbreviate names, dates and places
- Enter the **full name**: first, middle, and last
- For women, supply the **full maiden name**, not a married name
- Write dates in this format: **Day-Month-Year** (e.g., 12 October 1989)
- Enter **full place names**: City, County, State (e.g., Mineola, Nassau, New York)

# Using Family Tree Software

Get help selecting software from EPGS, other experienced users, online tutorials

- Online websites

- FamilySearch.org – free (one combined tree for everyone)
- Wikitree.com – free (one combined tree for everyone)
- Ancestry.com – free for your tree, \$\$ subscription to do research (\$24.99 / month) or **Use at Estes Valley Library for free!**
- Myheritage.com – free for your tree, \$\$ subscription to do research (\$89 / first year, then \$129 / year)
- Findmypast.com – \$\$ subscription (\$219.99 / year)

- Programs

- Family Tree Maker – \$\$ purchase program (\$79.95), Syncs to Ancestry.com
- Legacy Family Tree – basic free, \$\$ buy deluxe program (\$34.95)

Start entering data beginning with yourself & your parents

# Primary Sources

Official documents created at or near the time of the event  
Many are online, especially after 1900.

- Census Records
- Birth and Death Records
- Marriage Records
- Military Records
- Land Records, Deeds
- Wills & Probate Records
- Passenger Lists
- Naturalization Records

Cite your sources in your family tree!



# Secondary Sources

Use these sources cautiously and in combination with other (ideally primary) sources

- Family trees on Ancestry.com or FamilySearch.org
- Index to a group of records
- Find-A-Grave, Billion Graves records
- Family history books and biographies of ancestors
- Family photos, scrapbooks, family bibles
- DNA reports
- Family stories passed down from past generations
- Newspaper articles, city directories, school yearbooks

Cite your sources in your family tree!

## Other Sources

Many important sources are not (yet) online!

- County Clerk and County Court – land records, probated wills, some birth, marriage & death records
- Graveyards not in Find-A-Grave or Billion Graves
- Public libraries – local history & family history books, maps, newspapers
- State historical society archives
- Local museums
- LDS Church family history centers
- Church history & parishioner records – birth, death, marriage
- National Archives, Washington D.C.

# Graveyards



Graveyards are interesting and informative!

# Online Privacy – Ancestry.com

- You can make your tree public or private
- By default, public family trees do not display living people to the public
- You can invite people to view living people in your public tree (e.g., close family)
- You can invite people to view your private tree, with or without showing them living people
- You can invite people to add comments or update your public or private tree
- You can send messages to other Ancestry.com users without revealing your email address or personal info.
  - Ask questions, find errors, gain information, find researchers working on same ancestors

# Family Tree Examples

# Ancestry.com

The screenshot displays the Ancestry.com interface with a family tree for Robert W. Leavitt. The top navigation bar includes 'Home', 'Trees', 'Search', 'Memories', and 'DNA'. A 'Sale' badge is visible in the top right corner. The tree is organized into levels: Robert's great-grandparents, Robert's grandparents, Robert's parents, and Robert's siblings. Each individual is represented by a profile card with a photo and name and birth/death dates.

**Robert's great-grandparents:**

- Robert's great-grandparents (left side)
- Robert's great-grandparents (right side)

**Robert's grandparents:**

- Fredrick W Leavitt (1873-1965)
- Mattie L Knapp (1880-1958)
- Jens Tollefsen (1883-1939)
- Alma Bess Egge (1888-1988)

**Robert's parents:**

- Donald H Hale (1901-1959)
- Carolyn M Leavitt (1903-1951)
- David L Leavitt (1918-2013)
- Paul F Leavitt (1923-2004)
- Janet Boyd (1923-2017)
- Joseph K Bennett (1906-1993)
- Lois M Haile (1909-2002)
- George W Bennett (1908-1977)
- Mary Elyn Buckman (1914-1992)
- William G Leavitt (1918-2013)
- Genevieve Tollefsen (1918-1988)
- Donald D Fraser (1898-1984)
- Agnes Stanick (1909-1989)

