

# Matricula Online

## Austria, Germany, and Luxembourg “How to” Guide Beginning Level: Instruction

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### GOAL

This guide will teach you how to locate and use the website Matricula Online, found at <http://data.matricula-online.eu/en/>.

### INTRODUCTION

Matricula Online is a free online collection of church records from Austria, Germany, and Luxembourg, with a few records from Poland, Serbia, and Bosnia and Herzegovina. As of 2020, the website's collections are mostly from Catholic dioceses. There are no indexed records available on the website, but Matricula Online usually contains high-quality color scans of the church registers.

You may want to consult the following [“How to” Guides](#) before continuing:

- [Inserting Special Characters - Instruction](#)
- [Reading German Civil Birth Records](#) - Instruction, Activity, Answer Key
- [Reading German Civil Marriage Records](#) - Instruction, Activity, Answer Key
- [Reading German Civil Death Records](#) - Instruction, Activity, Answer Key

### HOW TO

#### Using the Website

1. Go to Matricula Online, located at <http://data.matricula-online.eu/en/>. You can bookmark this page to return to the website more easily.
2. There are three choices as to how to find records, each corresponding with a blue icon. Each option will lead you to the parish page:

The box with the **book** icon is *Bestände* or holdings. Click on this icon to see the countries represented in Matricula and the number of parishes for each country. The country names are in German. You can search for a place on this page by clicking on the name of the country in the box in the upper right-hand corner, then clicking on the name of the diocese/state, then clicking on the name of the parish from the alphabetical list. This will take you to the parish page.

The box with the **globe** icon is the *Landkarte* or map. Click on this icon to see a map of Europe with red dots that show where parishes are located that are represented in Matricula. The numbers in each dot represent the number of parishes represented by the

dot; as you zoom in, the numbers will change to reflect the number of parishes that become visible. When the number in the red dot disappears, this indicates a specific parish. When you click on the dot, the name of the parish appears. Click on the name of the parish to go to the parish page.

The box with the **magnifying glass** icon is the *Ortssuche* or place search. Click on this icon to search for the name of a town or parish. In the place search box, type the name of the town. You can also select the diocese if you know it and filter the results by time period. Then click **Search**. From the search results, click on the parish to go to the parish page.

**NOTE:** If you are researching in the München and Freising, rk. Bistum, proceed to step 6. For all other dioceses, proceed to step 3.

3. The parish page is the gateway to the records for the parish. On the right you may see a picture of the church, as well as two clickable maps showing the location of the parish. On the left, you may sometimes see a history of the parish, as well as a table containing information about records for the town. The record type is listed in German. If you are using the Chrome web browser, you can translate these to English by right-clicking on the website and clicking **Translate to English**. Note: the first 50 entries are shown in the table; if the parish has more than 50 records, click on the number under the last entry of the table.
4. In the table, select the record type and date; click on the **camera** icon to access the records.
5. You should now see the first image of the parish register you selected on the left, with a scrollable series of image numbers on the right, each representing an image of the parish register. To move forward through the register, you can click on one of the image numbers or use the < or > buttons at the bottom of the page.



You can record the link to the image as a source of your information by clicking on this icon found at the bottom of the page and copying the link in the pop-up box.


6. For München and Freising diocese:
  - a. The parish page is the gateway to the records for the parish. On the right you may see a picture of the church, as well as two clickable maps showing the location of the parish. To access the records, click on the blue link **Link Kirchenbücher**.
  - b. This webpage is from the diocesan archive of München and Freising. Find and click on the bolded blue link **Pfarramtsverwaltung**.
  - c. Below the box under Pfarramtsverwaltung, a list of record types will appear. Terms may include *Taufbücher* (baptisms), *Traubücher/Sponsalien* (marriages), *Sterbebücher* (burials), and *Seelenstandsbeschreibungen* (family registers). Select the record type of interest and click on the plus icon to the left of the record type.
  - d. The list that appears shows the available digitized books for the record type. The word *Register* indicates a handwritten index of the time period in parentheses. Identify the time period of interest and click on the blue page icon to the left.
  - e. In the box that appears, click on **Open in the Mets Viewer**.
  - f. A new window should open, with the cover of the book visible in the center of the page. The upper navigation bar has an icon containing the number 1; use this to select images. The + and – icons enlarge and shrink the image. The arrows on the left and right move forward and back. Hover over the arrows to choose one image, ten images, or to the first page (left arrow) or last page (right arrow) of the book.

## Further information

For more help with using the records available on Matricula Online, see the homepage <https://icar-us.eu/en/cooperation/online-portals/matricula/>. From the menu on the right under the green bar labeled Matricula, select **Reference Aids**. Browse each category to see the reference aids available. Many of the aids will be only in German. If you are using the Chrome internet browser, you can right-click on the website and select the option **Translate to English**. You can also use <https://translate.google.com/> to translate any vocabulary items or selected text.

## PRACTICE

Now, let's practice using Matricula Online by searching for the baptism record of Helena Salzmann, who was born in Bad Hofgastein, Austria on 8 April 1860.

1. Go to Matricula Online, found at: <http://data.matricula-online.eu/de/>
2. Since we know the town, click on the **magnifying glass** icon for the place search.
3. Type the name of the town into the search box and click **Search**. Then click on the town in the 'hits' list.
4. You are now on the parish page. Scroll down until you find the book of baptisms, or *Taufbuch*, for 1860. The book is listed as TFBIX, *Taufbuch*, 1860-1883. Click on the camera for that record.
5. You should now see the front cover of the church book. Scroll through the pages until you find the date, 8 April 1860; then find Helena Salzmann. The entry is found on image **03-Taufe\_0005**.
6. Click on the save link icon –  – and copy the link for the source of the information.

## 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.