

**BMS2000 Internet site**  
<http://www.bms2000.org>

# User's Guide

by

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*Le Centre de généalogie francophone d'Amérique*

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The site is built to make good use of the capabilities of your computer and the power of the tools developed to retrieve information from the BMS2000 database.

This **guide** should answer most of your questions.

Using **the menu in the section here below**, you will reach directly the part you wish to consult.

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### Your configuration

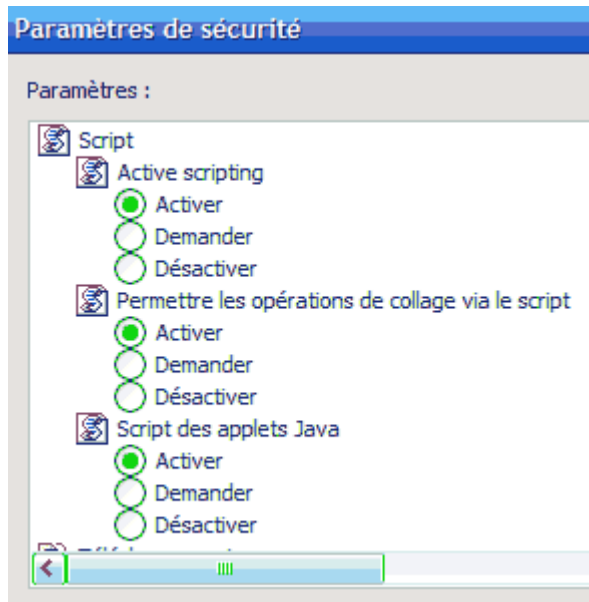
In order to be able to use the system capabilities, you must configure your computer so as to activate the parameters which will allow you an optimal use. The configuration must be as follows:

- **Navigator** - The site is designed for the use of one of the following navigators :
    - **MS Internet Explorer** - version **5.5** or above;
    - **Mozilla Firefox** - version **1.5** or above;
    - **Opera** - version **8.0** or above;
    - **Netscape** is not supported on this site;
    - **Safari** is not supported on this site.
  - **Javascript** - Your navigator must be configured so as to be able to execute the JavaScript.  
*See below to fix this parameter according to your navigator.*
  - **Cookies** - Your navigator must allow use of cookies. Without this function, the server will not be able to recognize you and give you access to the system.  
*See below to allow use of cookies.*
  - **Screen** - For good visualization, you should use a minimum screen resolution of **1024 by 768 pixels**.
  - **Printing** - to print the records and tables, you must adjust your Internet navigator parameters so that the colors and the images of the background can be printed.  
*See the section "[Visualize and Print complete Records](#)" to select the printing parameters of your navigator.*
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### For MS Internet Explorer

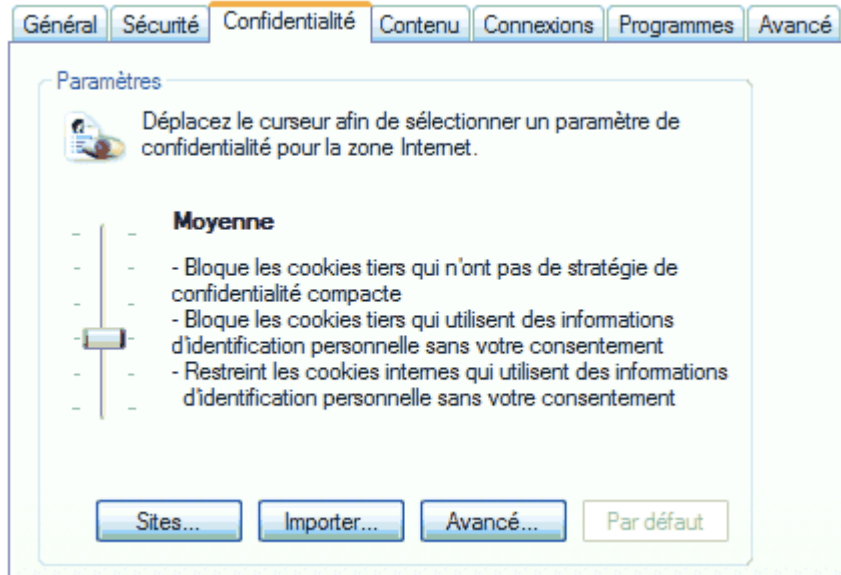
To authorize JavaScript, you must select "**Tools**" in the menu, then "**Internet Options**".

Thereafter, you select the tab "**Safety**" and then click the button "**Personalize Level**". You must go to "**Script**", then "**Activate scripting**" and check the option "**Activate**" as shown below.



To authorize cookies, you must select "**Tools**" in the menu, then "**Internet Options**".