**Robert's siblings:**

- Henry B McEwen (1945-1972)
- Carolyn Ann Leavitt (1944-Living)
- Delos D Eveland II (1950-Living)
- Robert E Rupprecht (1940-Living)
- Elizabeth J Leavitt (1947-1996)
- Robert W Leavitt (1951-Living)
- Connie J Christen (1953-Living)

# FamilySearch.org

The screenshot displays a family tree on the FamilySearch.org website. The interface includes a navigation bar with options like 'Family Tree', 'Search', 'Memories', 'Get Involved', and 'Activities'. The user's profile 'BLeavitt' is visible in the top right. The main content area shows a pedigree chart with the following individuals:

Name	Birth-Death	Family ID
Frederick William Leavitt	1873-1965	K8X3-T3B
Mattie Louise Knapp	1880-1958	KH76-YR3
Jens Tollefsen	1883-1939	L4PM-53V
Alma Bessie Egge	1886-1968	L7XF-9JM
Rudolf Johann Christen	1856-1930	KH7Y-XLL
Anna Barbara Wuethrich	1856-1940	KH7R-CCP
Andrew Jacob Kapustka	1890-1964	L287-B9X
Mary Magdeline Grabowski	1894-1981	L287-BC9
William Leavitt	1916-2013	LR2X-WTB
Genevieve Ruth Tollefsen	1918-1986	LTJG-SV7
Fredrick Jacob CHRISTEN	1897-1979	LT7Q-ZC1
Martha Minnie Kapustka	1917-Living	LTJY-BYQ
Robert William Leavitt	1951-Living	LTJL-68H
Connie Jean Christen	1953-Living	LTJL-P2P

# Family Tree Maker

MAIN\_2019-02-24 | Plan | People | Places | Media | Sources | Publish | Web Search

File Edit View Person Tools Help

Tree | Person

Color Coding Add Delete Print Share

Index: 3,343

Sort: Family, Given Name

Find:

Family name, Given name(s) | Color | Hints

- Leavitt, Mary
- Leavitt, Mary Ann
- Leavitt, Mary E
- Leavitt, Mary E
- Leavitt, Mary Frances
- Leavitt, Mary M
- Leavitt, Michael Marshall
- Leavitt, Moses
- Leavitt, Nancy
- Leavitt, Paul Fredrick
- Leavitt, Paul Joseph
- Leavitt, Paula Gene
- Leavitt, Phebe Jane
- Leavitt, Phebe Lord
- Leavitt, Preston
- Leavitt, Rebecca Verda
- Leavitt, Robert William
- Leavitt, Ruth
- Leavitt, Samuel
- Leavitt, Samuel Jr
- Leavitt, Sarah
- Leavitt, Sarah
- Leavitt, Sarah
- Leavitt, Sarah
- Leavitt, Sarah Jane

Filter... [ ] Apply Save As Smart Filter...

Smart Filters: Select Filter

Index | Bookmarks | History

Robert W Leavitt  
Home person

Name: Robert William Leavitt

Sex: Male | Age: 72

Birth: 03 May 1951  
Lincoln, Lancaster, NE

Death: Date | Place | Description

Marriage to Connie Jean Christen

Marr: 03 Dec 1976  
Seward, Seward, NE

Description

Next: Connie Jean  
Press Ctrl+Enter to add or edit the next person

Customize View...

