

This procedure come is two main parts, maintaining the database itself and adding photo to a database.

I. Maintaining the Database

- Go to the start page specified that display the database for example <https://churchyards.uk/kineton/churchyard.html>
- If you click on **Login** and then enter your username and password given separately.



This will bring up the following window for Burials Register.

- You can either add new or edit existing by the Search for existing and then edit.

Burial Register

HOME SEARCH/EDIT ADD LOGOUT

ADD NEW RECORD

RegisterEntry Surname

Firstnames YearBurial

MonthBurial DayBurial

AgeatDeath Abode

PerformService

Just work through the appropriate boxes and then **save**.

- You can exactly the same for Memorial Names Data Base or Memorials Data Base
- NB: the link Memorial reference needs to be the same format in every database say
lower case and numbers e.g., sw203
upper case and numbers e.g., SW203