

St. Louis Genealogical Society

# StLGS Website: The Online Store

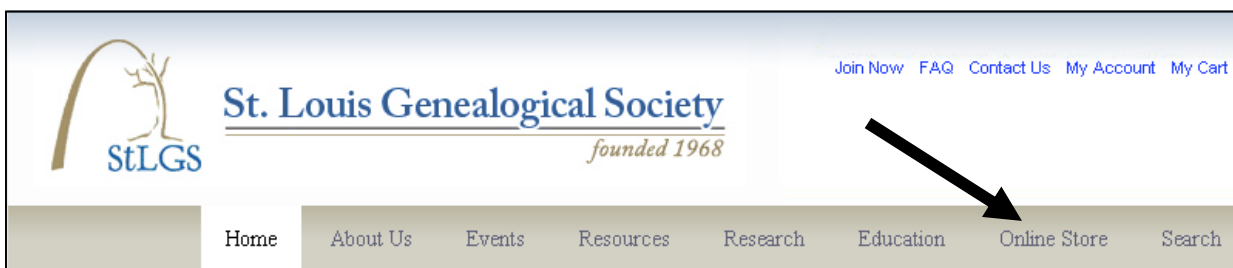
The St. Louis Genealogical Society website <[www.stlgs.org](http://www.stlgs.org)> provides the genealogical community with a convenient way to register for society events and to purchase products designed to enhance genealogical research. As soon as we receive a new product or an event is open for registration, it is placed in our online store.

The store is completely secure, so you do not have to be afraid to type in your credit card or other personal information. That information does not come to the office but goes directly to *Authorize.net*, the insured, bonded company providing financial service for us.

## Accessing the Online Store

The Online Store is one of the tabs in the Navigation Bar on the *StLGS.org* home page. Before you click on it,

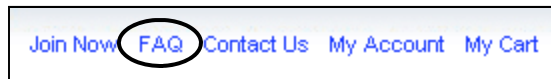
you will want to log yourself in as a member. If you do not do so, you will only see non-member prices for items you wish to purchase.



## Logging In

StLGS members are entitled to discounts on many products and events, as well as free monographs. Society members must log in, however, to get these benefits.

If you are not sure of how to log in, please go up to the very top of the home page to the line of blue print on the right side and click on the **FAQ** (Frequently Asked Questions) link.



If you have lost your password and need another or if you need any other assistance logging in, be sure to click on one of the links under the **Login** button. If you have never logged in before, click on the **Register** link to begin the process.

Please note: we do **NOT** have access to your password. If you lose or forget it, we can issue you a temporary password but you will have to then create a new one. **Please write your password down somewhere, since we will never see it.**

If you have any trouble logging in, call the office during regular business hours and someone will help you with the process.



## Online Store Components

### ➤ **My Account:**

This is where you can update information on yourself: change your address or phone number, your password or your user name. Again, we do not see your password at any time. If you change your password, be sure to write it down somewhere so you don't forget it.

### ➤ **StLGS Events:**

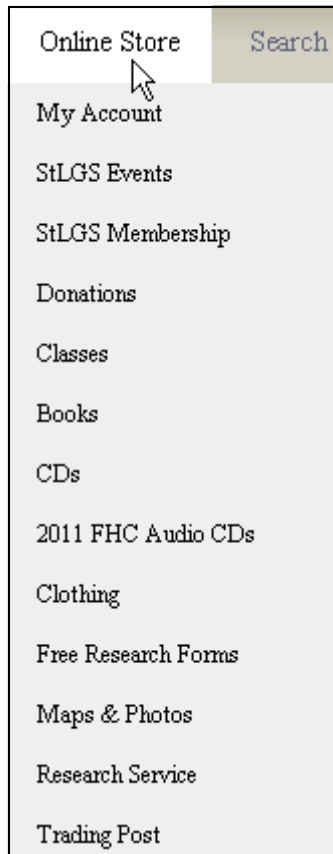
This is where you can register for any upcoming StLGS events or research trips.

### ➤ **StLGS Membership:** Click on this to become a member or renew a membership. If you let your mouse linger on the words, a sub-menu will open to the right. This leads to **Gift Memberships**, where you can purchase a regular or a family gift membership.

### ➤ **Donations:** StLGS appreciates the generosity of all of its members and friends. All money that is donated to the society goes to fulfill its mission of educating genealogists and collecting, preserving, and publishing St. Louis records.