William Grenfell & Genevieve Ruth "Janie"

Fredrick Jacob & Martha Minnie

**Robert William Leavitt**  
Born: 03 May 1951  
Lincoln, Lancaster, NE  
Died:

**Connie Jean Christen**  
Born: 18 Oct 1953  
Lincoln, Lancaster, NE  
Died:

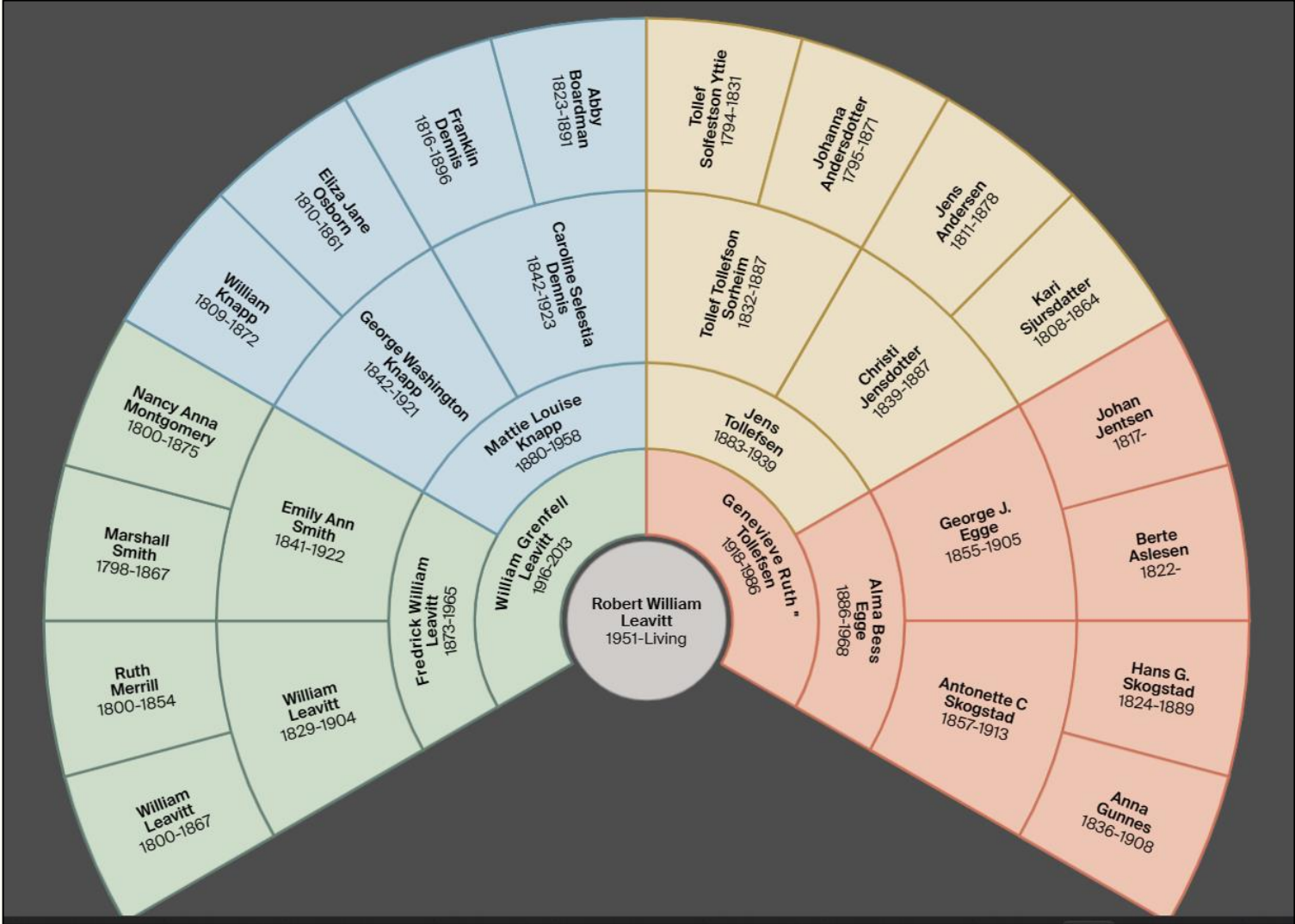
Marriage: 03 Dec 1976 in Seward, Seward, NE

Go	Children: 2	Sex	Birth	Death
◀	Caren Christen Leavitt	F	21 Feb 1979 in Lincoln, Lancaster, NE	
<	David Fredrick Leavitt	M	18 Oct 1983 in Lincoln, Lancaster, NE	



