

# ***GenTeam*: Online Gazetteer**

## Austria “How to” Guide, Beginner Level: Instruction

January 2016

### **GOAL**

This guide will teach you how to use the gazetteer function on the website *GenTeam* to identify parishes, jurisdictions, and archive locations in the present-day countries of Austria, Czech Republic, and Slovenia.

### **INTRODUCTION**

*GenTeam* is a website designed as a collaborative tool by and for genealogists. The website requires registering before using it, but the information is free. The gazetteer function covers the current countries of Austria, Czech Republic, and Slovenia, and contains former (usually German) and current names of locations. Each entry will give the name of the parish, the year the records begin, and which archive holds the records. In some cases, there is a link to the archive's website.

### **HOW TO**

#### **Registering for *GenTeam***

1. Go to the website for *GenTeam*, located at <http://www.genteam.at>. The site is available in English and German. If the website appears in German, click on the British flag located in the upper right corner of the page.
2. On the left hand side of the website is a gray box with space to enter your login information. Below the entry boxes, click on the words “Create an account”.
3. Fill out the registration form. All fields marked with an asterisk are required. Under the form is a picture of some text for verification purposes. Type in the letters or numbers of the text in the box labeled “Geben Sie den angezeigten Text ein”. When you are finished, click on “Register”.
4. If you have entered in the information correctly, your account will be created. You must check the email address you entered for the confirmation email from *GenTeam*. Follow the instructions in the email to confirm your registration. Note that the confirmation email may take some time to receive. Furthermore, an administrator must approve your account. When you receive the email notification that the account is approved, you may use the website.

## Using the *GenTeam* gazetteer

Once your account has been approved, do the following steps to access the gazetteer:

1. Go to the *GenTeam* website, located at <http://www.genteam.at>. On the left side of the page, in the gray box, enter your username and password to login to the website.
2. Once you are logged in, you will see two columns of information. On the left side, in the gray box, will be a list labeled “Datenbanken”, or databases. In the middle of the website is a list of different types of records available on *GenTeam*. The word “Gazetteer” shows up in both columns. Click on the Gazetteer in the right column and read the information provided. This gives you information on search techniques to find your location.
3. To access the gazetteer search function, click on the word “Gazetteer” in the left side column.
4. The search box is located beneath the heading “Gazetteer of Czech, Austrian and Slovenian Republic”. The “Search Term” should default to “Contains”. Under the word “Location”, enter the name of your town. In this instance, enter the town of Stainz. Notice that a box pops up containing a list of all locations containing “Stainz”, regardless of where it shows up in the location. Once you have typed in the location, click on box with the word “Search”.
5. A list of all locations containing “Stainz” should appear, including under the two column headings, “Other Location Name” and “Location Name”. This table provides the former (if any) and current name of the location, the parish, and the Crown Land. The column “Location Name” indicates the present-day name of the place, while “Other Location Name” shows any former names for the location. This occurs most often in locations that had German names but are now in Slovenia or Czech Republic. Crown Land indicates the name of the province the location was in during the Austro-Hungarian Empire prior to 1918. If the location is in modern-day Austria, most Crown Lands correspond with the current state boundaries.
6. Find the location “Stainzergasse”, second entry from the bottom, and click on the icon of a sheet of paper in the same line to the left of the location name. This will provide the most detailed view of the location.
7. In this screen, the “Detailansicht” or detailed view, you learn that Stainzergasse was part of the parish of Graz – Maria Himmelfahrt, whose records began in 1783. The former parish was Graz – Propstei, Heilig Blut, whose records began in 1589. This means that the records of Stainzergasse will be found in these two parishes, depending on the time period. This is extremely useful to identify when new parishes were formed and from what older parish they came. The last entry lists the archives; in this case, the records can be found at the Diözese Graz-Seckau archives. If the name of the archives is in blue, click on it to open a new tab, which takes you to the archives’ website. Keep in mind that some archives’ website links have changed and may not work.

## Tips for using the *GenTeam* gazetteer

- In searching, you do not need to input any letters containing diacritical marks. Thus, a search for “Murzhofen” will return the one result of “Mürzhofen”.
- You can limit search results by selecting a Crown Land. The following table will help you with identifying former Crown Lands and their current locations:

<b>Crown Land</b>	<b>Current location</b>
Mähren (Moravia)	Czech Republic
Böhmen (Bohemia)	Czech Republic
Küstenland	part in Slovenia
Krain	Slovenia
Steiermark	Austria, Slovenia
Ungarn (Hungary)	parts in Austria, Slovenia
Kärnten	Austria, Slovenia
Niederösterreich	Austria
Burgenland	Austria (was part of Kingdom of Hungary)
Salzburg	Austria
Vorarlberg	Austria
Tirol	parts in Austria
Oberösterreich	Austria
Wien (Vienna)	Austria

- If the location is in modern-day Czech Republic or Slovenia, the *GenTeam* gazetteer does not give any diacritical marks in its search or results screens. The town of Žužemberk, located in modern-day Slovenia, is listed as Zuzemberk.
- To find the correct spelling of a town, as well as the modern jurisdictions, do a web search for the town name and look at the corresponding Wikipedia article. In the instance of several towns of the same name, use the *GenTeam*-provided parish name, or if necessary, former judicial district to identify the correct current location.

## PRACTICE

Do the following steps to access the GenTeam gazetteer:

1. Go to the GenTeam gazetteer by going to the website at <http://www.genteam.at>.
2. Once logged into the website, click on “Gazetteer” in the gray box on the left.
3. Under “Location”, type in the town of Marburg, and click on “Search”.
4. There are five results, all showing up in the Crown Land of Steiermark. Only two have “Marburg” in their current form. Notice that the other three locations are now known as Maribor.
5. Click on the “Details” sheet for the town of Marburg. This should be No. 18664.
6. Notice that the town is named Maribor. There are two parishes given: Maribor Sv.

Magdalena, whose records begin in 1788, and Maribor Sv. Janez Krstnik, whose earliest records begin in 1646. There are three different years given in this parish; the sequence of years is baptisms/marriages/deaths. The records are held at the Diözese Marburg (Maribor) Archives, but there is no link to the archives from GenTeam.

7. Click on the blue arrow directly underneath the detailed view to return to the results page.
8. Now type in the location of Eger and click on "Search". This will pull up numerous locations. The results table will only display ten results at a time. A new page bar appears at the bottom of the results table, allowing you to page through the 9 pages of results. Click on the "Details" sheet for the result "Eger", location No. 1638.
9. This location is now known as Cheb. The Crown Land is listed as Böhmen, which is now in the Czech Republic. The archives are located at Pilsen (Plzen).

## **ACTIVITY**

Now, test your skills you have learned in this "How to" Guide. The Activity is a way to check your knowledge and let you know you've mastered the Guide! [Click here](#) to try out the Activity.