### ➤ **Classes:** Registering for an StLGS class is as easy as clicking on a link and following the directions. Please do pre-register for all classes. If we do not know how many people are coming, classes may be canceled, and instructors may not have sufficient handouts.

### ➤ **Books:** Books in the online store are our most current inventory. Although we publish a printed catalog twice a year, prices and titles on the website are the most up-to-date.



- **CDs:** Here is where you will find CDs produced by the society as well as others we occasionally carry for resale.
- **Audio CDs:** During the year, we frequently have audio CDs of our special events available for sale. These always have deadlines for purchase, based on our contracts with speakers and the recording company, so the titles and availability will vary.
- **Clothing:** We still have some shirts and tee shirts in our inventory. We sell sturdy tote bags and badge holders too.
- **Free Research Forms:** The list of free forms in this area of the website changes as we create new forms and as older forms become obsolete. These forms are free to all, regardless of membership status. They are PDFs, so they can be used on all computers, either Macs or Windows-based, as long as you have a PDF reader, such as Adobe Acrobat or Preview, installed on your computer. You may make as many copies as you like for your own research.

## Free Research Forms

The forms listed below are available for free from the Society of St. Louis Genealogists. They are PDFs and require Adobe Acrobat Reader.

- Form R100: [Research Request](#)
- Form R101: [Four Generation Chart](#)
- Form R102: [Family Group Sheet](#)
- Form R112: [Perpetual Calendar](#)
- Form R113: [Cemetery Research](#)
- Form R115: [Marriage Records Worksheet](#)
- Form R116: [Abstract of Deed](#)
- Form R118: [1900 Federal Census Worksheet](#)
- Form R119: [1930 Federal Census Worksheet](#)
- Form R120: [1910 Federal Census Worksheet](#)
- Form R121: [1920 Federal Census Worksheet](#)
- Form R122: [Overall Census Summary Worksheet](#)
- Form R124: [1880 Federal Census Worksheet](#)
- Form R125: [1870 Federal Census Worksheet](#)
- Form R126: [1850 / 1860 Free Inhabitants Worksheet](#)
- Form R127: [1850 / 1860 Slave Schedule Worksheet](#)
- Form R128: [Comparing Censuses: 1880-1930](#)
- Form R129: [Abstract of Will Worksheet](#)
- Form R131: [1840 Federal Census Worksheet](#)
- Form R132: [1830 Federal Census Worksheet](#)

- **Maps & Photos:** We have several interesting maps of St. Louis available. The selection varies over time, so you will want to check this area often.

The last two sections of the Online Store merit further discussion, so we will pull them out and look at them individually.

## Research Service

StLGS provides several services for both local and out-of-town genealogists. The first option is a *Record Lookup Research Service* that focuses on looking for specific records. There is a Record Lookup Research Request Form that can be downloaded from this page. The current costs are also listed.

The second option is a *Time-based Genealogy Research Service*, which is meant for more intensive work and/or more complicated requests. There is a four-hour minimum, and the fees are listed on the site.

All research work is by society volunteers and all money collected from these two research services goes directly to StLGS.

If you are looking for a professional researcher to hire, we do maintain a short list of area genealogists who work for hire. This list can be downloaded from the Research Service page.

## Trading Post

The Trading Post is the society's used book store, where we sell older or gently used genealogy-related books, journals, and digital media. These items come from generous donations by members and friends.

Do you have books or other genealogical materials that need a new home? We have a set of guidelines for Trading Post donations posted on the Trading Post page. These guidelines can be printed or saved as a PDF and instruct potential donors on what we will gladly accept or what we just do not have room for. As you clean out your bookshelves or go through Grandma's collection, we hope you will think of StLGS as a place to donate usable genealogical materials.