# Reports & Charts

# Fan Chart



# Family Group Sheet Report



## Robert William Leavitt

**BIRTH** 03 MAY 1951 • Lincoln, Lancaster, NE

**DEATH** Living

### Facts

#### Name

Robert William Leavitt

#### Name (Alternate)

Bob Leavitt

#### Name (Alternate)

Robert W Leavitt

#### Gender

♂ Male

#### Age 0 — Birth

03 May 1951 • Lincoln, Lancaster, NE

#### Age 17 — Education

June 1968 • Lincoln, Lancaster County, Nebraska  
Graduated from Lincoln Southeast High School.

#### Age 21 — Education

20 March 1973 • Lincoln, Lancaster County, Nebraska  
Received Phi Beta Kappa award. Article in The Lincoln Evening Journal.

#### Age 22 — Education

20 May 1973 • Lincoln, Lancaster County, Nebraska  
Graduated from University of Nebraska with degree in Integrated Studies from Arts & Science college.

#### Age 22 — Occupation

1973 - 1976 • Lincoln, Lancaster County, Nebraska  
Programmer, University of Nebraska

### Family

#### Parents



**William Grenfell Leavitt**  
1916-2013



**Genevieve Ruth "Janie" Tollefsen**  
1918-1986

#### Spouse and children



**Connie Jean Christen**  
1953-



**Caren Christen Leavitt**  
1979-



**David Fredrick Leavitt**  
1983-

### Sources

#### Ancestry sources



Nebraska, U.S., Birth Ledgers, 1904-1911, Birth Index, 1912-1994



Newspapers.com Obituary Index, 1800s-current



The Lincoln Star (Lincoln, Nebraska)



U.S. Phone and Address Directories, 1993-2002



U.S. Public Records Index, Volume 1



U.S., Index to Public Records, 1994-2019



U.S., Obituary Collection, 1930-Current

#### Other sources



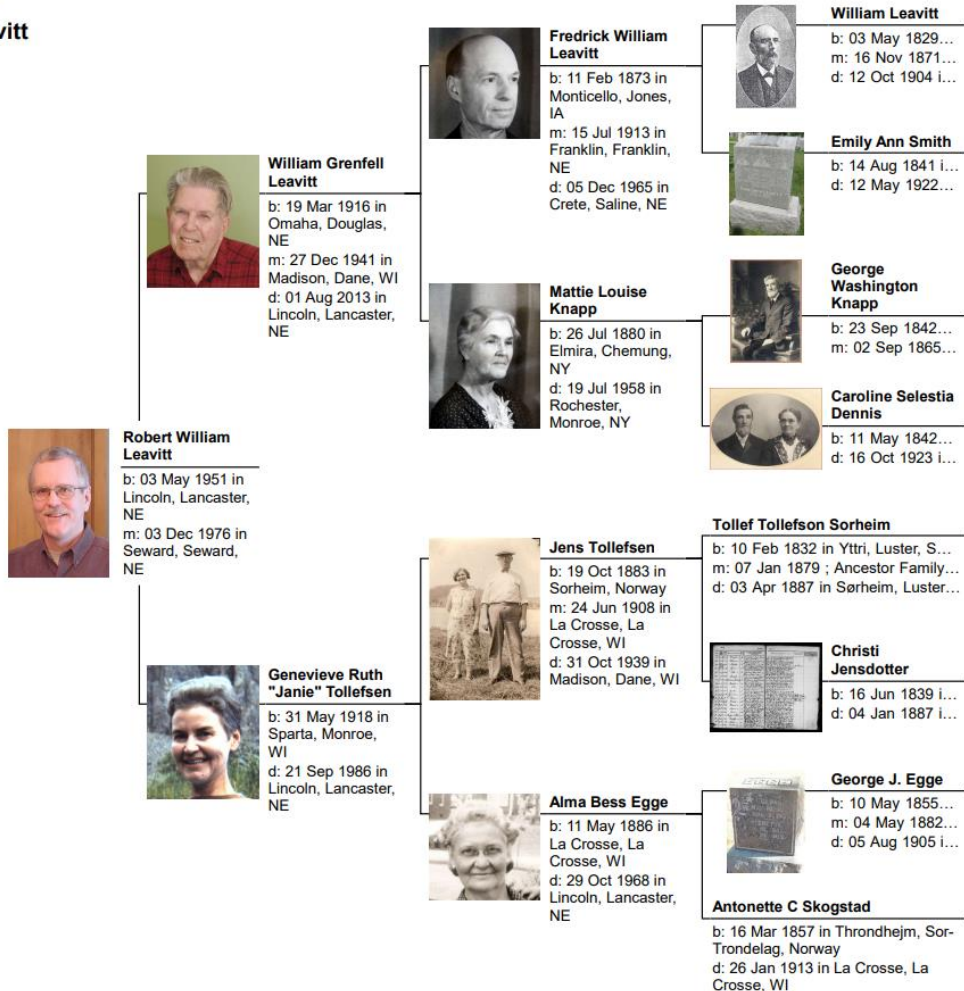
Lincoln Evening Journal at Newspapers.com



