

# ChicagoAncestors.org

## Entering and Updating Your Data

The screenshot shows the ChicagoAncestors.org website. At the top, it features the logo for 'the newberry library ChicagoAncestors.org' with the tagline 'discover the past by address'. Navigation links include 'about', 'contact', 'help', 'my account', and 'logout'. Below this is a secondary navigation bar with 'home', 'browse', 'search', 'tools', and 'what's new'. The main content area on the left contains a welcome message, a search input field with a 'Search' button, and links for 'Learn more' and 'Create a profile'. On the right, there is a map of Chicago with various neighborhood labels and a search bar for the map. The map includes a scale bar and a copyright notice for 2008.

Thank you for your interest in ChicagoAncestors. Entering data is easy - and you're helping hundreds of genealogists and history lovers around the world.

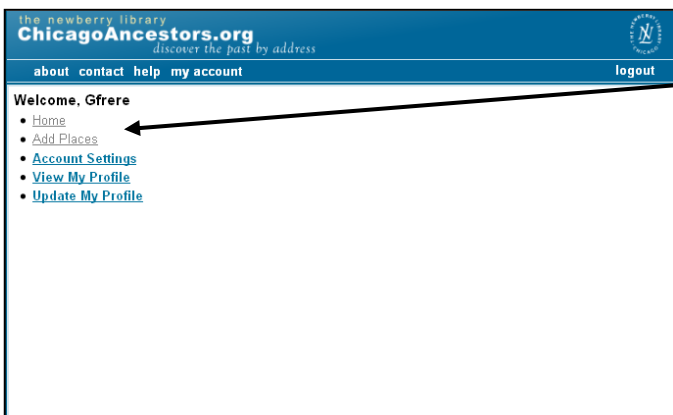
This document will walk you through the data entry process, step-by-step.



Click on the "login" link.  
Enter your login userid and password.



Click on the "my account" link.



Click on "Add Places"

Now you're ready to add a new point on the map. Enter the name of the place or event (i.e. Ressler Residence, Joe's Grill, Eastland Disaster). Then enter an address. You must use a post-1909 address. If you don't know the address you can enter an intersection instead. You may need to refer to some of the Street Guides available on the Tools page of ChicagoAncestors.

The screenshot shows the ChicagoAncestors.org website interface. At the top, there is a blue header with the text "the newberry library ChicagoAncestors.org discover the past by address" and a logo on the right. Below the header is a navigation bar with links for "about", "contact", "help", "my account", and "logout". The main content area is light blue and contains the following fields:

- Place Name:** A text input field with a placeholder text: "Enter the name of the location or event (i.e. Center Town High School or Eastland Disaster). Be sure to review our [usage guidelines](#)."
- Address: \*** A text input field with a placeholder text: "Enter the address of the location you are describing. If you do not choose a latitude and longitude coordinate below, we will attempt to guess your coordinates based on this."
- Categories:** A dropdown menu with a list of categories. The "Arts, Entertainment & Sports" category is selected and highlighted in blue. The text "sely describes your location or event." is visible next to the selected category.

Highlight one of the categories from the selection box. Select whichever option you feel best matches the data you are entering.

**Ethnicity:**

- <none>
- African American
- Assyrian
- Belgian
- Bohemian
- Chinese
- Croatian
- Danish
- Dutch

Select as many options as apply. To select more than one, press the Ctrl key while you left click with your mouse.

**Denomination:**

- <none>
- Baptist
- Church of the Bretheran
- Congregational
- Episcopalian
- Jewish
- Lutheran
- Methodist
- Mormon

Select as many options as apply. To select more than one, press the Ctrl key while you left click with your mouse.

**Structure type:**

- <none>
- Bridge
- Building decoration
- Built structure
- Business
- Commercial building
- Educational facility
- Entertainment facility
- Healthcare facility

Select as many options as apply. To select more than one, press the Ctrl key while you left click with your mouse.

Select as many ethnicities, denominations and structure types as apply. To select more than one option, press the CTRL key while you left click with your mouse. If you feel that an appropriate option is missing, please let us know.

**Tags:**

(optional) Enter a list of key words describing this place/event. Use a comma as a separator.

**OPTIONAL** - Create tags using key words you think would assist users in locating this information. Use a comma to separate your tags.

▼ Photograph

This photo will appear as a thumbnail image in the window describing this place or event. Photos should be submitted as .jpg files.

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Date

If you are entering an event or information about a location during a specific time frame, enter a start and end date below. Use the Granularity field to define the degree of accuracy of the date. For example, "January, 1924" would have a granularity of "Month".

**Start Date:**

Enter a date (and optional time) in the format YYYY-MM-DD HH:MM:SS.