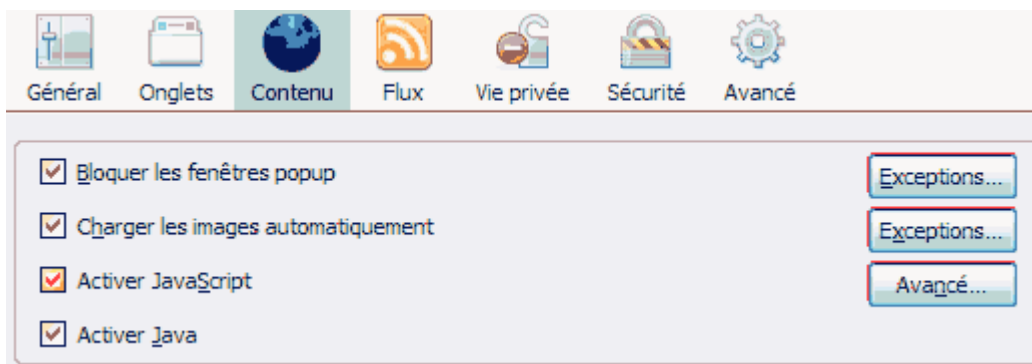
Thereafter, you select the parameter "**Confidentiality**" as shown below. Finally, you must position the selection point so as to allow the use of the non-intrusive cookies. The "**Average**" position should enable you to reach the desired result.



### For Mozilla Firefox

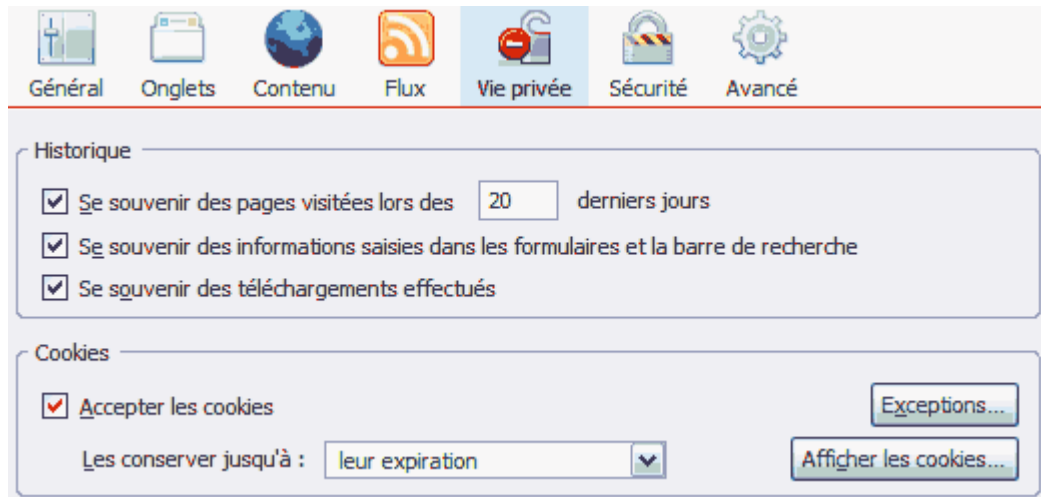
To authorize JavaScript, you must select "**Tools**" in the menu list, then "**Options**".

Thereafter, you select the parameter "**Content**" such as you see it in the image located at the bottom of this paragraph. Finally, you check the option "**Activate JavaScript**" as indicated by the red check sign .



To authorize cookies, you must select "**Tools**" in the menu list, then "**Options**".

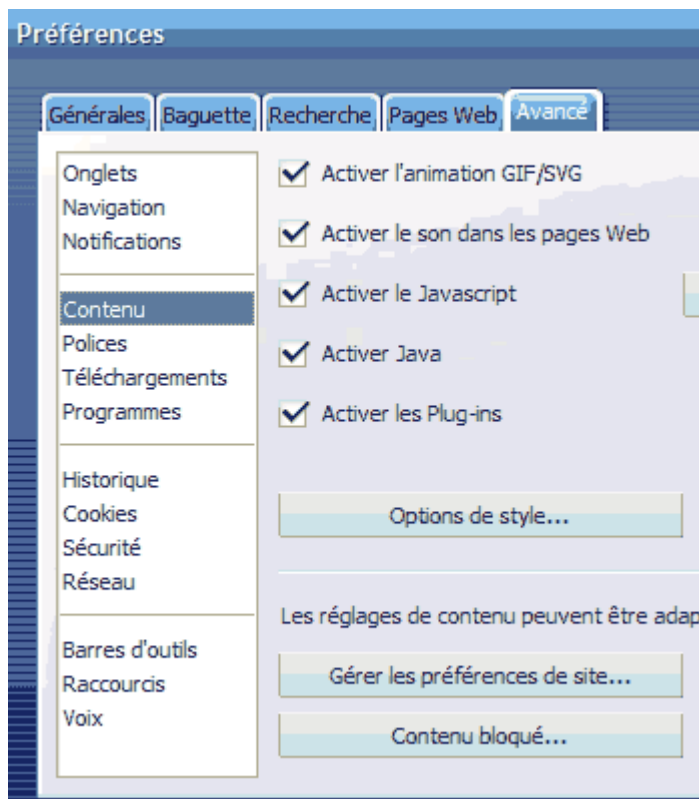
Thereafter, you must select the parameter "**Private Life**" as shown below. Finally, you check the option "**Accept Cookies**" as shown by the red check sign.



