

The important thing to know about doing genealogical research for notable persons is that it takes lots of digging. This system seemed to work best and quickest with the most effective results.

1. Find basic biographical information [Wikipedia]
 - Names of parents, grandparents, siblings, spouses, etc.
 - Date of birth, date of death
 - Places of residence, birth, death, etc
 - If available, look under References to find family trees/genealogy/ancestral links (as well as articles about person and/or family)
2. Research backgrounds on findagrave.com
 - Best strategy is to be not too specific so there are not enough results, but also not too broad so there are too many results in order to have a narrow list to go off of. First and last names and middle initial if known. Include date of birth and date of death if possible. Sometimes there is a breadth of information like obituaries, photographs, grave markers, family member connections, etc shown on the result you need. Other times there is not much to confirm.
 - If there are photos with the grave result that show military service (i.e. military uniform portraits, grave markers with military service shown, etc.) then download the photo to attach to google drive.
3. Research backgrounds on ancestryinstitution.com
 - Make sure to be logged into the WWICC wifi:
 - i. Pershing
 - ii. Patton
 - iii. Patton_5GHz
 - Go under search, all categories (it's best to search a person who is deceased since most of their information is public unlike living persons who are listed as private)
 - Type in as much specific information as possible:
 - i. First, middle, and last names
 - ii. Date of birth
 - iii. Date of death
 - iv. Parents' names
 - v. Spouse(s)
 - vi. Children
 - vii. Places lived in
 - viii. Gender
 - ix. Race/Nationality
 - x. Etc.
 - If lucky, there will be a matching person result at the top. If not, scroll down to view all categories on the left hand side and click family trees. Match the correct information to the results listed in the trees and start digging. Keep in mind the more attached records and sources on a person in a tree the better because there is a better chance they will have draft cards associated with World War I.

- The most reliable family members to include are those with direct lineage with the person you're researching (i.e. parents, grandparents, siblings, and uncles). Don't bother saving information of people married into the family or very distant cousins.
 - Once you find confirmed draft cards for World War I, World War II, or any other interesting records linked to military service in war (Civil War, Revolutionary War, etc are all acceptable). Click 'view image' associated with the record and click the green 'save' button in the top right hand corner. You can either save to the computer which goes into downloads or save image home - the former is the better option.
 - Repeat last two steps until you reach a dead end
4. Saving gathered information on WWICC google drive
- Make a folder for the person under the Genealogy & Draft Cards Folder (if researching current US House of Representatives see steps below A-E)
 - A. Go to Representatives folder
 - B. Open Track Assignments: House of Representatives sheet to see the full list of representatives to research.
 - C. If other volunteers are working on this project, be sure to type 'in progress' in the status column so as not to be doing the same thing as someone else.
 - D. When a representative is completed, type 'done' in the status column to notify other volunteers that the representative does not to be researched any more
 - E. Make a state folder for that representative (if it has not been made yet), then a folder for the representative.
 - F. Make a google doc for the representative
 - G. Type basic information for persons.
 - Relation to representative individual
 - Full name (for women, use maiden names)
 - Date of birth-Date of Death in parenthesis
 - H. Include links to free trees or other relevant genealogical links.
 - I. Type military service information by the names of each person who are associated through draft cards, obituaries that record service, etc.
 - J. In that representative individual's folder, right click and choose 'upload file' option if you downloaded records or images. Rename the file on the drive with the full name of the family member and the War it is of (i.e. John A Smith WWI.jpg). Repeat this with the gathered records you could find.
 - K. In the Track Assignments: House of Representatives sheet, Include data in the 'notes on findings' column (for example: two WWI draft cards; one WWII draft card; one military portrait). Other interesting information can be included - up to interpretation and what was discovered. Sometimes there is not enough information to find on someone's family history that the only thing you can put is 'no findings'; if that is the case, move on or have another volunteer try researching that person.

- Do steps F-J for persons not related to House of Representatives. Make sure individual's folder is under the Miscellaneous folder which is in the Genealogy & Draft Cards folder
 - For actual people we have found, look around on the drive in the Genealogy & Draft Cards folder to see how it looks for a basis on how it is presented in a relatively comprehensive way. The best option is looking through the Senators folder which is a completed list of current members of the Senate. The Representatives list should be similar to the Senators when finished in order to maintain consistency.
5. If stumped on finding information in ancestryinstitution.com, findagrave.com, or wikipedia, these are other reliable sources that can be useful for digging (and are free):
- Familysearch.org
 - Geni.com

Although this looks like a lot of instructions for doing family research, once you get the hang of it it becomes routine. Some people are easier to find than others, it's really just whatever records are online. Also, ancestryinstitution.com may be pretty thorough with what they have, but there are other places to search as well that may have what you're looking for instead. After doing this for a while, you develop good research skills for finding necessary, interesting, and worthwhile information on one's family history.