**Granularity of Start Date:**

Day  granularity of this date.

Century

Decade

Year

Minute

Day  (and optional time) in the format YYYY-MM-DD HH:MM:SS.

Hour

Second

**Granularity of End Date:**

Day  Choose the granularity of this date.

**Photographs and Date information are OPTIONAL.**

If you want to provide a photograph for the thumbnail images, click on the Browse button to find the image on your computer. Then click on the Upload button.

If you are entering an event, the Start Date and End Date fields can be used to indicate a specific day or the starting and ending dates of a range of days or years. Examples:

For a single day enter "2009-09-04" in both the Start Date and End Date fields. From the Granularity pull down menu, select "Day".

For a range of dates, from January 1, 2009 through January 31, 2009, enter "2009-01-01" as the Start Date, "2009-01-31" as the End Date. Again, select a Granularity of "Day".

If entering a span of years (1865-1870), enter the starting year as "1865", the ending year as "1870" and use a Granularity of "Year".

**Description of place or event:**

— Input format —

**Website Title:**

**Website URL:**

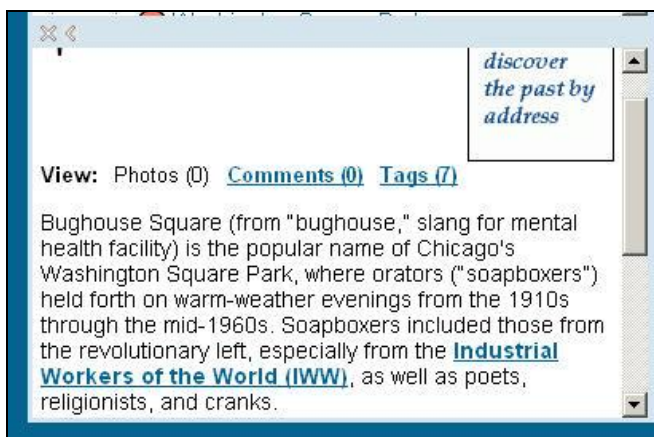
The text you enter into the "Description of place or event" field will display in the Info Box when a user opens a map point. Enter the information about the place or event you wish to share here.

For example, enter this:

**Description of place or event:**

Bughouse Square (from "bughouse," slang for mental health facility) is the popular name of Chicago's Washington Square Park, where orators ("soapboxers") held forth on warm-weather evenings from the 1910s through the mid-1960s. Soapboxers included those from the revolutionary left, especially from the <http://www.newberry.org/collections/FindingAids/rosemont/rosemont.html>>Industrial Workers of the World (IWW)</a>, as well as poets, religionists, and cranks.

To get this:



A screenshot of a form with a grey background. At the top left, there is a dropdown menu with the text "Input format". Below this, there are two input fields. The first is labeled "Website Title:" and the second is labeled "Website URL:". Both fields are currently empty.

If there is a website relating to your map point, enter the name of the website in the “Website Title” field and the website address in the “Website URL” field. For the Newberry, the title would be “Newberry Library” and the URL would be <http://www.newberry.org>.

A screenshot of a form with a light blue background. At the top left, there is a dropdown menu with the text "Input format". Below this, the word "Notes:" is displayed in blue. Underneath is a large, empty white text area. Below the text area, there is a small icon of three horizontal lines, followed by the text "Optional comments. This information will not display on the map." At the bottom left, there is another dropdown menu with the text "Input format".

The information in the “Notes” field will not be displayed online. You can enter comments about your entry you would like to share with the Newberry Staff.

Location

Country:

Latitude:

Longitude:  If you wish to supply your own latitude/longitude, you may do so [here](#). Leaving these fields blank means that the system will determine a latitude/longitude for you, if possible.

No need to be scared of Latitude and Longitude! Simply use the map controls in the upper left-hand corner of the map to find the location you wish to mark. Click on the map. The system will fill in the coordinates. If you make a mistake, simply click on the map again and the coordinates will be updated automatically.