## For Opera

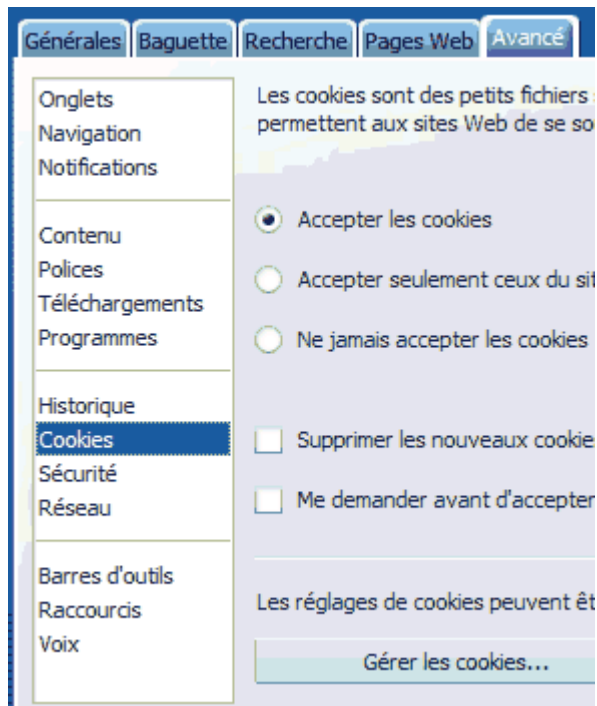
To authorize JavaScript, you must select "**Tools**" in the menu list, then "**Preferences**".

Thereafter, you must select the "**Advanced**" parameter as shown below. Finally, you select the option "**Content**" and check the box "**Activate JavaScript**".



To authorize cookies, you must select "**Tools**" in the menu list, then "**Preferences**".

Thereafter, you must select the "**Advanced**" parameter as shown below. Finally, you select the option "**Cookies**" and click on the choice "**Accept Cookies**".



### Becoming member (Subscription)

**Accessing membership** to this site is **free**.

It is only if you wish to have unrestricted access to B, M and S (birth, marriage, or burial / sepulture) records that you will have to purchase **consultation vouchers**.

Becoming member is simple. **Click on the line "I want to subscribe"** located at the bottom left of the first page or **click on the "Subscription" tab** located at the top of the page. The page with the subscription form reproduced here below will be posted.

### I want to subscribe...

Three simple and easy steps to get free access to our web site.

1. Complete the required fields and click on the **«Become a member»**. An email will be sent **to the address you will have entered**;

*Carefully inscribe your email, a simple typing error and you will never receive our message.*

2. Confirm your request by clicking on the link provided in the email you will receive.
3. Return to the Homepage to enter your email and password to activate your access.

### Complete the following fields :

First name	<input type="text"/>
Name	<input type="text"/>
Email	<input type="text"/>
Password	<input type="password"/>
Pasword confirmation	<input type="password"/>

[Return to the Homepage](#)

Follow the instructions listed on the form.

Do not forget to **indicate your E-mail address** since a **confirmation will be sent to you at the indicated address** after you have clicked on the button "**Become a member**".

**Simple and easy**, as you can see.

From the moment you have activated your membership, **you are able to access the database** and carry out preliminary research.

The limitations are as follows:

- You can carry out limited research where the dates are masked ;
- You can not consult complete BMS (birth, marriage, or burial) records ;
- Your researches are limited to twenty-five queries.

To be able to use all the research tools and access complete records without restriction, you must **purchase consultation vouchers**.

*(see following page for explanations concerning the purchase of consultation vouchers)*

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### Purchase of consultation vouchers

To do research without restriction and to visualize complete genealogical records, it is necessary to **buy consultation vouchers**.

Once you have registered as member, upon accessing BMS2000 site, you will see, on the left part of the screen, three buttons :

- **See my personal file**
- User's Guide
- BMS2000 Research

Clicking on the first one, you will see your own file. The section on the right-hand side will post a new page taking the following form.

### My file

→ User

→ History of the purchases

↓ Buy consultation vouchers

*Groupe BMS2000 was informed by taxation authorities that it must collect GST (Goods and Services Tax) and QST (Québec sales tax) on its sales of fixed price of consultation vouchers. The tariff base for each class of fixed price remain identical, but we have the obligation to add to it the percentages of GST and QST prescribed by the law. The following grid of tariffs reflects the changes brought.*

→ Residents of Quebec

→ Residents of Canada outside Quebec

→ Residents outside Canada



You will find the price list for the purchase of consultation vouchers on the **Tariff** tab of the home page.

**First click on the appropriate link for your residency to post the applicable price list.**

### **Purchase by credit card**

If you wish to buy vouchers **by credit card**, **click on the button "Buy Now"** on the right-hand side **for the number of vouchers you want to purchase.**

You will see appearing a new window with a form for payment. It is a protected page where all information you enter will be fully **encrypted** before being forwarded. A **security code** appears at the bottom of the page of your navigator and is represented by a small closed padlock.

Fill in the fields with the requested information and as soon as the process is completed, you will be able to carry out your research.

### **Purchase by check or money order**

If you prefer to pay by check or money order, rather than by credit card, click on the **"Download"** button located at the bottom of the price list.

You will then see appearing on the screen **"Purchase order to buy consultation vouchers"**. Follow the indicated instructions and post the form to our office. As of reception of your payment, we will activate your account and will send you confirmation by E-mail.

*Take a particular care to write your E-mail address. The smallest error will generate an electronic error of address and you will not be reached.*

As you can see, it is **simple, fast and effective.**

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### Research in BMS2000

In the left part of the screen, click on the link "**BMS2000 Research**" to reach the research window.

A new window, called "**consultation window**" will open and adjust itself automatically to your screen size so that you can have maximum visualization.

