Recording the Past for the Future

USING THE CHURCH RECORDING MICROSITE
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1. Please click on this link or copy and paste into your browser-
   https://churchrecorders.theartssociety.org

   the microsite’s url's address has changed in the last year so please do not try and log into using the old address.

   You will be directed to the Church Recording microsite login page. Please type in your username and password (please be aware this is case sensitive and different from login details for The Member’s Area). If you have any problems logging in please contact volunteering@theartssociety.org

   Insert login details here
2. Now you have entered the microsite please click ‘Main Menu’ to view all the menu links

Click here to view the full menu list
3. After clicking Main Menu you will see all the menu tabs (It might be worth saving this page in your favourite lists for quick access). If you are new to Church Recording it is essential to click on the first option ‘Handbooks and other Essentials’.
4. You will be directed to this screen, now click Church Recorders Handbook (ED. May 2015 and Amendments 2016)
5. Please now click on the documents to download, you will then be able to read the Handbook on screen or print the document.

It is also essential to read the replacement pages (all updates to the handbook are added to this page).
FINDING DOCUMENTS-

All documents in ‘Practical Guidance and Information’ and ‘Reference Books, Publications and Websites’ have been divided into Church Record sections (Introduction 900, Memorials 100, Metalwork 200, Stonework 300, Textiles 400, Paintings ETC, Library 600, Windows 700, Miscellaneous 800). Please look under these pages for documents relating to your particular section.

If you know the document you are searching for there is also an option to search, use short phrases like ‘copyright’, and ‘gold’
Short-Cuts to Finding Popular Documents

Style-guides
Main menu ➔Handbooks and Other Essentials ➔Style Guides and Alternative recording templates

Frontispiece
Main menu ➔Practical Guidance and Information ➔Introduction 900 Including First and Copyright Pages ➔Word Frontispiece

Expert Advisors and Heraldry Advisors
Main menu ➔Expert Authorities & Supporting/Training Contacts ➔Outside Experts
The New Church Form for Group Leaders to complete is found on The Arts Society website (https://theartssociety.org/members/new-church-record-form)

A link to the form is located on the microsite here-

Main Menu → Forms → Forms

You will require a login for the Member’s Area of the main The Arts Society website to access this form, please contact volunteering@theartssociety.org if you require a login to be created or reset.
If you are not already logged into The Arts Society’s Member’s Area (https://theartssociety.org/members-area) you will be directed to a page where you will need to login

Please click here to login
Please enter your Arts Society login details and you will be then be directed to The New Church Form.

If you are already logged into The Arts Society Member’s Area you will see this page automatically.