Whitepages.com

# Pedigree Chart

## Pedigree Chart for Robert William Leavitt



# Descendancy Report

## Descendants of William Leavitt (1829 - 1904)

### Generation 1

1. **WILLIAM<sup>1</sup> LEAVITT** was born on 03 May 1829 in Buxton, York, ME. He died on 12 Oct 1904 in Seward, Seward, NE. He married Emily Ann Smith, daughter of Marshall Smith and Nancy Anna Montgomery, on 16 Nov 1871 in Boothbay Harbor, Lincoln, Maine, USA (Alternate location may be Cook County, Illinois, or perhaps they obtained their marriage license in Cook County, Ill and then went to Boothbay Harbor, Maine for the ceremony.). She was born on 14 Aug 1841 in Boothbay, Lincoln, Maine, USA. She died on 12 May 1922 in St. Louis, St. Louis, MO.



William Leavitt died in 1904. He also went by the name of William B (Rev) Leavitt. He also went by the name of Wm W Leavitt.

William Leavitt and Emily Ann Smith had the following children:

- i. **EMMA<sup>2</sup> LEAVITT** was born on 20 Jul 1872 in Monticello, Jones, IA (If Emma's birth date is correct then its too close to Fredrick's. Believed to have died immediately at birth.). She died in 1872.
2. ii. **FREDRICK WILLIAM LEAVITT** was born on 11 Feb 1873 in Monticello, Jones, IA. He died on 05 Dec 1965 in Crete, Saline, NE. He married (1) **JESSIE BELLE MCGREW**, daughter of Abner Gilbert McGrew and Virginia Marion Elgin, on 30 Aug 1899 in Geneva, Fillmore County, Nebraska, USA (Norfolk News has a marriage date of 31 Aug 1899 in Genoa Nebraska. Probably should have been Geneva, Nebraska. It took place at the home of her parents in Geneva. The date most likely 30 Aug 1899 based on multiple sources. ). She was born on 12 Oct 1874 in Wyoming, Jones, IA. She died on 25 Mar 1907 in Geneva, Fillmore, NE. He married (2) **MATTIE LOUISE KNAPP**, daughter of George Washington Knapp and Caroline Selestia Dennis, on 15 Jul 1913 in Franklin, Franklin, NE. She was born on 26 Jul 1880 in Elmira, Chemung, NY. She died on 19 Jul 1958 in Rochester, Monroe, NY.
- iii. **ALBERT HENRY LEAVITT** was born on 16 Jun 1875 in Monticello, Jones, IA. He died on 08 Jul 1875 in Monticello, Jones, IA.
3. iv. **LESLIE MONTGOMERY LEAVITT** was born on 26 Jun 1876 in Monticello, Jones, IA (1900 Census lists birthdate as June 1875 and birthplace as New York. This may not be the correct census record for Leslie or he lied to the census taker.). He died in 1904. He married Laura Schmidt, daughter of Michael Schmidt and Caroline Rieck, on 19 Feb 1898 in Kenosha, Wisconsin, USA (Marriage date 1897 from 1900 census. Wisconsin Marriage Index has 19 Feb 1898. Using latter date.). She was born on 01 Apr 1880 in Leeds, Wisconsin, USA.
4. v. **MARSHALL SMITH LEAVITT** was born on 08 Mar 1883 in Ashland, Saunders, Nebraska, USA. He died on 10 Jun 1959 in Laclede, Linn, Missouri, USA. He married (1) **ROSALIE L STROTHER** on 15 Nov 1948 in Jackson County, Missouri, USA (Known as Rosalie Woerz). She was born on 23 Dec 1906 in Madill, Marshall, Oklahoma, USA. He married (2) **REBECCA DOHERTY**, daughter of John Doherty and Rebecca McGovern, on 28 Sep 1918 in Cambridge, Middlesex, Massachusetts, USA. She was born on 01 Oct 1893 in Ireland. She died on 04 Oct 1947 in Kansas City, Jackson, Missouri, USA. He married (3) **CAPTOLA MARIE MAYHUGH**, daughter of Fielding Tandy Mayhugh and Martha Ann Potter, on 04 Feb 1950 in Jackson, Missouri, USA. She was born on 04 Jul 1898 in Chariton, Missouri, USA. She died on 20 Aug 1969 in Brookfield, Linn, Missouri, USA.