Please note that the window of **the first page remains open**. You can reach it by the task bar of your computer. When you have finished your research, you can **close the consultation window**. You will return to the first page and will be able to **close your session by clicking on "Disconnect"** located in the left part of the first page. We recommend this procedure when you have finished your operations.

#### Research operation

Search

Reset

---

Show patronymic variants when available

#### Choose your database

Baptisms -> 2

Marriages -> 4

Burials -> 1

Parishes

#### Print your selection in PDF document

Print -> 7

Clear the buffer

---

You have **178** vouchers left

On the consultation window, you will note that **the section on the left contains eight buttons** and below, you have **the balance of your consultation vouchers in the bank**.

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### Consultation window Menu

The eight buttons on the left side are used to control the right part of the window.

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**Research operation**

Search

Reset

---

Show patronymic variants when available

---

**Choose your database**

Baptisms -> 2

Marriages -> 4

Burials -> 1

Parishes

---

**Print your selection in PDF document**

Print -> 7

Clear the buffer

You have **178** vouchers left

«**Search**» button - Allows you to activate research starting from the information you entered in the research module at the top right-hand side of the window. The "Enter" key of your keyboard has the same effect as the "Search" button.

«**Reset**» button - Allows you to clear all the fields and re-initialize the research to its initial state.

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«**Show patronymic variants when available**» - If checked, when typing a surname, the website suggests other surnames associated with the requested one. Select the variant you prefer, it will be substituted to the original one.

«**Baptims**» button - Will fill in, at the top right of the screen, the research module for the baptism records. If some baptism records have already been retained for printing, clicking this button will also show them in a list form, under the research module, ready to be reviewed. (See [Review of retained records](#) further down)

«**Marriages**» button - Will fill in, at the top right of the screen, the research module for the marriage records. If some marriage records have already been retained for printing, clicking this button will also show them in a list form, under the research module, ready to be reviewed. (See [Review of retained records](#) further down)

"**Burials**" button - Will fill in, at the top right of the screen, the research module for the burial records. If some burial records have already been retained for printing, clicking this button will also show them in a list form, under the research module, ready to be reviewed. (See [Review of retained records](#) further down)

"**Parishes**" button - Will fill in, at the top right of the screen, the research module for the parishes. If some parish records have already been retained for printing, clicking this button will also show them in a list form, under the research module, ready to be reviewed. (See [Review of retained records](#) further down)

### Review of retained records

When you [visualize a complete record](#), you have the option of retaining the record for future printing or to review it again later. If you have retained some records, the number will be shown on each of the previous buttons. Clicking the button will show these records in the same format

as the list of the results of research. This allows their review **without being charged again for an already consulted record**. To review a complete record, simply click on any information of its line. The complete record will then appear in the record window. In this window, the "**Retain this record**" button will now read «**Remove this record**», giving you the option of removing the record before printing.

If you have retained some records for printing, two buttons «**Print**» and "**Clear the buffer**" will become available.

**"Print" button** - Prepares a PDF file containing all retained records. The records are grouped by type (Baptisms, Marriages, Burials, Parishes), each group printed alphabetically. Once completed, the file is downloaded to your computer. If you have a PDF file viewer installed on your computer, the document will be opened and ready to be viewed, printed or saved. If not, you could use the link below to download Adobe Reader.

**"Clear the buffer" button** - Allows removing all records from the retained records buffer without printing them. You can then start assembling a new selection of records.



### Research Rules

You must enter at least **two characters in two of the fields** "Surname" and/or "First Name" and/or "Location" of the research window. They must not be wild characters.

The accepted wild characters are :

- **The percent sign "%" -** replacing zero or any number of alphanumeric characters at its location in the field. For example "Ph%" in the field "First Name" will give all the first names beginning by "Ph" : Philippe, Philémon... for men and Phonsine, Philomene... for women.
- **The underscore "\_" -** replacing a single alphanumeric character at its location in the field. For example : "Ba\_" in the "Surname" field will give all the surnames beginning by "Ba" and where the fourth letter is "l". Example : Bahl, Bail, Ball.

Wild characters can be located anywhere except at the beginning of "Surname".

N.B.: To improve research, a **wild character "%" is automatically inserted at the end of "Surname" field and at the beginning and end of any other fields.**

The system accepts any capital or lowercase letters, un-accentuated or accentuated letters . They return exactly the same results.

### Advice

The **research tools** at your disposal are particularly **powerful and effective**. With time, you will be able to make use of them effectively to find the records you seek.

**You can forget the percent sign "%" at the end of a field.** The system will automatically add one and return all the names or first names starting with the few letters entered. On the other hand, if you wish your research to be made on the exact data as captured, check the box located at the right-hand side of the field.

One must remember that the registers contain many orthographical variations, even for people of the same family and even for a single individual in different records. If you are not sure of the spelling of a name, you can enter the first 2 letters of the name, the sign "%" and the last letter. For example, by entering the following expression for your research: "**BE%R**", you will obtain all the names which start with **BE** and contain a **R** further down (For example: Bernier, Besner, Bergeron, etc).

To avoid being confronted with too many hits, you can choose to fill in more information in each field, or use more fields (first name, year, location, etc.).

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## Searching Baptisms

Reach the research module on baptisms by clicking on the button "Baptisms" in the left-hand part of the consultation window.

At the top right-hand part, you will see the research module shown below.

