

# Women of Scotland

## The Big Name Hunt Users' Guide

Summary: This short Users' Guide is designed for Girlguiding Scotland leaders and their units who are taking part in the Big Name Hunt. It offers useful ideas and practical suggestions to cover projects from start to finish, helping to make sure that every stage of the process is interesting, rewarding and fun!

### Section 1: Choosing a Local Woman - or Women!

First steps

#### Brainstorming

Bring the unit together for an initial discussion session, asking them to suggest names of women commemorated in your area. Emphasise that the Women of Scotland website aims to provide an information resource of national importance. Girlguiding Scotland, through the Big Name Hunt, is making a vital contribution to this.

You may find it helpful to give your unit a week's notice so they can do some homework in advance of the session. Encourage them to look out for the following:

- Statues or busts
- Street names – ask them to look at local road maps
- Building names
- Dedications
- Commemorative plaques

Perhaps you could introduce a competitive element, awarding a small prize for the longest list of (valid) suggestions.

#### Check out the website

Before you start, look at the map on the Women of Scotland website to see if any memorials have already been recorded in your area. Each memorial is flagged by a blue marker, which you can click on and look at the details recorded about the memorial and the woman celebrated.

If a woman has strong local links, there may be more than one memorial to her name in the area. Check to see whether all of these have been recorded – you may find that some have been overlooked. You may also find that the information recorded about the woman is wrong or incomplete. Putting this right is every bit as valuable as discovering a brand new memorial.

If there are no memorials recorded in your area, check out those that exist in other locations. These will help you to understand the kind of details required when you come to add your own information to the website.

#### Look for the unusual

Your area may contain one or more conspicuous memorials to well-known women, such as a statue of Queen Victoria in a local park, or a fountain dedicated to St Margaret. These should be recorded, but please encourage the unit to seek out less obvious memorials with a strong local association, explaining that these will add much greater value to the Women of Scotland website.

If you find your first set of suggestions is limited or uninspiring, you may need to look further afield, commissioning unit members to engage in some active research, by looking

through some of the sources on the website, visiting the local library or inspecting some of the memorials in local churches. You could also ask a local history expert or archivist to come and talk to the unit and make some suggestions.

### **Refine your list**

Depending how productive your first or subsequent sessions have been, you'll end up with a list of women's names, some well-known, others less so, who have all been commemorated in some way in your area. Make sure you have eliminated duplications and then decide with the unit which memorials you want to follow up. Some younger members may wish to concentrate on one or two memorials under a leader's active supervision, others may prefer to split up and work on their own initiative.

## **Section 2: Out on the Trail**

Gathering information

### **Using the Big Name Hunt form**

There is a link to a simple two-page form on the website. Download and print out as many copies as you need and hand them to everyone taking part in the project. They can clip them to boards and fill them in by hand when going out and visiting a memorial.

The unit may decide to appoint one person as a scribe or fill in the forms individually. The advantage of the second option is that information is less likely to be overlooked or omitted.

Note that the printed form is slightly less detailed than the online forms on the website but the basic structure is the same. If your unit finds any of the boxes on the printed form too small, encourage them to continue on a separate sheet.

Guidelines are given for most of the boxes on the form. Note that not all of the boxes will be relevant and they can be left blank. For example, the designer or creator of the memorial may not be provided or known.

### **Filling in the gaps**

When the unit returns from a visit to a memorial, it is unlikely that they will have managed to assemble all the information needed. Follow-on activity may require computer or library access and the missing facts hunted down. For example, the name of the woman commemorated can be Googled and the results of this search used to fill in her dates and biographical details. Allocate specific tasks to unit members – this will encourage cooperation as well as being more time-efficient.

Blueprint includes an excellent list of sources of help. These are also listed on the website.

Make sure that the exact source of information is recorded, such as a website address or a reference book. Book references might include the author, publisher, date of publication and page numbers.

### **Locating the memorial**

Google maps are used to fill in details of the location on the online form, but this method cannot be used when filling in the printed form. What is needed is information to help make the online form location entry as accurate as possible.

The address or the Ordnance Survey coordinates will pinpoint the location exactly and these can then be converted into the Latitude and Longitude figures required by Google maps. Use the OS Coordinate Transformer to obtain these figures. A link to this is given on the online form.

## Taking photographs

A good photograph is a vital part of the recording process. Many mobile phones are now equipped with excellent cameras and it should be straightforward to take several pictures of the memorial from different angles. Remember to restrict the picture to the memorial itself. Photos can then be saved as .jpg files and transferred by email or on a memory stick to the person responsible for completing the online form.

