

Submitting Histories Electronically to ISDUP



Submitting histories as a hard copy through the mail or electronically to ISDUP will depend on the preference of the company historian. Please check with the company historian regarding her preferred format for submitting histories to ISDUP. If the company historian submits histories electronically the information below may help the individual writing the history and the camp historian. The electronic files will be submitted to ISDUP from company historian via email with attachments in a PDF or scanned image (JPEG, tif, png, etc.) format.

Member or Associate Writing the History

1. Write the history for submission to ISDUP. Either print a copy or save it to your computer.
2. Obtain History Title Page found at ISDUP.org under History Forms. You will use either the Pioneer History Title Page or Locality Title Page History Title Page. Complete page 1 of the History Title Page form.
 - Complete on computer: Complete History Title Page on the computer using the fillable form.
or
 - Complete by hand: Complete the History Title Page form by hand including your signature.
3. Author of the history will either:
 - Take the printed copy of the history and the printed History Title Page to camp historian.
or
 - Scan completed History Title Page, then send both scanned history and History Title Page to camp historian via email as attachments.

Camp Historian

1. Check the history and History Title Page. Log it into the Camp Historian Submission Log.
2. Camp historian will either:
 - Take a hard copy of the history and the History Title Page to company historian.
or
 - Scan the history and completed History Title Page, then send both the history and the History Title Page to company historian via email as attachments.

Company Historian

1. Check the history and History Title Page. Log it into the Company Historian Submission Log.
2. Prepare documents for electronic submission.
 - If the information was not received by email: Scan the history. Complete page 2 of the History Title Page and scan pages 1 and 2.
Or
 - If the information was received by email: Complete page 2 of the History Title Page and scan pages 1 and 2.
3. Compose and email and attach both the history and the History Title Page document (pages 1 and 2) and send to: historian@ISDUP.org