Research on baptism	
<b>Individual</b>	Role in the act <input type="text" value="Child"/>
Name <input type="text"/>	period <input type="text"/> to <input type="text"/>
First name <input type="text"/>	Location <input type="text"/>

One can see that the research module contains not less than 8 fields which you can use to carry out your research.

The fields "Name" and "First name" are used to enter information leading to the records you seek. As indicated previously you can use wild characters in these fields. (See [research rules](#) )

The research system assumes automatically that there is a character "%" at the end of the field, it will seek any surname beginning with the typed characters. **If you wish to carry out a research starting from the exact word**, you can **check the box located at the right-hand side** of the field. The system will then disable this automatic feature.

You can also specify the period for which you are seeking information by entering in the two boxes "Period" the beginning and ending years of the period for which you are searching information. To search from a given year up to now, enter the **starting year** in the first box. To search from the beginning up to a given year, enter the **ending year** in the second box.

If you wish to limit your research to a particular locality, you can enter its name in the box "Location". Here again, you can use wild characters where you are uncertain of the exact spelling. For example: by putting the letters "St-" in the field, the system will turn over all the localities where one could find these three letters in this order : "St-".

Remember that two of the fields must contain at least two characters and that one of those fields must be a surname, the second one being either a surname, a given name or a location. For example, to see if some "Meloche" were born in "Terrebonne", type "Meloche" in the "Name" field and "Terrebonne" in the "Location" field.

Where the tool can prove itself to be exceptional, it is in the research of the children of a couple or even of a person. You will notice that the box "Role in the act" contains three choices. We have just seen the first : "Child". Let us see the two others now.

You can choose to carry out your research starting from the **name of the father and/or the mother** and even starting from the **name of the godfather and/or godmother**. When you select one of these choices a new research module appears taking the form shown hereafter.

Research on baptism					
	<b>Men</b>	<b>Women</b>	Role in the act <input type="text" value="Parents"/>		
Name	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	period <input type="text"/> to <input type="text"/>
First name	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Location <input type="text"/>

You will notice that **fields were added** to the unit in order to allow the research starting from the father/mother or godfather/godmother. Observe the choice in the box "**Role in the act**" for pointing out clearly the object of your research.

You can request information using the name of the man, of the woman or both.

### Results of your research

The results of your research appear in a list located at the bottom of the research unit in a section which we will name "**List of the results**". This list, produced by our server from information you entered in the research module, enables you to select the records you believe could answer your needs. To ease this task, clicking a column title will sort the list according to that column. An arrow in the column title marks the selected column as well as the sort direction.

Note that the results are **limited to 500 entries**. If research exceeds this number, the first 500 results will be posted. **Refine your search criteria** to obtain a shorter list.

Please note that, for saving space, the name of the locality was truncated. But you can visualize the complete name by positioning the cursor on the name of the locality. The complete name appears in a dedicated information box.

**If you wish to visualize the actual record**, you simply have to **click on any information of this line** .

**The complete record appears in a new window**. It is only at this moment that **your account is debited of one voucher in your bank** .

### Baptism Record

The record gives you **all the information contained in the database about this specific record**. You will find, at the bottom right-hand side of each record, three buttons :

- **Retain this record** - Adds this record to the printing buffer for future printing.
- **Correction** - To report to BMS2000 a detected error in the record.
- **Close** - To close the record window and resume your research.

You can see the **power of the research tools** to browse information on the site. With time, you will become more efficient in your research.

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### Searching marriages

Reach the research module on marriages by clicking on the button "Marriages" in the left-hand part of the consultation window.

At the top right-hand part, you will see the research module shown below.

Research on marriages			
	Men	Women	
Name	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
First name	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Role in the act			Spouses <input type="button" value="v"/>
period			<input type="text"/> to <input type="text"/>
Location	<input type="text"/>		

One can see that the research module contains not less than 12 fields which you can use to carry out your research.

The fields "Surname" and "First name" of the spouses are used to enter information leading to the records you seek. As indicated previously, you can use wild characters in these fields. (See [research rules](#))

As the research system assumes automatically that there is a character "%" at the end of the field, it will seek any surname beginning with the typed characters. **If you wish to carry out a research starting from the exact word**, you can **check the box located at the right-hand side** of the field. The system will then disable the automatic wild character feature, and will carry out its research on the exact spelling entered.

You can also specify **the period for which you are seeking information** by entering the beginning and ending years in the two boxes "Period". To search **from a given year up to now**, enter the **starting year** in the first box. To search **from the beginning up to a given year**, enter the **ending year** in the second box.

If you wish to limit your research to a particular locality, you can enter its name in the box "Locality". Here again, you can use wild characters when you are uncertain of the exact spelling or want several choices. For example: by putting the letters "St-" in the field, the system will turn over all the localities where one could find these three letters in this order : "St-".

Remember that two of the fields must contain at least two characters and that one of those fields must be a surname, the second one being either a surname, a given name or a location. For example, to see if some "Meloche" were married in "Terrebonne", type "Meloche" in the "Name" field and "Terrebonne" in the "Location" field.

Where the tool can prove itself to be exceptional, it is in the research of the children of a couple or even of a person. You will notice that the box "Role in the act" contains three choices. We have just seen the first : "Spouses". Let us see the two others now.

You can choose to carry out your research starting from the **name of the father and/or the mother of each spouse (Bride or Groom)**. Observe the choice in the box "Role in the act " for pointing out clearly the object of your research.

