

RootsTech Family Discovery Day

Planning Guide: Level 3



THE CHURCH OF
JESUS CHRIST
OF LATTER-DAY SAINTS

© 2015 by Intellectual Reserve, Inc.
All rights reserved.
Printed in the United States of America

English approval: 9/15
PD10052317

Table of Contents

1. Remote Participation with the RootsTech Conference

- 1.1 Invitation
- 1.2 Background
- 1.3 Organization
- 1.4 Benefits of Participating

2. Selecting Your Event Date

3. Basic Requirements

- 3.1 Location and Facility
- 3.2 Technical Requirements
- 3.3 Language Support

4. First Steps

- 4.1 Online Registration
- 4.2 Organizer's Admin Tool

5. Committee

6. Event Registration

- 6.1 Online Registration Tool
- 6.2 Participant List
- 6.3 Third-Party Event Management Tools

7. Event Schedule

- 7.1 General Information
- 7.2 Selecting Content and Activities for the Event
- 7.3 Involvement of Local Teachers
- 7.4 Lunch
- 7.5 Suggested Schedule

8. Event Budget

8.1 Budget Size

8.2 Free Admission

9. Event Promotion

9.1 Promotional Support

9.2 Involvement of Public Affairs

10. Local Genealogical Societies

11. Venue Setup

11.1 General Information

11.2 Computer Lab

12. Staffing Needs

13. Follow-Up

14. Resources

14.1 RootsTech Family Discovery Day Information

14.2 RootsTech Information

1. Remote Participation with the RootsTech Conference

1.1 Invitation

All interested units are invited to host a local RootsTech family discovery day. This family activity can be done at any level of the Church, stake or district, ward or branch, or as a quorum or auxiliary event.

Family history classes, teaching materials, and inspirational messages are provided from the RootsTech conference.

Local events should feature fun, family–history related activities and teachings that help to find family names and prepare them for temple ordinances.

The purposes of a family discovery day event are:

- Invite families and individuals to discover the joy of family history.
- Help families to find names to add to their family tree.
- Prepare names to be taken for temple ordinances.
- Enable attendees to teach other family members, friends, or neighbors the joy of family history.
- Offer family history assistance and training to members of the community.
- Share the exceptional content from RootsTech with other family historians in the community.

1.2 Background

A RootsTech family discovery day event is a remote extension of the RootsTech conference. It allows interested units all around the world to share in the great teaching given at RootsTech, enables the accomplishment of local priesthood objectives, and hastens the work of salvation on both sides of the veil. A family discovery day event can be held at any level of the Church, from a stake-wide event to an auxiliary or quorum activity. Local needs and traditions should be considered as the event is planned and tailored to meet those needs.

RootsTech is a family history conference, sponsored by the Family History Department and held annually in Salt Lake City, Utah, where attendees of all ages learn to discover and share their family connections and stories.

Family discovery day should be educational, fun, and an interactive opportunity for attendees to add names to their family tree and prepare family names for temple ordinances. We suggest that the principles, ideas, and techniques shared in the classes be enhanced through family history activities that allow attendees to practice what they have learned.

1.3 Organization

Discovery day events should be free of charge and open to the community to attend.

Family history is a family activity.

- Family members of all ages should be invited to the event.

Particular attention should be paid to organizing an event that encourages those not currently participating in family history to attend.

- Activity-based learning and focus on how to begin family history efforts are key components of a successful event.
- Auxiliary or quorum level activities can be focused on the members of that class or quorum and include their families as appropriate.

1.4 Benefits of Participating

“When our hearts turn to our ancestors, something changes inside us. We feel part of something greater than ourselves. Our inborn yearnings for family connections are fulfilled when we are linked to our ancestors through sacred ordinances of the temple” (Russell M. Nelson, “Generations Linked in Love,” *Ensign or Liahona*, May 2010, 92).

RootsTech family discovery day can help:

- a. Increase family name submissions for temple work.
- b. Strengthen families and fortify the youth.
- c. Increase the effectiveness of retention and reactivation efforts.

