

Unit History Tool

Unit History

Reno Nevada Stake (501476) ▾



Welcome!

Writing and sharing stories that will bless the lives of your ward or stake family, and the generations to come, is an incredibly simple, spiritual opportunity.

✓ I don't need to see this anymore



Ready to get started on your first story?

[Quick Start Guide](#)

Go over:

- Purpose of ward & stake histories
- *New* Unit History Tool

33.7.1

Ward and Stake Histories

The Lord has commanded that “a history of all the important” matters concerning His Church be written and kept ([Doctrine and Covenants 69:3](#); see also [verse 5](#); [Alma 37:2](#)).

Each unit in the Church is to document **important matters concerning the unit**. These matters include **historical accounts** from unit leaders.

Keeping a history is a **spiritual work that will strengthen the faith of those who write and read it**. Documenting **stories throughout the year** will improve the quality of the history.

Stake and ward priesthood and organization leaders contribute stories using the [Unit History tool](#) on [ChurchofJesusChrist.org](#). Stake and ward clerks have the primary responsibility to organize and coordinate this effort. The stake presidency and bishopric may call a stake or ward history specialist to help. Additional instructions are available in the tool’s [Quick Start Guide](#).

Members may use the Unit History tool to view stories that have been published by their ward and stake leaders. Published stories are automatically preserved by the Church.

Where are the histories from the past, prior to the new Unit History Tool?

Where can I find the history of Pres. Woodman's ward, when he was Bishop? Or Sister Woodman's reflections as Stake RS President?

<https://renonvstakeinfo.org/stake-history/>



Stake History

2023

Book of Mormon Testimonies

2022

[Link to Read the Book of Mormon Testimonies from Members](#)

2021

2020

2019

2018

Process

- **Who write & approves?**
- **How to create a story**
- **How to send an invite**

WHO WRITES THE STORIES

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Ward authors include bishoprics, clerks, organization leaders, ward history specialists, and other select callings.

Stake authors include stake presidencies, stake clerks, high council members, stake organization leaders, stake history specialists, and other select callings.

WHO IS AUTHORIZED TO APPROVE?

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Ward Approvers: Ward stories are approved by the ward history specialist, ward clerk, or bishopric.

Stake Approvers: Stake stories are approved by the stake history specialist, stake clerk, or stake presidency.

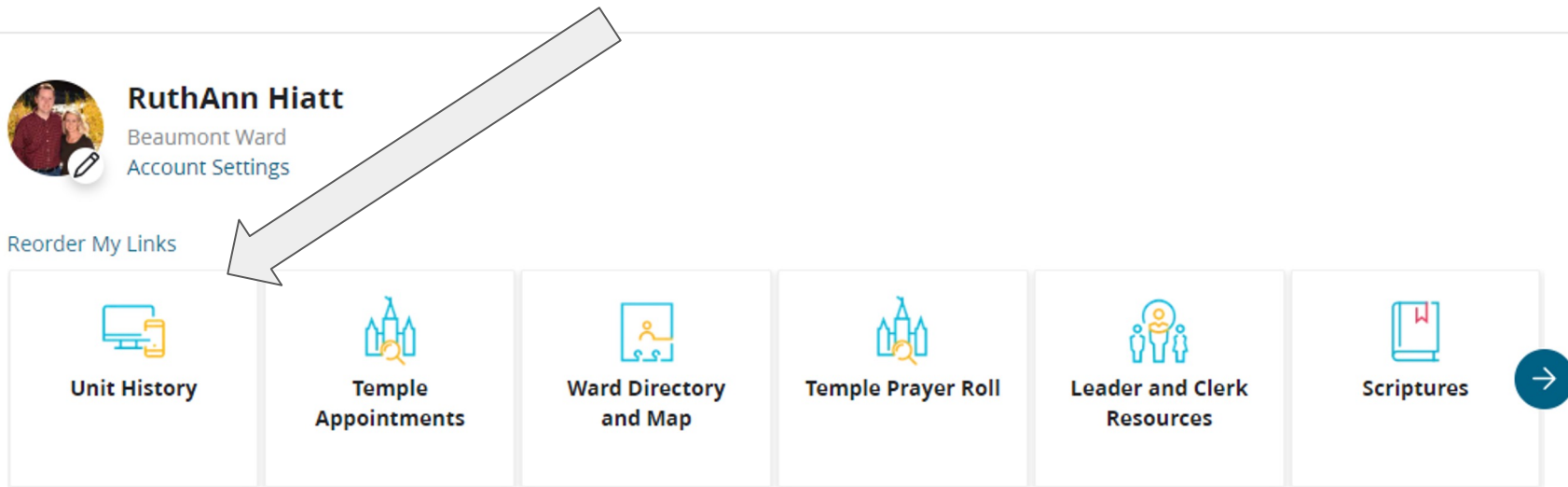
APPROVAL CRITERIA

WHAT ARE THE CRITERIA FOR APPROVAL?