You can request information using the name of the man, of the woman or both.

### Results of your research

The results of your research appear in a list located at the bottom of the research unit in a section which we will call "**List of the results**". This list, produced by our server from information you entered in the research unit, enables you to select the records you believe could answer your needs. To ease this task, clicking a column title will sort the list according to that column. An arrow in the column title marks the selected column as well as the sort direction.

Note that the results are **limited to 500 entries**. If research exceeds this number, the first 500 results will be posted. **Refine your search criteria** to obtain a shorter list.

Please note that, for saving space, the name of the locality was truncated. But you can visualize the complete name by positioning the cursor on the name of the locality. The complete name appears in a dedicated information box.

**If you wish to visualize the complete record**, you simply have to click on any information on this line.

**The complete record appears in a new window**. It is only at this moment that **your account is debited of a voucher in your bank** ..

### Marriage Record

The record gives you **all the information contained in the database about this record**. You will find **three buttons** at the bottom right-hand side of each record :

- **Retain this record** - Adds this record to the printing buffer for future printing.
- **Correction** - To report to BMS2000 a detected error in the record.
- **Close** - To close the record window and resume research.

There are millions of marriage records in the BMS2000 database. You can see the **power of the research tools** to browse information on the site. With time, you will become more efficient in your research.

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### Searching Burials (Sepultures)

Reach the research unit on burials by clicking on the button "Burials" in the left-hand part of the consultation window .

At the top right-hand part, you will see a research unit taking the following form :

Research on burials	
<b>Individual</b>	Role in the act <input type="text" value="Deceased"/>
Name <input type="text"/> <input type="checkbox"/>	period <input type="text"/> to <input type="text"/>
First name <input type="text"/> <input type="checkbox"/>	Location <input type="text"/>

One can see that the research unit contains not less than 8 fields which you can use to carry out your research .

The fields "Surname" and "First name" of the deceased are used to enter information leading to the records you seek. As indicated previously you can use wild characters in these fields. (see [research rules](#))

As the research system assumes automatically that there is a character "%" at the end of the field, it will seek any surname beginning with the typed characters, **if you wish to carry out a research starting from the exact word**, you can **check the box located at the right-hand side** of the field. The system will then eliminate the wild characters mechanism, and will carry out its research on the exact spelling entered.

You can also specify **the period for which you are seeking information** by entering the beginning and ending years of the period for which you are searching information by filling in the two boxes "Period" with the first and last year of the desired period. You can also indicate to search **from a given year up to now** by filling only the first box with the beginning year. You can as well start the research **from the beginning up to a given year** by filling only the second box.

If you wish to limit your research to a particular locality, you can enter its name in the box "Locality". Here again, you can use wild characters where you are uncertain of the exact spelling or want several choices. For example: by putting the letters "St-" in the field, the system will turn over all the localities where one could find these three letters in this order : "St-".

Remember that two of the fields must contain at least two characters and that one of those fields must be a surname, the second one being either a surname, a given name or a location. For example, to see if some "Meloche" were buried in "Terrebonne", type "Meloche" in the "Name" field and "Terrebonne" in the "Location" field

Where the tool can prove itself to be exceptional, it is in the research of the children of a couple or even of a person. You will notice that the box "Role in the act" contains three choices. We have just seen the first : "Deceased". Let us see the two others now.

You can choose to carry out your research starting from the **name of the spouse**, the **father or the mother** of the deceased person. If you start with the names of the parents, a new research window will pop up :

Research on burials						
	<b>Men</b>	<b>Women</b>	Role in the act <input type="text" value="Parents"/>			
Name	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	period <input type="text"/>	to <input type="text"/>
First name	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Location <input type="text"/>	

You will notice that **fields were added** to this window in order to allow the research starting from the father / mother of the deceased person. Remember to observe the choice in the box "**Role in the act**" for pointing out clearly the object of your research.

You can request information using the name of the man, of the woman or both.

### Results of your research

The results of your research appear in a list located at the bottom of the research unit in a section which we will name "**List of the results**". This list, produced by our server from information you entered in the research module, enables you to select the records you believe could answer your needs. To ease this task, clicking a column title will sort the list according to that column. An arrow in the column title marks the selected column as well as the sort direction.

Note that the results are **limited to 500 entries**. If research exceeds this number, the first 500 results will be posted. **Refine your search criteria** to obtain a shorter list.

Please note that, for saving space, the name of the locality was truncated. But you can visualize the complete name by positioning the cursor on the name of the locality. The complete name appears in a dedicated information box.

If you wish **to visualize the actual complete record**, you simply have to **click on any information on this line**.

**The complete record appears in a new window**. It is only at this moment that **your account is debited of one voucher**.

### **Sepulture record**

The record gives you **all the information contained in the database**. You will find, at the bottom right-hand side of each certificate, **three buttons** :

- **Retain this record** - Adds this record to the printing buffer for future printing.
- **Correction** - To report to BMS2000 a perceived error in the record.
- **Close** - To close the record window and resume your research.

You can see the **power of the research tools** to browse information on the site. With time, you will become more efficient in your research.

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### Searching parishes

Reach the research unit on parishes by clicking on the button "Parishes" in the left-hand part of the consultation window.