2. Selecting Your Event Date

You can organize a family discovery day on a day and time of your choice. Consider the following things as you select the date:

- Choose a day of the week that enables as many people to attend as possible.
- Choose times that are most convenient for members.
- Do not schedule the event on a holiday or the day of a major local event.
- Choose a length of time that allows members to come and learn but does not take too much time away from family needs. We recommend a half-day event.
 - o You may want to consider a series of shorter events done periodically throughout the year in place of one larger event.

Select a date that allows you and your committee ample time to review content from the RootsTech conference and then to prepare for your own event.

RootsTech class materials should be entirely available in all supported languages by the first week of **April 2016**.

3. Basic Requirements

3.1 Location and Facility

- The facility must have enough space to hold the anticipated number of attendees. We recommend planning for approximately 100 to 300 attendees. (Most meetinghouses will be able to accommodate these numbers.)
- Preferably, the location should have a large area for everyone to meet together for a general session before breaking up for individual sessions.
- Classrooms should be available for concurrent class sessions.

3.2 Technical Requirements (See the *Technical Guidelines* for details.)

3.3 Language Support

Available classes, websites, and promotional materials will be available in Chinese, English, French, German, Italian, Japanese, Korean, Portuguese, Spanish, and Russian.

You are welcome to hold your event in your primary language, but if it is not one of the 10 languages listed above, you will need to provide translation or interpretation of the RootsTech content and materials.

4. First Steps

4.1 Online Registration

If your stake has not yet signed up to host a family discovery day, an authorized person should begin the process by signing up your stake.

- a. Go to www.lds.org/hostfair, and click the **blue sign-up button**.
- b. Log in with your LDS Account username and password.
- c. Provide the required information, and click **Submit**.
- d. A confirmation email will be sent to you immediately, and a welcome email will follow within 7 days. If you do not receive either of these emails, please contact us at familyhistoryfair@familysearch.org.

4.2 Organizer's Admin Tool

Visit www.lds.org/planfair to access all of the resources we provide for planning and holding your event.

5. Committee

You, the organizer, may delegate tasks to other members of your planning committee. We recommend that you counsel with your committee as you choose which talks, locally taught classes, and activities to share at your event. Committee members should also help you to promote the event in your area.

You may assign committee members as additional event organizers by returning to the registration form you completed to sign up your event. You will need their lds.org user ID to add them to your event.

6. Event Registration

6.1 Online Registration Tool

1. Persons interested in attending a local family discovery day will be directed to an online page on lds.org/familyhistoryday to search for an event in their area.
2. After choosing a particular discovery day, they will be asked to enter their contact information (name, phone, and email address). They can also register additional guests attending with them at that time.
3. An automatic email will be sent, confirming the date, time, and place as well as offering the organizer's contact information for any questions or concerns that may arise.

6.2 Participant List

- The organizer or a member of the committee will have the ability to log in to the Organizer's Admin Tool at any time and download a spreadsheet showing all who have registered for the event.
- With that list, you should:
 - o Make adjustments to space as needed as the number of attendees grows.

- o Communicate with attendees as the event draws closer.
- o Be careful to respect the privacy of attendees, and contact information should only be used to communicate information about your event.

6.3 Third-Party Event Management Tools (optional)

- a. As an alternative, some stakes may need a more robust event management tool. Consider this option if you are hosting a larger, regional event or if you are partnering with a society with a broader community presence.
- b. Eventbrite (www.eventbrite.com/signup?referrer=/create) is a viable option that will work for most areas.
 - o Eventbrite supports the following countries or locations: Australia, Canada, France, Germany, Hong Kong, Ireland, Italy, Netherlands, New Zealand, Portugal, Singapore, Spain, the United Kingdom, and the United States.
 - o Please note: FamilySearch International will not offer support on this site or any third-party website. It is recommended that you assign this task to someone on your committee who is technology savvy and confident in managing this feature for your event.

7. Event Schedule

7.1 General Information

Make your event a family event. Incorporating families into your family discovery day allows everyone to participate in the blessings of family history. Providing age-appropriate activities makes it easier for all members to choose to attend.

- Schedule into your event some activities that entire families can do together and other activities that are structured by age group, such as children under 3, children ages 3–7, children ages 8–11, youth, and adults.
 - o Ideas for children’s activities can be found at lds.org/topics/family-history/host-a-family-historyevent/activities-for-children.
 - o Ideas for youth-oriented activities can be found at lds.org/topics/family-history/host-a-family-history-event/youth-family-history-events.

