

## Welcome TVA Staff!

We're excited that you are going to help tag and transcribe records in the National Archives Catalog. Every contribution will help make these records more searchable and discoverable in our Catalog.

- 1. <u>Register</u> for a National Archives Catalog Account. If you already have a National Archives Catalog account, please login.
- 2. Watch our tutorial on <u>How to Tag and Transcribe Records</u>



- 3. Review the tutorial on <u>What Makes A Good Tag?</u> And feel free to view the other tutorials found on our <u>Resources</u> page.
- 4. Login, then select a Citizen Archivist Mission and start contributing!
- 5.. Questions or problems? Check out our <u>FAQs</u>. If you still need help, contact the Community Managers at <u>catalog@nara.gov</u>