Login Page: http://data.news.ourontario.ca/login.htm

Login name:
Password:

Select Ontario News Index 2.4

Main Menu → Add BMD
Select Markdale Standard → scan in issue date (remove periods) → "Go!"
Select type of event from drop down menu (Birth, Marriage, Death or Obituary)→ "Select BMD Event Type"

Use scanner pen to enter information from the record by setting your cursor into the appropriate field; follow the information below to determine the format and type of information according to its field

Date of event: is likely different from the publication date, be sure to record the right
      date here
→ CPen entry people only copy records for announcements dating **up to and including 1950**

    The following section varies according to what type of announcement you are recording; follow the instructions for those variations within the web form. Otherwise, use the following guidelines for entering **Names & Notes.** N.B. the name fields for Marriage announcements are gender neutral, it does not matter which partner's name you enter first or the sexes of the partners: all names will be searchable

Last Name: surname at birth, death or marriage, e.g. Smith
First Name: use full names whenever possible, e.g. William George; exceptions include:
- women who were addressed by their husband's first name, in which case format this way: William George, Mrs.
- Infants or children may be recorded as "Inf. Son" or "Inf. Dtr."
- When information is unavailable

Née Last Name: use for women's paternal surnames, if known, e.g. MacPherson
Née First Name: use for women's given names if different from "First Name" field, e.g.
    Mary Ellen
Notes: can be used to record any information that is recorded in print form (e.g. an index card) for records that have not been pulled directly from the paper (i.e. with its full text). Standard format is to include the following information in the order it appears:
- place of death; ancestry information; other birth or death information; any marriage information; location of the BDM in the paper (page, issue or column numbers)