## Section 3: Putting Women on the Map

Entering information online

### Checking for completeness

Make sure that you have assembled all the information required about the memorial and about the woman celebrated. You may wish to design a simple checklist, ticking off the various items of information as they are supplied. Note that some items of information will not be relevant.

### Logging on to the website

Anyone can view the website, but only leaders who have registered for the Big Name Hunt with Girlguiding Scotland can create or edit records. Fill in the registration form on the Women of Scotland website and send it by email to [linda@girlguidingscot.org.uk](mailto:linda@girlguidingscot.org.uk). You will then be sent your login details by email.

When you log in, you can go to your account page (click on 'My account') and edit your profile to add your location or change your password. Once you've started to add memorials to the map, these will also be displayed on your account page. From your account page, you can also write a blog post about what your group has been doing.

### Involving the group

You may find it rewarding to involve everyone who has helped to collect the information when you come to fill in the online forms. If your local Community Library provides free Internet access, you may wish to meet there in a group, getting everyone to check that what you enter on the form is accurate.

### Entering information

Click on the menu option *Add to the map*, or follow the links from your account page. The *Memorial* form is displayed to let you enter all the details about the memorial. If you need help about what to enter, an explanation is provided below each field.

Please note the following points:

- There are three mandatory fields on the *Memorial* form: 'Short description', 'Type of Memorial' and 'Dedicated to'. There is one mandatory field on the *Woman* form: 'Name'.
- Each Memorial record is linked to a Woman record. As one woman may have several memorials, you may find that there is already a record for the woman you're entering in the 'Dedicated to' field: In these cases, her name will appear in a dropdown menu as you type her name into the 'Dedicated to' field – click her name to select it. If the woman does not already have a record, one will be created automatically when you save the Memorial form – the 'Dedicated to' field will be used as the 'Name' field in the new Woman record.
- For the 'Short description' and 'Dedicated to/Name' fields, please follow the naming conventions described below.
- The field boxes in the forms will expand to contain the information you enter.

- Help with entering Location is given on the form. You can mark the location of the memorial directly on to the map or you can enter the Latitude and Longitude and Google Maps will position the marker once the memorial record has been saved.
- Images may include your own photographs (as .jpg files) or a picture downloaded from another website – make sure you include the full address of the website where you found the picture (e.g. *www.womenshistory.about.com*). To add a picture, click 'Choose File', browse to the location of the picture file on your computer and click 'Open', then click the 'Upload' button. To add more than one image, click on 'Add another item' to add a new upload section to the form.

Don't forget to save the record once you've completed the form. After saving the Memorial record, you can go to the related Woman's record by clicking on her name, then click on to 'Edit this record' to add the information you have collected about her.

## Naming Conventions

**Memorials:** The 'Short description' field should contain a brief but distinct description of the memorial, and where appropriate it should include the name of the woman being commemorated. This might be the name of the memorial, for example **Queen Margaret's Well**, or a simple description, e.g. **Statue of Jean Armour**.

For plaques, memorial stones etc, use the inscription to guide you - is it 'in honour of', 'commemorating' or 'in memory of' the woman? E.g. **Carved stone plaque dedicated to Jane Durham**

For street names, include the town: e.g. **Arthur Street, Paisley**. If there is more than one memorial of a similar form, you should also include the location, for example **Queen Margaret's Well, Edinburgh Castle** and **Queen Margaret's Well, Holyrood Park**.

**Women:** Women's names will generally take the form **First-Name Last-Name**, but for women who are known by more than one name or by their title, you should choose the most commonly used name (e.g. **Mary, Queen of Scots** rather than Mary Stuart). Other names, full names and nicknames can be entered in the 'Other names' field.

When there is more than one woman with the same name, add their years of birth and death to distinguish them. For example, there are memorials to both the 17th Century author & poet **Lady Grisell Baillie (1665-1746)** and her great-great-granddaughter, **Lady Grisell Baillie (1822-1891)**.

## Section 4: Ideas for using the Map

The Big Name Hunt article in the February edition of Blueprint gives you a list of ideas for sharing what you found out. These include:

- Invite parents to your unit meeting and tell them about your discoveries.
- Make a display in your local library or in a shop window.
- Produce a newsletter or leaflet and send it to the people who helped you and to your parents.
- If you have a Unit website or blog, post your adventures and findings there. (You can also post a blog on the Big Name Hunt website)
- Devise a walking trail around your area, highlighting all the connections to famous (or not-so-famous) women.
- Contact the local newspaper to share what you found out with your community.

**Good luck with your Big Name Hunt - and thank you for your help!**