At the top right-hand part, you will see a research unit taking the following form :

Research about Parishes	
Province <input type="text" value="Quebec"/>	Erection date <input type="text"/> to <input type="text"/>
Parish <input type="text"/>	Confession <input type="text"/>
Location <input type="text"/>	Diocese <input type="text"/>
County <input type="text"/>	

One can see that the research unit contains not less than 8 fields which you can use to carry out your research.

The field "**Parish**" is used to enter information leading to the record you seek. As indicated previously you can use wild characters in this field. (see [research rules](#) )

You can also seek the parishes by the name of the locality where they are located. You can seek for all the parishes of a city (For example, if you register "Quebec", the system will give you the list of the 98 parishes of Quebec city).

Here again, you can use wild characters where you are uncertain of the exact spelling or want several choices. For example: by putting the letters "St-" in the field, the system will turn over all the localities where one could find these three letters in this order : "St-".

You can also limit your research to the period of erection of the parish by using the two boxes "Erection date". You can choose the year at which your research begins by entering the year in the first box. You can also choose the year to which your research finishes by entering it in the second box. Finally, you can carry out your research for one period of time limited between the starting year of your research in the first box and the year of the end of your research in the second.

You can also seek from combined search criteria:

- By locality;
- by county ;
- by confession ;
- by diocese.

### Results of your research

The results of your research appear in a list located at the bottom of the research unit in a section which we will name "**List of the results**". This list, produced by our server from information you entered in the research module, enables you to select the records you believe could answer your needs. To ease this task, clicking a column title will sort the list according to that column. An arrow in the column title marks the selected column as well as the sort direction.

Note that the results are **limited to 500 entries**. If research exceeds this number, the first 500 results will be posted. **Refine your search criteria** to obtain a shorter list.

Please note that, for saving space, the name of the locality was truncated. But you can visualize the complete name by positioning the cursor on the name of the locality. The complete name appears in a dedicated information box.

If you wish **to visualize the actual complete record**, you simply have to **click on any information on this line**.

**The complete record appears in a new window**. It is only at this moment that **your account is debited of one voucher**.

### Parish record

The record gives you **all the information contained in the database**. You will find, at the bottom right-hand side of each certificate, **three buttons** :

- **Retain this record** - Adds this record to the printing buffer for future printing.
  - **Correction** - To report to BMS2000 a perceived error in the record.
  - **Close** - To close the record window and resume your research.
-

### How to find the children of a couple.

Children of a couple can be found in three different places :

- In the research module on **baptisms**;
- In the research module on **marriages**;
- In the research module on **burials (sepultures)**.

We suggest the following procedure :

- In the list box called "**Role in the act**" (located at the upper right-hand of the module) select "**Parents**" in the case of **baptisms** or **burials** and "**Groom's parents**" or "**Bride's parents**" in the case of **marriages**.
- Then enter the name and first name of each parent in the appropriate box "**Men**" and "**Women**" (*the name alone of each parent is often sufficient to find the child's record*);
- Then click the "**Search**" button located on the left side of the screen, or press the "**Enter**" key, which is equivalent.

The resulting list contains the name and first name of each parent, as well as the year and location of the act.

- By clicking on a line of the list, you will open the **complete record of the child of the listed parents**.

Please note that in the case of marriages, you get the **sons** of the couple if you have selected "**Groom's parents**" in the list box "**Role in the act**" and you get the **daughters** of the couple if you have selected "**Bride's parents**".

*N.B. If the records you are looking for are in the data base, they can be retrieved by the tools at your disposal.. However, be aware that not all records have been entered yet. Therefore you may not find all children of a couple. **However about a million records are added every year...***

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### Visualize the complete record

The record window gives you **all the information concerning the B (baptism), M (marriage), S (burial / sepulture) or Parish record** contained in the BMS2000 database. On each record you will find **three buttons** :

- **Retain this record** - Adds this record to the printing buffer for future batch printing when desired, using the "**Print**" button, located on the left side of the consultation window.. Once in the printing buffer, the record may also be **visualized again without being charged again for visualizing a complete record**. In this case, this button will then read "**Remove this record**" to give you the option of removing the record before printing. (See [Review of retained records](#) and "[Print](#)" button for more details). Please note that records are retained for the current session only and are released when you close your Internet navigator.
- **Correction** - Allows you to **report to BMS2000 an error** in the contents of a record. The database BMS2000 is an evolutionary base that the member Societies of genealogy publish, correct and maintain up to date for the genealogists community.
- **Close** - Allows you to **close the window of this record** and thus continue your research.

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### Printing the displayed record as you see it on the screen

You can print the displayed record as you see it on the screen, by clicking the right mouse button and selecting the **Print** option of the pop-up menu, or using the equivalent shortcut keys "**Ctrl-P**" (simultaneously pressing the "**Ctrl**" and "**P**" keys).

