



# Sons of Confederate Veterans Georgia Division



## Confederate Graves Registry Instructions for Completing the Excel Worksheet to Submit Information Electronically

Soldier and cemetery information may be electronically submitted for inclusion in the Confederate Graves Registry (CGR) by completing the Excel spreadsheet available on the Georgia Division's Grave Registry webpage by selecting the provided link and sending the completed file to the Georgia Division at [Secretary@GaSCV.org](mailto:Secretary@GaSCV.org).

Note that the spreadsheet file is divided into 3 sheets.

Sheet 1 contains directions and abbreviations that must be used in completing the spreadsheet.

Sheet 2 contains information for the cemetery in which the soldier/s is buried.

Sheet 3 contains the information relevant to each soldier/s or sailor/s.

### Supplemental Guidelines and tips toward completing the spreadsheet:

1. This spreadsheet is for submitting individuals who have not been previously listed. Check the CGR before submitting your information to ensure that the soldier is not already listed. Individuals that are already listed within the CGR are automatically rejected and the error may cause rejection of the entire file.
2. **DO NOT** insert, delete or rearrange the columns. Any change to the wording in the first row or order of the columns will cause rejection of the file.
3. If the soldier/sailor is listed and you wish to add additional info or a correction, you must contact us since doing so requires manually editing each record involved.
4. You are not required to complete all items (fields) for often all of the information may not be known. We ask that you complete what you can; however, there is a minimum amount of information that we must have to enter the soldier/sailor into the CGR. Those items are identified as "(required)" are mandatory. If a required item is omitted that submission will be rejected.
5. Soldiers being listed are subject to the same rules for membership within the SCV. He must have honorably served. Those who changed sides during the war and were buried with a U.S. marker or received a U.S. pension are not eligible.
6. The burial must be in an identifiable cemetery. Mass graves are permissible, such as at U.S. Prison Camps and some battlefields, however general locations such as Richmond, Vicksburg, Savannah, etc were there are multiple cemeteries used for Confederate burials cannot be added.
7. **DO NOT** submit cenotaphs (in memory of) when the actual burial is known to be elsewhere.
8. **DO NOT** use periods "." after initials in names as they distort the sorting capabilities of the database.
9. Distinguish between the capital letter "I" and the number "1" (one).
10. The "aka" field for names is intended for nicknames, not alternative spellings of a last or first name.
11. Be aware that there is a distinct difference between Ga Infantry and Ga Volunteer Infantry. The State had both, formed at different times and locations with duplicating regimental numbers and company designations.
12. Georgia Legions had both Infantry and Cavalry components. The Cherokee and Floyd Legions were components of the Georgia State Guard.
13. Service in multiple companies in the same regiment -- list all in order served within (i.e. C, A, F).
14. Multiple Enlistments -- only one company and regiment may be recorded for each individual. We suggest the following preference: (1) inscribed on headstone, (2) pension application, (3) longest regiment served in, (4) last served in. Upon choosing one, others may be entered in the "Notes" section.
15. Use the "Notes" field for information/explanations that cannot be entered elsewhere. This is a good place to enter a "Find-A-Grave" ID number or the soldier's father as they not provided for elsewhere.
16. Personal Information -- We need this information to contact you if there are questions regarding your submission. Your name and phone number is published for someone to be able to contact you while your SCV ID number is used internally and not disclosed to the public. If you wish to receive credit for your research the SCV ID number must be included.