In order to avoid any technical problems at the event, download to a hard disk, and copy to a CD or flash drive, all of the prerecorded RootsTech content that you will use at your event—well in advance.

All Find, Take, and Teach classes have a lesson plan, PowerPoint presentation, and handout. These should be prepared by a local speaker. These classes are specifically designed for members just beginning their family history.

7.2 Selecting Content and Activities for the Event

You should consider the state of most of your attendees’ family trees as you decide which classes to share at your event. Complete the following steps to select an appropriate class or classes for your activity.

1. There are 3 classes focused on Church members to choose from.
 - a. Empty Tree Class: Most of the branches of the family tree are empty back to great-grandparents. Class members with this tree type are likely converts or nonmembers.

- b. Partially Full Tree Class: Some branches of the family tree are empty, and some are full. Class members with this tree type usually have some family members who are converts and others who have been members for several generations.
- c. Full Tree Class: Most of the branches of the family tree are full back to the early 1800s. Class members with this tree type usually come from families who have been members for several generations.

Select the class or classes that best represent the people invited to your event.

2. Each of the classes also includes a section about taking names to the temple and teaching others to do family history as well. These are an essential part of the family history experience.
3. The class you choose will have instructions for several activities.

Local ideas and inspiration, hands-on learning, and creative activities, in addition to recorded classes from the RootsTech conference and live classes taught by local enthusiasts, will bring balance to your family discovery day. Visit lds.org/topics/family-history/host-a-familyhistory-event/admin/video-links to download recorded classes.

You can see the list of recorded classes here:

lds.org/topics/family-history/host-a-family-history-fair/recorded-classes.

Keep in mind that most people attending will be somewhat new to family history.

Consider setting up tracks for various types of attendees you expect at your family discovery day, such as beginners and advanced genealogists. The sample schedule below is here to assist you, but the local needs of your attendees should be your first consideration.

Include some interactive sessions at your discovery day. These sessions may be done in the interactive center (computer lab) at your event. Interactive sessions allow attendees to see how something is done, try it, and teach someone else how to do it before they leave the event.

Follow up—make sure attendees know before they leave where they can go to get additional help and training after the event. Consider scheduling some follow-up sessions at the family history center and temple visits where members can complete the work started on their family names at your family discovery day.

7.3 Involvement of Local Teachers

Although the content from the RootsTech conference is exceptional, a good mix of downloaded content and live classes taught by local enthusiasts and professionals gives a better balance for the event. It better invites the Spirit and allows you to address the needs of attendees in your area.

The Find, Take, and Teach classes will require a local person to teach the information. Carefully select your teacher with a few things in mind.

- Sometimes the best teacher of beginners is another beginner—select someone who is skilled as a presenter, but not necessarily an expert in family history. This allows him or her to learn and gain a testimony of family history and allows beginners attending the class to feel like they can do it too.
- Ask your presenters in plenty of time—allow them plenty of time to get familiar with what they will be teaching.
- Localize the teaching as needed. Feel free to supplement the lesson plan and PowerPoint presentation with local resources that may be available outside of FamilySearch.org to help class members have success in building their family tree.

Consider inviting local genealogists or family history enthusiasts to (1) present a full class, (2) offer thoughts, feelings, or testimonies about the subject matter, (3) facilitate a video, or simply lead a question and answer session at the end of a few classes, or (4) present one of the provided lesson plans, which they can customize according to local needs.

Local ideas and inspiration, hands-on learning and creative activities, in addition to recorded classes from the RootsTech conference and live classes taught by local enthusiasts, will bring balance to your family discovery day.

Video content, class syllabi, outlines, and presentations can be downloaded here: www.lds.org/topics/family-history/host-a-family-history-fair/admin/video-links.

7.4 Lunch (optional)

You may want to provide a lunch, invite participants to bring their own lunch, or serve light refreshments. When lunch is charged to participants, you can collect only the cost of goods to provide it.

Consider having attendees bring a dish from their native land or a traditional family recipe. Allow them to share where the food came from and what they know about their heritage and ancestry.