Stories must be accurate and appropriate. They must not contain information that could cause harm, such as violating someone's privacy, sharing confidential information, or using materials created by someone other than the author.

How to *create a story*

Log into *My Home Page* on churchofjesuschrist.org. The *My Links* can be reordered, if there is a preference to have the *Unit History* icon listed first, as indicated in the example from RuthAnn's page:



RuthAnn Hiatt
Beaumont Ward
[Account Settings](#)

Reorder My Links

- Unit History
- Temple Appointments
- Ward Directory and Map
- Temple Prayer Roll
- Leader and Clerk Resources
- Scriptures

A large grey arrow points from the top right towards the 'Unit History' icon in the 'Reorder My Links' section.

Top, right hand corner, use the pull-down menu
to *Create Story*




Create Story



Reno Nevada Stake (501476)

Please enter these required fields.

Title (Required)

Start Date (Required) 

End Date (If Applicable)

The start date is required and a) must not be earlier than 10 years ago today, and b) must be earlier than the end date [if provided]. The end date [if provided] must not be later than 6 months from today.

You are missing required field(s)

Continue

Cancel

****Title & date can be adjusted later****

The *Summary* needs to have at least one value in it. It is recommended that even when uploading a PDF, put at least the first paragraph from the PDF in the summary, with instructions at the end to open the PDF for more information.

****Suggestion: Put date of event in title****

Please share an event or reflection that relates to the stake on a community or spiritual level. All changes are **automatically saved** every 30 seconds.

Title (Required) ✓

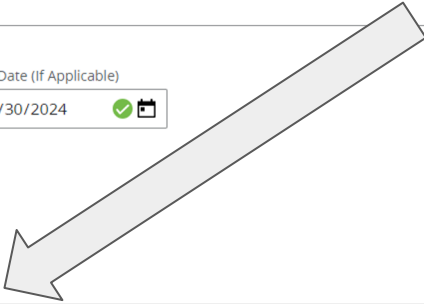
Start Date (Required) ✓ End Date (If Applicable) ✓

Organization(s)

Summary (Required)

Paragraph **B** *I* U

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Photos (Optional) ⓘ JPGs only (n

File Upload

Documents (Optional) ⓘ PDFs o

PDF Upload

Authors

Current authors listed here can edit this st

+ Add Authors

Names

Photos and documents
may be uploaded from
this page, and if it is co-
authored, click on *+Add*
authors

Once finished, click on *Approve and Publish*, or, if needed, *Save and Close* and come back to it later, and then publish.

History Specialist

Approve and Publish

Preview

Save and Close

All changes are automatically saved every 30 seconds.

How to *send an invite*

Log into *My Home Page* on churchofjesuschrist.org and go into *Unit History*



RuthAnn Hiatt

Beaumont Ward
[Account Settings](#)

[Reorder My Links](#)



Unit History



Temple Appointments



Ward Directory and Map



Temple Prayer Roll



Leader and Clerk Resources



Scriptures



Top, right hand corner, use the pull-down menu on *Manage* and click on *Story Manager*



Click on *Invites* tab

Story Manager



There are no stories that are pending publication.

Fill in the page with 1) Recipient (an entire organization can be selected, if this is the preference) 2) Title of the event 3) Start Date/End 4) Notes and directions, as needed 5) Send email

Pictures: What is ok & what isn't?

<https://www.churchofjesuschrist.org/legal/local-unit-history-submission-agreement?lang=eng&country=go>

Content Permission

- I agree to the terms of the [Local Unit History Content Submission Agreement \(Updated 2023-09-25\)](#), which includes my permission for Intellectual Reserve, Inc. (an affiliated entity of The Church of Jesus Christ of Latter-day Saints) to use and allow others to use the content that I upload for any lawful purposes.

Continue

Cancel

When uploading a photo
this screen will pop up.

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- **How will members of the ward learn about the new *Unit History Tool* & the entries submitted?**
- **How will members of the Ward Council learn about the new *Unit History Tool*?**
- **Those implementing the new *Unit History Tool*, how has it been a blessing? What are key elements to getting members to respond & write?**

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