### Generation 2

2. **FREDRICK WILLIAM<sup>2</sup> LEAVITT** (William<sup>1</sup>) was born on 11 Feb 1873 in Monticello, Jones, IA. He died on 05 Dec 1965 in Crete, Saline, NE. He married (1) **JESSIE BELLE MCGREW**, daughter of Abner Gilbert McGrew and Virginia Marion Elgin, on 30 Aug 1899 in Geneva, Fillmore County, Nebraska, USA (Norfolk News has a marriage date of 31 Aug 1899 in Genoa Nebraska. Probably should have been Geneva, Nebraska. It took place at the home of her parents in Geneva. The date most likely 30 Aug 1899 based on multiple sources. ). She was born on 12 Oct 1874 in Wyoming, Jones, IA. She died on 25 Mar 1907 in Geneva, Fillmore, NE. He married (2) **MATTIE LOUISE KNAPP**, daughter of George Washington Knapp and Caroline Selestia Dennis, on 15 Jul 1913 in Franklin, Franklin, NE. She was born on 26 Jul 1880 in Elmira, Chemung, NY. She died on 19 Jul 1958 in Rochester, Monroe, NY.



# Books and Other Media

## Leavitt Family History

by

Robert William Leavitt

- Photo album with stories
- Self published book [www.lulu.com](http://www.lulu.com)
- [StoryWorth.com](http://StoryWorth.com)
- [Alifeuntold.com](http://Alifeuntold.com)

# Next Steps

- Write down your personal data and stories to share with family
- Interview relatives, beginning with oldest
- Start a family tree beginning with yourself and your parents. Use family group sheets and add more people.
- Use online research tools to verify your facts
- Use source records (such as censuses) to discover new details and find unknown ancestors
- Print reports, charts, and stories to share with family members and have them review and revise their info
- Plan on making a written product (maybe a book or scrapbook) with stories, photos and charts for your family.  
-- Your family tree software can help. Not too difficult!
- Join Estes Valley Genealogical Society and/or other genealogy groups. We are here to help!

