

## **Updating Resources and Links on the GerSIG Website**

If there is a town leader listed, please send an e-mail to that person by clicking on their name.

Otherwise, if no town leader is listed and you would like to become responsible for the town please send an e-mail to the webmaster at [gersigweb@gmail.com](mailto:gersigweb@gmail.com) . Town leaders are responsible for adding resources to help other people research the town. The process for adding the resources and links described below.

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Go to <https://www.jewishgen.org/gersig/adm/>

You will see two options under Tables on the left side:

**COL\_Collections** : link to or describe specific archival records such as historical newspapers, cemeteries, census records, community records, maps, KehliaLinks, vital records

**RES\_Links** : Link to a website with an article, modern Jewish community link, translation tips, general archive web page

See [https://www.jewishgen.org/gersig/RES\\_Links.asp](https://www.jewishgen.org/gersig/RES_Links.asp) for examples

### **ADDING A RESOURCE**

Click on COL\_Collections on the gray “Tables” toolbar on the left

#### **The only mandatory fields are:**

**Document type** (Book, Cemetery, Vital Records, etc.) – if you don’t see an applicable type please contact the webmaster to see whether the document type can be added

**Collection deals with** – General (Germany as a whole), Province (Bavaria, Baden, etc.), District or Town

If you get an error message of “You don't have access rights to create this record.”

Please contact the webmaster indicating which place you are trying to add a record for

**Collection Name** – this would be an archival collection name, book title, cemetery name, etc.

**Availability** – whether a resource is available online, offline or from a particular person

**Publish status** - make sure this is set to **Published**

Non-mandatory fields include:

**Time frame** – useful for items such as vital records which may only cover certain years

**Description** – details about the resource such as how to use the records, limitations, condition, etc.

**Location** - whether a resource is hosted on a particular website or at an archive. Please contact the webmaster to add archives that are not currently listed.

**Subcollection** – if the resource listed is part of a larger collection that already has an entry on the website

**URL** – where you can find the resource if it is online – please enter with http:// - i.e. <http://www.jewishgen.org>

**Publish status** - make sure this is set to **Published**

When you are done, click “**insert record**”

### **ADDING A LINK**

Click on RES\_LINKS on the gray “Tables” toolbar on the left

**Category** – see guidance above for Document Type

**URL** – where you can find the resource online – please enter with http:// - i.e. <http://www.jewishgen.org>

**Link Title** – Website’s name or general title

**Description** – non-mandatory, use to add additional descriptive details

**Collection deals with** – General (Germany as a whole), Province (Bavaria, Baden, etc.), District or Town

If you get an error message of “You don't have access rights to create this record.” Please contact the webmaster indicating which place you are trying to add a record for

**Note: Category, URL, Link Title and Links deals with are mandatory fields**

When you are done, click “**insert record**”

### **Editing Resources and Links**

If you need to edit a record you've previously added, find the search box, leaving the box blank, and click the search button. You will see all available records but are only able to edit records that you have added or that relate to the towns for which you are a town leader