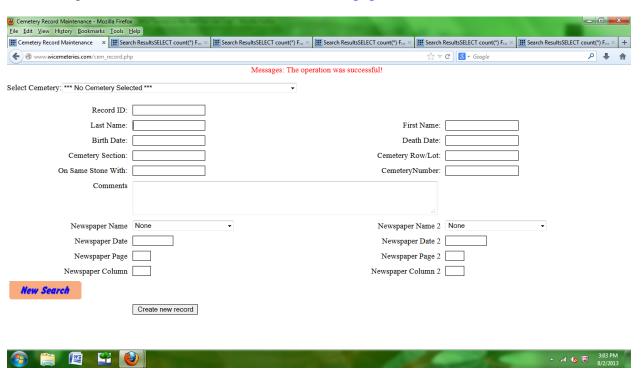
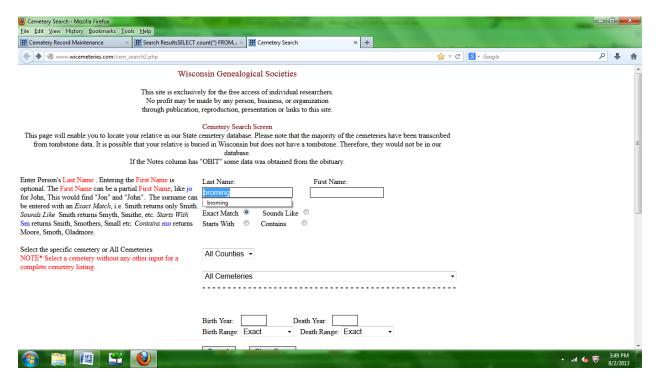
Procedure for adding Obituary Data to the www.wicemeteries.com webpage:

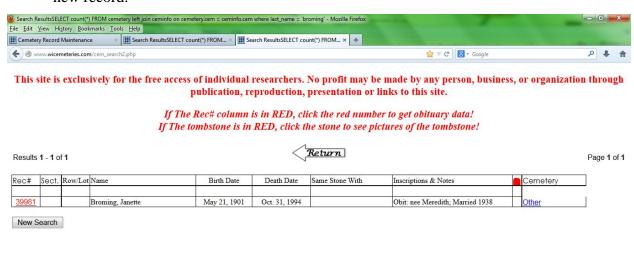
1) Log into www.wicemeteries.com/cem_record.php



- 2) Open another tab for searching
- 3) Type in name and hit search

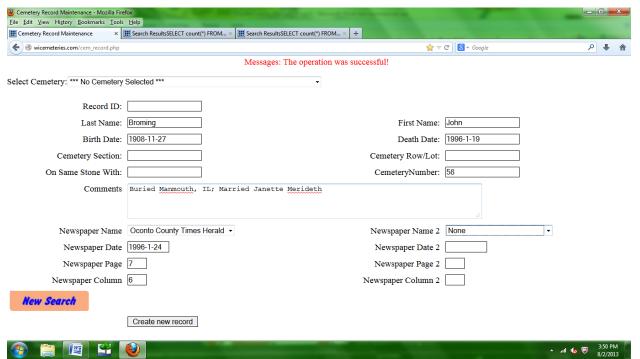


4) If found and no obit available highlight the blue number and copy into record ID in /cem_record.php. If not found and not buried in Marinette or Shawano county create a new record.

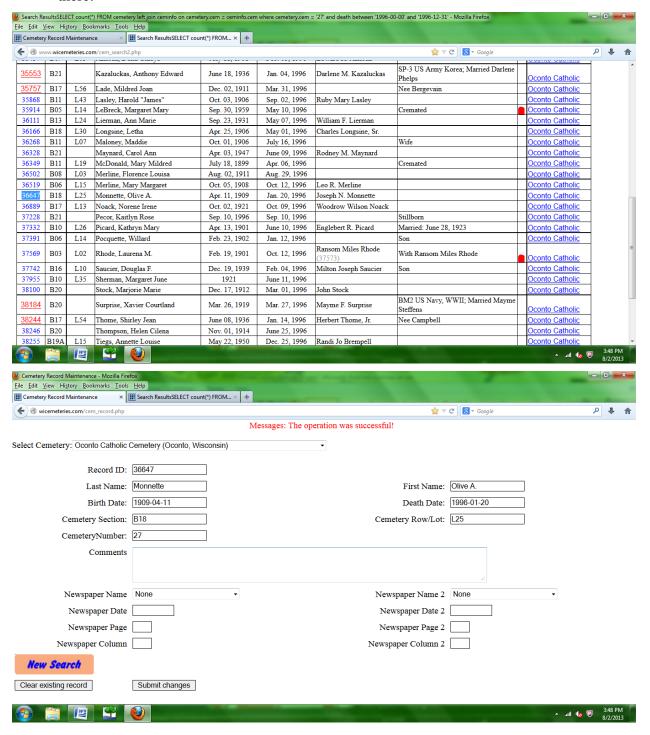


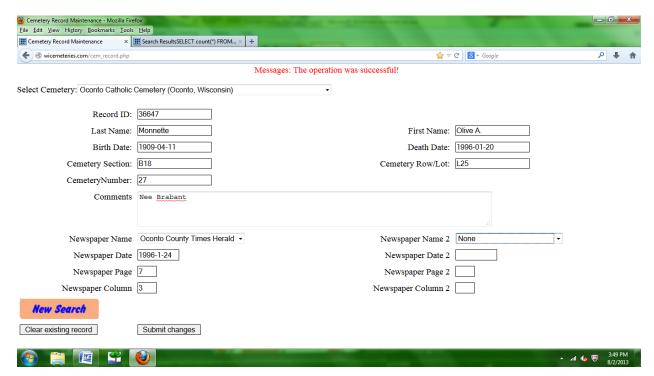


5) Transcribe information from Obituary sheet, transcribing when available birth and death date, where buried (cemetery or city), spouses, maiden names, newspaper, newspaper date, page and column number of obit. For people buried outside Shawano, Marinette and Oconto Counties put in number 58 (Other) in the Cemetery Number box.



- 6) Hit "Create Record" and move onto the next obituary on your sheet, repeating the search procedure.
- 7) Since I have the tab for Oconto Catholic cemeteries pulled up I'll click the tab, find the person I need and highlight the number.
- 8) Go back into Cem_Record and copy number into Record ID and transcribe data from there.





9) When done with the record, hit "submit changes"

Normally I would have 6-7 tabs open for the most popular local cemeteries plus the search tab to save on all the typing. The main cemeteries I have open are Brookside, Evergreen, Forest Home, Hickory, Lakewood, Mountain, Oconto Catholic, St. Anthony's, St. Charles', Woodlawn, and Wanderer's Rest. Sometimes I have tab open for Breed, Morgan, Pleasant Hill, Pine Hill and Underhill depending on what cemeteries I fill up first or how many people are buried in each of the list of the cemeteries.

When I get an obit for someone buried in Marinette or Shawano County, I keep a separate sheet obit recorder sheet for each of the counties because I do not have the capabilities to add to those counties. They are part of the project but they manage their own records.