7.5 Suggested Schedule

The schedule below is one suggested way of organizing the time spent at your event.

| Time | Chapel | Relief Society Room | Multi-Purpose Room | Classroom | Primary Room | Cultural Hall |
|-----------------|---|---------------------|--------------------|--------------------------|--------------------------|----------------------------------|
| 30 Minutes | Welcome from local leader and General Authority talk | | | | | |
| 10 minute break | | | | | | |
| 30 Minutes | Empty Tree Class | Partial Tree Class | Empty Tree Class | RootsTech Class (60 min) | Children's FH Activities | Find, Take, and Teach Activities |
| 80 Minutes | | | | RootsTech Class (60 min) | | Find, Take and Teach Activities |
| 30 Minutes | Final remarks from a local leader or General Authority talk | | | | | |

8. Event Budget

8.1 Budget Size

Your event budget should be minimal, depending on the scale of the event you are planning. For most family discovery days, the budget should need to cover only the printing of media materials, a few additional office supplies, temporary bandwidth increase, and maybe a lunch or some other refreshments, if the cost of lunch is not recouped from attendees.

8.2 Free Admission

RootsTech family discovery day should be free of charge to the attendees. The small amount of associated costs should be absorbed by the allotted budget.

9. Event Promotion

9.1 Promotional Support

How you promote your event is somewhat dependent on the group you are inviting to your event. Key to your success will be reaching those you invite in a way that inspires them to attend. Customizable promotional materials are available for your use. You should order based on the size of your group and who you are trying to reach. If the provided posters, flyers, and banners do not meet your needs, feel free to create something locally.

You can order promotional communication materials to fit your event at <https://www.lds.org/topics/family-history/host-a-family-history-fair/organizers-admin-tool/promotional-support?lang=eng>

Following is a sample list of the materials available to you:

- Large meetinghouse poster, 24 x 32 inches (61 x 82 cm)
- Small meetinghouse poster, 12 x 18 inches (31 x 46 cm)
- Community poster, 12 x 18 inches (31 x 46 cm)
- Half-page church flyer, 5½ x 8½ inches (14 x 22 cm)
- Half-page community flyer, 5½ x 8½ inches (14 x 22 cm)
- Welcome-event posters, 12 x 18 inches (31 x 46 cm)
- Event banner—2 x 6 feet (61 x 183 cm)
- Exterior lawn signs—18 X 24 inches (46 x 61 cm)

If you are hosting a local family discovery day at the ward or stake level, it can be a great way to reach out to individuals in the community who are not of our faith. Be sure to let people know that everyone is welcome.

Think of community locations where you could display a flyer or poster on a bulletin board. Consider libraries, post offices, banks, restaurants, grocery stores or markets, and municipal buildings.

Some areas have local genealogical societies. Consider contacting them and hosting the family discovery day together.

Invite the missionaries serving in your area to take part in the event as well. Encourage them to invite people they meet and are currently working with to attend. Be sure to give them some of the community flyers that they can share.

Follow these steps as you promote your event:

1. Schedule the family discovery day on the unit calendar, and schedule the church building for that day.
2. Inform family history consultants, indexing directors, and family history center directors about the event.
3. Ask leaders to announce the family discovery day in their wards and branches.
4. Display the small meetinghouse poster from the promotional kit at the local family history center and in church buildings.

5. Encourage participants to invite family members, friends, and neighbors to attend the event.

9.2 Involvement of Public Affairs

Stakes hosting an event can contact their area public affairs representatives in the Church. Share with them the date and the details of the event so they can announce the opportunity through media and other public-outreach channels.

10. Local Genealogical Societies

Some areas have local genealogical societies. If it makes sense for your event, you may want to consider reaching out to local genealogical societies and hosting the family discovery day together.

If you are not sure if there is a genealogical society in your area, a quick online search should give you the name and contact information of societies nearby.

11. Venue Setup

11.1 General Information

As you prepare and plan for your event, consider what equipment, materials, and assistance you will need to make it fun and informative.

As you prepare at any level, allow time for attendees to participate in activities available on site. Creating activities where people can learn in a hands-on way or try something they have just learned in a class will help them solidify what they have learned and be confident to try it again on their own later.