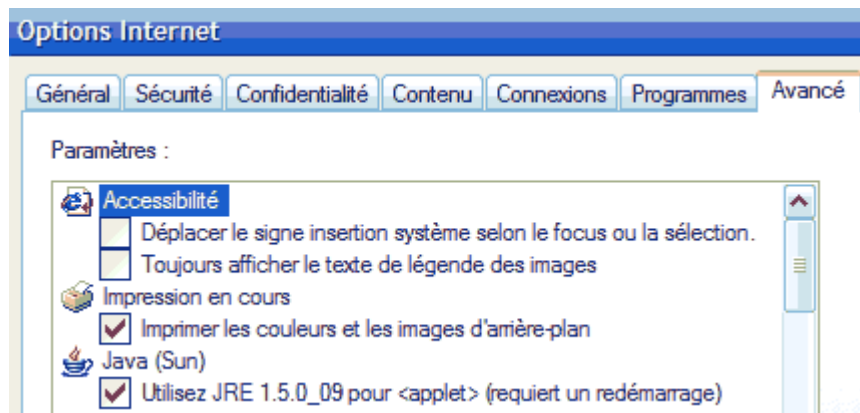
We remind you that **it is only when you consult a complete record not yet in the list of retained records that your account of consultation vouchers is debited** .

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### Advice for printing records

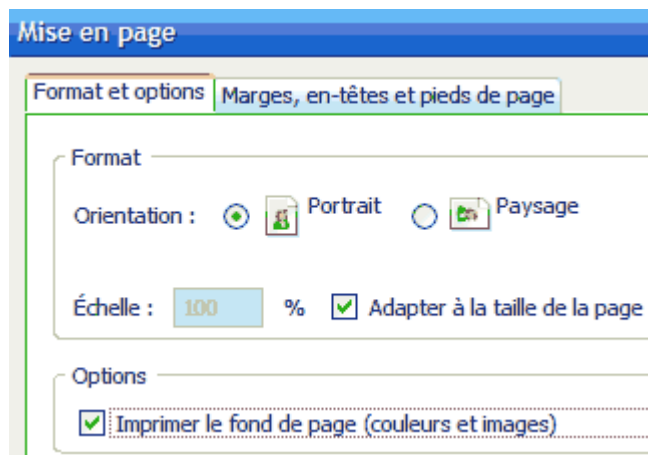
#### Microsoft Internet Explorer

To print the record you see displayed on the screen with "Internet Explorer", you must use "Tools", "Internet Options", select "Advanced" tab and, finally, check the option "Print the colors and images of the background" as shown below.



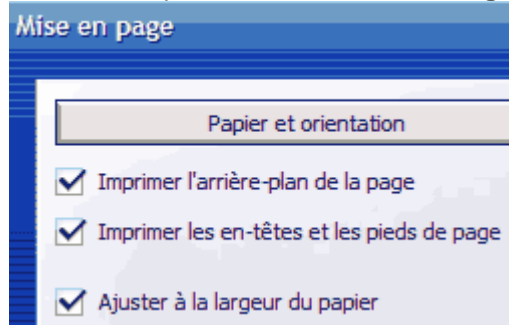
#### Mozilla Firefox

To print the record you see displayed on the screen with Firefox navigator, you must select, in the menu, the option "File", then "Formatting page" and check the option "Print the page background" as shown below.



### Opera

To print the record you see displayed on the screen with the Opera navigator, you must select, in the menu, the option "**File**", then "**Printing options**" and check "**Print the background of the page** "



### **Difficulties with and comments about this site**

The guide will answer all your questions, or almost ...

If you detect an operating error or difficulties you cannot overcome, please, post your findings to the following address :

- [info@bms2000.org](mailto:info@bms2000.org)

Finally, if you have other **comments about this site or the database** itself, you can write to the above electronic address.

**We wish you success in consulting our site** and many hours of pleasure.

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### Frequently asked questions

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**Q : Do I have to pay to consult the BMS2000 database?**

A : No! The consultation of the BMS2000 database is free but limited. Amongst other things, you cannot consult a complete record of baptism, marriage or burial.

To consult complete genealogical records, it is necessary that you subscribe and [buy consultation vouchers](#) .

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**Q : How much does the BMS2000 subscription cost?**

A : The subscription with BMS2000 is FREE but MANDATORY. You only have to provide your E-mail address and a password and you should rapidly be accepted as subscriber and be able to access records of the database to some extent. On the other hand, if you want to view complete records of baptism, marriage or burial, you will have to BUY consultation vouchers. You will find the price list on the Tariff tab of the home page.

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**Q : How can I purchase consultation vouchers?**

A : Two methods are available :

- 1- Purchase on line with credit card (Visa, Master Card, etc.) or use your existing PayPal account, or,
- 2- Using post office (snail mail). After having accessed BMS2000 site, a purchase order form is available. After printing and filling it adequately, send your check or money order to the "Centre de généalogie francophone d'Amérique" (CGFA : address included on the form).

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**Q : Can I buy consultation vouchers by fax or telephone?**

A : Nope !

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**Q : Why can't the societies of genealogy which are not member of BMS2000 have free access to the BMS2000 database?**

A : Groupe BMS2000 is a co-operative project of 23 societies of genealogy, existing since 1998, sponsoring a "megabase" of genealogical data covering the whole of the Quebec territory and the immediate surroundings. Each member Society must contribute to the database, year after year, new records of baptisms, marriages and burials, to maintain its membership. The membership of the Group gives right to the free access, in its buildings, to the database for the members of these societies. A society of genealogy which does not contribute to the improvement of the database cannot expect to have free access.

**Q : If I give you the names of a couple of which I have not been able yet to dig out the marriage certificate, can you forward me this missing record?**

**A :** BMS2000 is not a genealogical research centre, but a database where you can subscribe to carry out there your research yourself. Our genealogical member societies are the best source of information for effective research.

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