# General Research Tools - Free

- Ancestry.com [www.ancestry.com](http://www.ancestry.com) Free at Estes Park Library
- Family Search [www.familysearch.org](http://www.familysearch.org) Genealogy site by Mormon Church
- Find-A-Grave <https://www.findagrave.com> Cemetery records & grave photos
- BLM General Land Office [glorerecords.blm.gov/search](http://glorerecords.blm.gov/search) Homestead records
- National Archives Catalog [catalog.archives.gov](http://catalog.archives.gov) Storehouse of U.S. records
- Library of Congress [www.loc.gov](http://www.loc.gov) National library of books and other media
- Internet Archive [archive.org](http://archive.org) Vast library of books and websites (past & present)
- Google Books [books.google.com](http://books.google.com) Many free out-of-print genealogy books
- WorldCat [WorldCat.org](http://WorldCat.org) Large catalog of library books, many for interlibrary loan
- Cyndi's List [www.cyndislist.com](http://www.cyndislist.com) Master list of genealogy websites
- From FindMyPast.com: <https://www.rootsfinder.com/>



# Colorado Research Tools - Free

- Colorado Historic Newspaper Collection [www.coloradohistoricnewspapers.org](http://www.coloradohistoricnewspapers.org)
- Colorado State and County Maps [www.mapofus.org/colorado](http://www.mapofus.org/colorado)
- History Colorado [www.historycolorado.org/search-the-collection](http://www.historycolorado.org/search-the-collection)
- Denver Public Library Wester History Collection [digital.denverlibrary.org](http://digital.denverlibrary.org)
- Colorado State Archives [archives.colorado.gov/collections](http://archives.colorado.gov/collections)
- USGenWeb Colorado [cogenweb.com](http://cogenweb.com)
- Colorado Genealogy Resources [www.linkpendium.com/co-genealogy](http://www.linkpendium.com/co-genealogy)
- Larimer County Official Records Search [records.larimer.org/landmarkweb](http://records.larimer.org/landmarkweb)
- Estes Park Museum Online Collection [estespark.pastperfectonline.com/Search](http://estespark.pastperfectonline.com/Search)
- Estes Valley Library [estesvalleylibrary.org](http://estesvalleylibrary.org)

# Summary of Family Tree Software

## Online websites

- FamilySearch.org – free (one combined tree for everyone)
- Wikitree.com – free (one combined tree for everyone)
- Ancestry.com – free for your tree, \$\$ subscription to do research (\$24.99 / month) or **Free at Estes Valley Library**
- Myheritage.com –free for your tree, \$\$ subscription to do research (\$89 / first year, then \$129 / year)
- Findmypast.com – \$\$ subscription (\$219.99 / year)

## Programs

- FamilyTreeMaker.com – \$\$ purchase program (\$79.95), Syncs with Ancestry.com
- LegacyFamilyTree.com – basic program free, \$\$ purchase deluxe program (\$34.95)

# Forms & Contact Info

## National Genealogical Society

- Family Group Sheet  
<http://tinyurl.com/fgs101>
- Pedigree Chart  
<http://tinyurl.com/pdc101>
- 100 Questions to ask relatives  
<http://tinyurl.com/100-quest>
- Other NGS free resources  
(create a free account)  
[ngsgenealogy.org/free-resources/](http://ngsgenealogy.org/free-resources/)

## EPGS handouts

- Program slides  
<http://tinyurl.com/pgmslides>
- Other handouts  
[estesparkgenealogicalsociety.  
weebly.com/handouts.html](http://estesparkgenealogicalsociety.weebly.com/handouts.html)

Bob Leavitt [bob@bobleavitt.com](mailto:bob@bobleavitt.com)  
Dot Dorman [sddorman@msn.com](mailto:sddorman@msn.com)  
Merle Moore [m3psm@estesvalley.net](mailto:m3psm@estesvalley.net)  
Jim Redman [jim.redman28@gmail.com](mailto:jim.redman28@gmail.com)  
Estes Valley Genealogical Society  
[estesparkgenealogicalsociety.weebly.com](http://estesparkgenealogicalsociety.weebly.com)

# Questions

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Jim Redman [jim.redman28@gmail.com](mailto:jim.redman28@gmail.com)

Estes Valley Genealogical Society

[estesparkgenealogicalsociety.weebly.com](http://estesparkgenealogicalsociety.weebly.com)