If you are doing an event that includes recorded class sessions from RootsTech and family discovery day, for each room used for a class, presentation, or workshop, you generally need the following:

- A computer (ideally with Windows 7 or higher; laptops are easiest to set up)
- A television or a projector with a screen or large white wall
- A microphone or podium

Please download the lesson plan for all of the member-focused beginner classes you have selected to teach.

In addition, consider the following:

- Enough chairs need to be set up for attendees to join each class.
- Classroom signs—on or near the door of each room used for your event, place a schedule of the classes to be held there or activities happening in that room.
- Welcome signs—the promotional kit includes welcome—event posters you can print. Place these signs on or near the main entrance doors.

Handouts are available for most of the classes from the RootsTech conference. You may make copies of RootsTech handouts only for the participants at your family discovery day. Please announce that RootsTech materials must not be copied or distributed, except as part of the family discovery day.

11.2 Computer Lab

If you choose to have a computer lab at the event to assist participants, then equipment such as computers and projectors may need to be provided by the ward, stake, participants, or presenters.

In addition, you will need the following:

- Long tables to hold the computers.
- Chairs at each computer station for participants and their family members.
- Plug strips or surge protectors with enough outlets for all of the computers and any other equipment.
- Cords taped to the floor to reduce the risk of tripping.
- A mouse available for each computer.

Ask the family history consultants to be present to answer questions and to set up FamilySearch Accounts for participants. See the *Technical Guide* for more help with Internet connections in the building and directions to help you set up your computer lab.

Activities in the computer lab could include:

- Selected activities for the Find, Take, and Teach classes.
- Entering information into the *My Family: Stories That Bring Us Together* booklet pages at www.familysearch.org/myfamily.
- Uploading pictures and stories to the Memories tab onto FamilySearch Accounts.
- Printing fan charts for attendees.
- Finding family names to add to the tree.
- Submitting names for temple ordinances and printing family ordinance request cards.
- Discovering more about your family heritage through searching information about the time and place your ancestor lived.

Please use the *Technical Guide*, available on the organizer's admin tool to help you address bandwidth needs for your building.

12. Staffing Needs

You may want the assistance of a few missionaries, auxiliary presidencies, or individuals with family history callings to help run the activities at your family discovery day.

The Find, Take, and Teach classes will require a local person to teach the information. Carefully select your teacher with a few things in mind.

- Sometimes the best teacher of beginners is another beginner—select someone who is skilled as a presenter, but not necessarily an expert in family history. This allows him or her to learn and gain a testimony of family history and allows beginners attending the class to feel like they can do it too.
- Ask your presenters in plenty of time—allow them ample time to get familiar with what they will be teaching.
- Localize the teaching as needed. Feel free to supplement the lesson plan and PowerPoint presentation with local resources that may be available outside of FamilySearch.org to help class members have success in building their family trees.

Family history center directors should be available throughout the event to help participants and to promote the services provided at family history centers.

13. Follow-Up

Consider follow-up activities to your family discovery day, such as:

- Use RootsTech classes that were given by General Authorities but were not presented at your event as the foundation for church lessons or devotionals in the weeks following your event. RootsTech classes that were not given by General Authorities of the Church must not be used except as part of the family discovery day.
- Register and hold a youth event, using the youth ideas for a weeknight activity, youth conference, or devotional.
- Hold additional small events or classes at local family history centers. Invite those who did not attend the family discovery day, or use the classes as a follow-up to the family discovery day.
- Schedule a temple trip, and encourage members to take the names they found at family discovery day or shortly after to the temple to perform ordinances for those family members.
- Encourage individuals and families to try the Find, Take, and Teach activities listed in the class hand-outs in their home and at family activities.

14. Resources

14.1 RootsTech Family Discovery Day Information

- Family discovery day email support: familyhistoryfair@FamilySearch.org.
- Sign up your stake to host a local family discovery day at www.lds.org/hostfair.
- Access the online planning tool [here](#).

14.2 RootsTech Information

- For more information about the annual family history and technology conference held in Salt Lake City, Utah, visit www.rootstech.org.
- RootsTech email support: info@rootstech.org.
- Like us on Facebook: facebook.com/RootsTech.
- Follow us on Twitter: [@rootstech](https://twitter.com/rootstech).