Using Archion

Germany "How to" Guide, Intermediate Level: Instruction

November 2015

GOAL

This guide will walk you through the steps to register with Archion and begin viewing the records available at the website.

INTRODUCTION

Archion is a collaboration of several Lutheran church archives in Germany with the goal of publishing their records digitally online. Most archive collections are only partially available, and they are in process of uploading all church registers digitally. The website is not available through FamilySearch, and it requires a subscription to access the images.

HOW TO

Finding the parish records

Before creating an account go to the website to see if your parish records are available there. Open the website, https://www.archion.de. The church records found in Archion are organized by parish name. There are two ways to identify the records of a parish:

1. The "Suche" option. Click on "Suche," found in the upper left heading bar. The search screen will appear. Type in the name of your parish under "Geo-Lokation". By pressing the space bar after entering the parish name, a list of possible matches appears. The bolded line is the name of the archive, while the normal text states the name of the parish. The entry first lists the *Kreis* or religious district where the record is found, followed by a hyphen and then the name of the parish. Click on the parish name, and it will automatically fill in the "Geo-Lokation" section with the needed information. Click on the green box containing the word "Suchen" to be taken to a list of all records for that parish. Note: if the place name in the "Geo-Lokation" box only contains one name, rather than the name of the *Kreis* and parish, you have selected the *Kreis*, rather than the parish, you will get a list of results from **all** the parishes within that district.

   Under "Quellen" or "Sources" are listed the different types of records. The term "Digitalisate" is automatically selected; this will retrieve all digitized records. By clicking on and checking the box next to "Register" before clicking on the green "Suchen" box, you will also include in your results list those church records which have been inventoried but are not digitally available.

2. The "Browse" option. Click on "Browse," found in the upper left heading bar. A list of all participating archives will now appear. Click on the archive where the church records

are found. A list will appear to the right of the list of archives, with the names of the *Kreise* or districts. Click on the district where the church is found. A list of all parishes will appear to the right. Click on the desired parish, and another list will appear to the right showing all available church records for that parish.

Any item that is green will have at least one digitized record associated with the *Kreis*/parish/parish record columns. If a location or particular parish record is white, it means that there are no records currently digitized for that location, but that there is at least one church book that is included in the online inventory.

To identify the particular parish records, the following abbreviations will be helpful:

KB = Kirchenbuch (symbol: book)	Church books with multiple types of records
T = Taufen (symbol: three wavy lines)	Baptisms
TR = Trauungen (symbol: two interlocking rings)	Marriages
B = Bestattungen (symbol: hourglass)	Burials
Konf = Konfirmationen (symbol: hand)	Confirmations
Reg = Register (symbol: varies)	Index

Creating an account

1. Go to Archion's website, located at https://www.archion.de.

2. In the upper right corner, click on the word "Registrieren."

3. You should now see the registration form. The items with a star indicate required fields. The following word list will assist you in entering the correct information:

Vorname	First name
Nachname	Last name
Benutzername	User name

4. From the dropdown menu under "Land," choose your country. For residents of the US, choose "Vereinigte Staaten von Amerika."

5. Click on the box under the dropdown menu, agreeing to the terms and conditions of the website. To read these terms and conditions, click on the words "Datenschutzbestimmungen" and "ABG." The terms and conditions are in German, but you may use a translator website such as http://translate.google.com to translate the information into English.

6. When you are finished, click on the blue box containing the words "Profil jetzt erstellen."

7. Archion will send you a confirmation email. In order to complete your registration, you will need to access the email account you entered. The email contains a temporary password. To complete your registration, log into Archion with the temporary password. In some cases, registration may take as long as 30 minutes or more to process.

Logging in and changing your password

This part of the instruction is for your convenience if you have found the records for your parish and are interested in being able to view the records. Creating a login is not necessary for completing this packet.

1. Log in to Archion by going to the website https://www.archion.de, clicking on "Login" found at the top right of the website, and entering your login information. "Benutzername" is your user name, while "Passwort" is your password. Use the temporary password you received in the confirmation email from Archion. Click on the fuchsia box containing the word "Anmelden." After you have changed your password, you may remain logged in by clicking on the box next to the words "Angemeldet bleiben." If you have forgotten your password, click on "Kennwort vergessen?"

2. Your username will now appear where the word "Login" was located. Click on your user name. A new menu will open showing your user information.

3. Under the headings, click on "Benutzerdaten." This will show your account details. On the right side of the page, near the bottom, you will find the word "Passwort" with a box next to it. Enter your newly-chosen password. The password must include at least 5 characters. Additionally, your password must include a letter, a number, and a special character (such as * or $).

4. Re-enter the new password in the box next to "Passwort Wiederholen."

5. To save your changes, click on the green box with the words "Profil speichern"

Archion subscriptions

This part of the instruction is for your convenience if you have found the records for your parish and are interested in being able to view the records. Purchasing a subscription is not necessary for completing this packet.

There are several options available for subscriptions to Archion. To find the descriptions of these options, click on "Kosten" located along the bar at the top of the website. The following list for private researchers will help you identify the appropriate subscription:

- Monatspass (Monthly pass), for 19.90 Euro. This subscription lasts for 30 days from the date and time of login, and allows up to 50 downloads.

- Jahrespass (Year pass), for 178.80 Euro (14.90 Euro per month). This subscription lasts for 365 days from the date and time of login, and allows for up to 600 downloads.