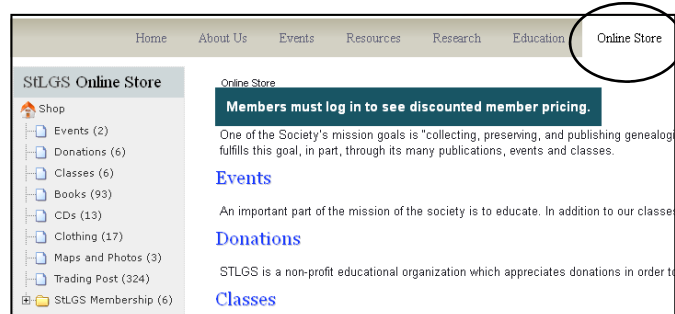
We often receive hard-to-find or out-of-print books. Items in the Trading Post come and go rapidly, so we encourage you to look at the list on the website and then to call or e-mail the office if you find something of note. Although you can purchase

items online, if you call ahead, we can make sure the item is still in stock or hold it for you until your purchase has been completed. There is a physical Trading Post area in our office, in the front lobby area, where the current selections are on display. You are always welcome to come in and browse if you are in St. Louis.

## Shopping Online

Registering for an event or a class or buying a product can all be done in our online store seven days a week, twenty-four hours a day. Again, the first thing you want to do is to sign in as a member, so that you get the discounted pricing to which you are entitled.

Once you are logged in, you can either browse through the categories or search for a specific item or event. If you click on the "Online Store" tab in the grey menu bar, you will get the screen below.



Look on the left side of the screen for the categories, and click on one of interest. Alternatively, you can let your mouse hover on the "Online Store" tab, which gives you the drop-down menu discussed on the previous pages. Then you can choose a specific category.

Let's say you want to buy a book. Clicking on the "Books" link will bring up a screen similar to this next one. Notice you can sort by price or, if



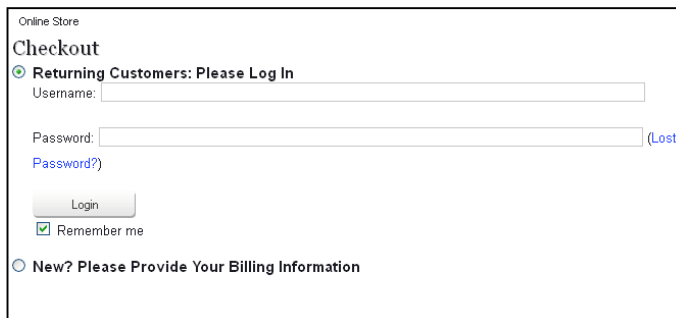
you click the small down arrow, by other criteria. On the same line, to the right, you can choose to display twenty items at a time, or, if you click on the small arrow, by other numbers.

Suppose you are looking for an Irish research guide and you notice something of interest. Your

next step might be to look at the information more closely. There is some brief description of every item on the store pages. If you know that this is exactly what you want, you can click on “Add to Cart” and continue. But if you are still a bit uncertain, be sure to click on the “Product Details” link. That will take you to much more information on each product so that you can decide whether it suits your needs. For instance, on your Irish choice, here is what you will see.



From there, you proceed to our checkout process. Your transaction is perfectly safe, so you need not worry about typing your personal information. If you have not yet purchased anything in the Online Store, you should follow the second step; otherwise, once you are logged in, you can move ahead.

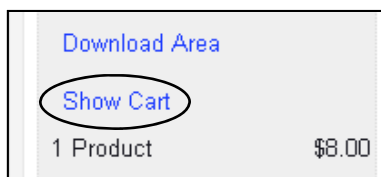


Checking out is now just a matter of providing a billing address, a shipping address (if different), and your credit card information, and then following the instructions on the screen. As in our office, we take Visa and MasterCard only.

Once you have entered all the required information, be sure you press the “Confirm Order” button **only one time**. Sometimes it takes a few seconds for payments to be processed, so please be patient. **If you hit that button multiple times, you will submit multiple orders!** (If that does happen, be sure to call the office so we can take care of the problem for you.)

If this is a book that you want to purchase, your next step is to click on the “Add to Cart” button.

Once you have everything in the cart that you want to buy, look on the bottom of the left-hand side of your screen. You will see a link that says “Show Cart,” and you should click on that next, which gives you a screen similar to that below.



Registering for StLGS events follows exactly the same steps. The top line, in blue, is always a link to a page that tells you more about the event. The “Add to Cart” button and the registration process is identical to ordering a book or CD.

We have tried to make our online store easy to use and to provide you with all the information you need to make decisions. As always, if you have a problem logging in or placing an order, we hope you will contact us. If you see something wrong, or if a link does not work, we rely on you to tell us about it so we can fix it. Having the online store is something we have wanted for our website for a very long time, and we hope you will find it convenient, fully-functional, and helpful as you look for genealogical products and join us for conferences and other events.

