

## Watch Geoff Live: Adding a Census Record

By Geoff Rasmussen

[Geoff@LegacyFamilyTree.com](mailto:Geoff@LegacyFamilyTree.com)

Once you have located and downloaded the digital image of the census record, follow these steps to add the newly-found data to your Legacy family file.

1. Set the Source Clipboard, which includes the master source and the source detail.
  - a. Fill in the fields, add the transcription, link the image.
2. Add the event.
  - a. Event name
  - b. Date
  - c. Place
  - d. Transcription in the notes
  - e. Attach the image.
  - f. Paste the source from the clipboard.
3. Copy the event in preparation to paste it on other household members.
4. Bold the appropriate name.
5. Save the event.
6. Attach the source to the other vital events (names, birth, etc.)
7. Navigate to the next person listed in the census
  - a. In their Individual's Information screen, click on the Add button.
  - b. Click on the Paste button (lower right).
  - c. Repeat steps 4-6 for each person.



# CENSUS OF ENGLAND AND WALES, 1911.

Number of Schedules 8  
(To be filled up by the Enumerator after collection.)

Before writing on this Schedule please read the Examples and the Instructions given on the other side of the paper, as well as the headings of the Columns. The entries should be written in Ink.

The contents of the Schedule will be treated as confidential. Strict care will be taken that no information is disclosed with regard to individual persons. The returns are not to be used for proof of age, as in connection with Old Age Pensions, or for any other purpose than the preparation of Statistical Tables.

NAME AND SURNAME	RELATIONSHIP to Head of Family.	AGE (last Birthday) and SEX.		PARTICULARS as to MARRIAGE.					PROFESSION or OCCUPATION of Persons aged ten years and upwards.				BIRTHPLACE of every person.	NATIONALITY of every Person born in a Foreign Country.	INFIRMITY.	
		For Males.	For Females.	State, for each Married Woman entered on this Schedule, the number of:—	Completed years the present Marriage has lasted. If less than one year write "under one."	Total Children Born Alive.	Children still Living.	Children who have Died.	Personal Occupation.	Industry or Service with which worker is connected.	Whether Employer, Worker, or Working on Own Account.	Whether Working at Home.				
<p>of every Person, whether Member of Family, Visitor, Boarder, or Servant, who</p> <p>(1) passed the night of Sunday, April 2nd, 1911, in this dwelling and was alive at midnight, or</p> <p>(2) arrived in this dwelling on the morning of Monday, April 3rd, not having been enumerated elsewhere.</p> <p>No one else must be included.</p> <p>(For order of entering names see Examples on back of Schedule.)</p>																
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.	16.	
1	John Rayson	Head	59	57	Married	35	9	8	1	Farmer	100	Own Account	Greysouthen, Cumberland			
2	Mary Rayson	Wife			Married	<del>35</del>							at home	Greysouthen, Cumberland		
3	William Rayson	Son	22		Married					Farmer Labour	140	Worker	at home	Greysouthen, Brigham		
4	Louise Rayson	Daughter	16	16	Single					Domestic Servant	110	Worker	at home	at home		
5																
6																
7																
8																
9																
10																
11																
12																
13																
14																
15																

(To be filled up by the Enumerator.)

I certify that:—

(1) All the ages on this Schedule are entered in the proper sex columns.

(2) I have counted the males and females in Columns 3 and 4 separately, and have compared their sum with the total number of persons.

(3) After making the necessary enquiries I have completed all entries on the Schedule which appeared to be defective, and have corrected such as appeared to be erroneous.

Initials of Enumerator T.W.

Total.		
Males.	Females.	Persons.
2	2	4

(To be filled up by, or on behalf of, the Head of Family or other person in occupation, or in charge, of this dwelling.)

Write below the Number of Rooms in this Dwelling (House, Tenement, or Apartment). Count the kitchen as a room but do not count scullery, landing, lobby, closet, bathroom, nor warehouse, office, shop.

8

I declare that this Schedule is correctly filled up to the best of my knowledge and belief.

Signature John Rayson

Postal Address Greysouthen Brigham

1911 census of England, Cumberland, Greysouthen, Brigham, John Rayson household; digital images, Findmypast.co.uk, 1911census.co.uk (http://www.1911census.co.uk : accessed 18 Jul 2011); citing RG 78 PN 1806, RG 14 PN 31430, registration district (RD) 576, sub district (SD) 3, enumeration district (ED) 4, schedule number (SN) 8.