- Kontingent 20 Tage (contingent, 20 days over the space of one year), for 59.90 Euro (2.99 Euro per day). This subscription allows for twenty 24-hour periods of accessing the website, and includes 50 downloads. The 24-hour time periods do not need to be consecutive, and each 24-hour time period begins at the time of log-in.

Purchasing a subscription

This part of the instruction is for your convenience if you have found the records for your parish and are interested in being able to view the records. Purchasing a subscription is not necessary for completing this packet.

1. Log in to Archion by going to the website https://www.archion.de, clicking on "Login" found at the top right of the website, and entering your login information.

2. Click on your user name, which should now appear where the "Login" tab was located. This will bring up your account information.

3. The default tab is "Übersicht," or overview. Click on the tab labeled "Buchungen." This tab records your subscription information, including how long it is still valid (Gültig bis) and how many downloads you have remaining (Download-Kontingent). This page states that you currently do not have a subscription. Click on the blue phrase "Jetzt informieren" to go to the subscription page.

4. From this screen, labeled "Paket auswählen," or Select Package, choose the desired subscription. The first three columns are for private (i.e. non-professional) researchers. Click on the light blue box with the word "Buchen" under the package you have chosen.

5. This screen contains the account details. Make sure that the "Nutzertyp" is listed as "privat." The Vorname (first name) and Nachname (last name) should be filled in with the information you entered when setting up the account. Make sure to fill in the Adresse (street address), Plz (zipcode), and Stadt (city and state) with your address. Ensure that the "Land" is filled in with your country of residence; if you are in the USA, it should state "Vereinigte Staaten von Amerika." When you are finished, click on the green box containing the word "Weiter."

6. This brings you to the payment screen. The only two options that work well for residents of the USA are Paypal and Kreditkarte (Credit card). Click on the green box with the word "Weiter" under the option that best fits.

7. The next screen is a statement accepting the terms and conditions of the payment plan. Make sure to click the two boxes on the screen to agree. If you would like to read through them, click on the blue words "Widerrufsbelehrung" and/or "AGB" to see the terms and conditions, only given in German. You may use a translator website such as https://translate.google.com to translate the terms into English. When the two boxes are checked, click on "Kostenpflichtig Bestellen."

8. A screen containing the words "Buchung Erfolgt" appears. Click on the box containing the phrase, "Klicken Sie hier, um Ihre Bestellung sicher über PayPal (or PAYONE if paying with a credit card) bezahlen." The next screen is in English; enter your payment information here.

9. Once the payment has been confirmed, you are now able to view the images. Be aware that confirmation of payment can take 30 minutes or longer to process.

PRACTICE

1. Go to the Archion website, found at www.archion.de

2. Notice that the login tab in the upper right corner of the screen, but do not click on it. Instead, locate the two tabs found in the upper left corner of the screen, "Suche" and "Browse."

3. Click on the "Browse" tab. Notice the list of archives. Most archives begin with the words "Zentralarchiv" (Central Archive) or "Landeskirchliches Archiv" (State Church Archive), followed by the region they cover. Click on the archive for Bavaria (Bayern).

4. Notice that these church districts are called "Dekanat" or deaconate. Choose the *Dekanat* of Bayreuth.

5. You will see a list of parishes within the *Dekanat* of Bayreuth. Click on the parish of Weidenberg.

6. Look through the list; there are 38 parish books, all in green. This means that these records are all available digitally through Archion. You will also find that the list of church registers are alphabetically listed. Find the church book that is called "Alphabetisches Register zu Trauungen 1802-1906." Click on it.

7. Using the abbreviation list above, you will find that this is a marriage index for the parish from 1802-1906. The columns have been replaced by information about the parish record. Notice that if you were to to view the record, you would click on "Im Viewer Anzeigen." If you click on it without a subscription, a screen appears stating that you don't have permission to view the record without logging onto the website.

8. Above the newly-appeared information box you will see the names of the series of folders you have clicked on to get to this screen. Click on the words "Dekanat Bayreuth." This will take you back to the list of parishes within the *Dekanat* of Bayreuth.

9. Now click on the records for the "Evangelisches Zentralarchiv Berlin," located at the top of the list of archives to the far left of the screen. Scroll down the list of *Kreise* until you find "Kreis Krotoschin (Provinz Posen)," and click on it. From the parish lists, select "Krotoschin." There are two parish books listed. Notice that all the entries for Kreis Krotoschin, as well as parish Krotoschin, are white. This means that the records are at the archive, but are not digitized or available online.

10. At the top right of the page, find the tab marked "Suche" and click on it.

11. Under Geo-Lokation, type in the name "Schluchtern" and hit the space bar. Notice that a list of place names appears, including entries in the archives in Karlsruhe and Kassel. Under the archive of Kassel, there is the entry "Schlüchtern," followed by entries that include both the Kreis, "Schlüchtern", a dash and then a name of the parish. The first entry for Schlüchtern is for the Kreis; if you click it, it will return church book results for the entire district, numbering well over 100. Select the entry for the parish of Schwarzenfels. Now click on the green box labeled "Suchen."

12. This list of parish records is similar to the list from the "Browse" screen, but it is presented a little differently. When logged in with a subscription, clicking on any of the records listed will take you to the digital images of the book.

13. Along the very top row of tabs, click on the tab labeled "Startseite." This will take you to the home page.

ACTIVITY

Now, test your skills you have learned in this "How to" Guide. The Activity is a way to check your knowledge and let you know you've mastered the Guide! [Click here](#) to try out the Activity.