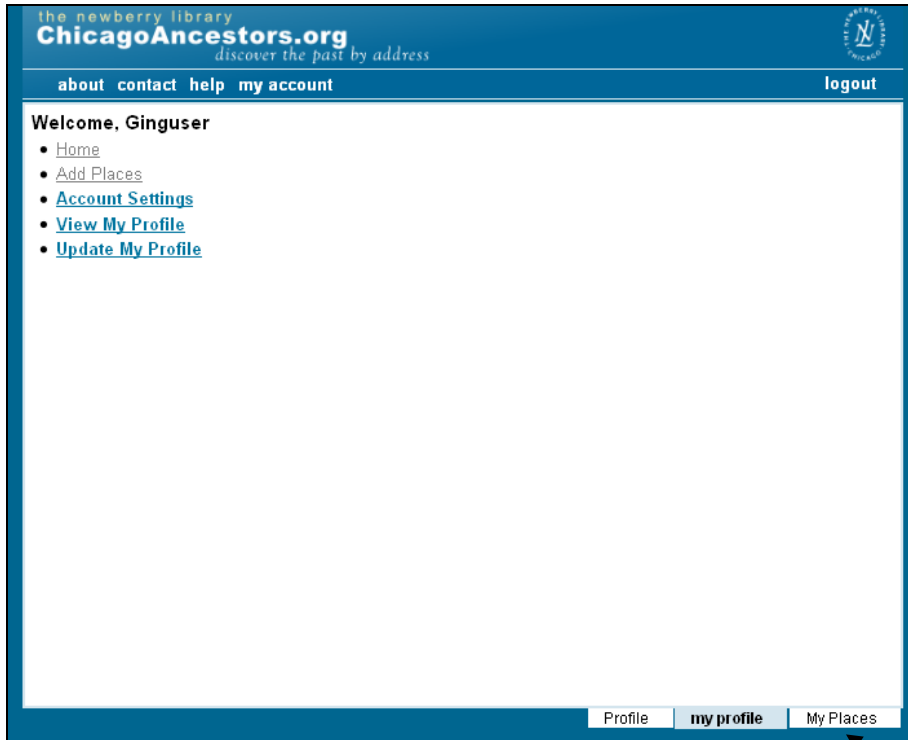
**Log message:**

An explanation of the additions or updates being made to help other authors understand your motivations.

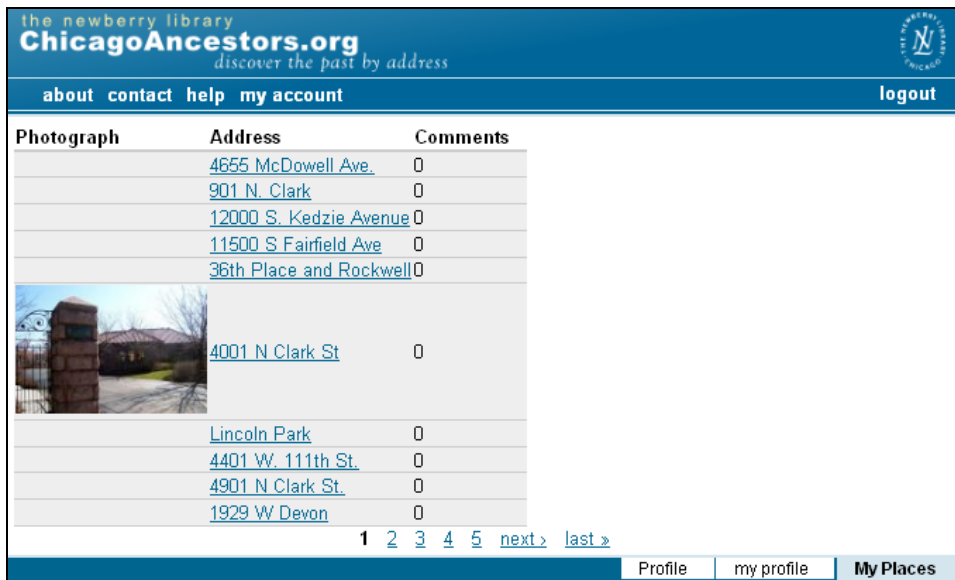
- [▶ File attachments](#)
- [▶ Menu settings](#)
- [▶ URL path settings](#)
- [▶ Comment settings](#)
- [▶ Authoring information](#)
- [▶ Publishing options](#)

Skip all of these fields. You can click the “Preview” button if you wish. Click “Submit” when you’re done entering all the information on the page. After you click on “Submit”, your new map point will go into a pending queue until a Newberry staff member approves it for publication.

# Updating Your Data



If you need to go back and edit a map point after you have created it, click on “My Places” at the bottom of the “My Account” page.



Click on the address of the map point you wish to edit, to get a preview.

Submitted by [gfrere](#) on Thu, 08/13/2009 - 16:38. [Individuals & Families](#) [Chicago Tribute Markers](#)  
[social reformer](#)

Person: Mary McDowell  
Location: 4655 McDowell Ave.  
Biographical: Info goes here

**Website:**  
[Chicago Tribute Markers](#)  
[Add new comment](#)

Tags Outline Edit View

Click on “Edit” to see the same data entry screen you used when you created the map point.

If you have any questions or need assistance, use the “Contact” link to send us a note.