SETTING UP YOUR FTDNA PAGES
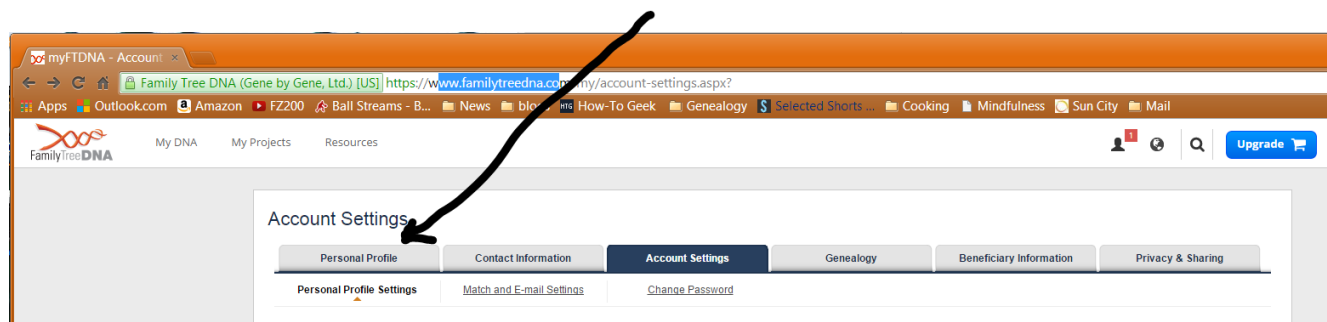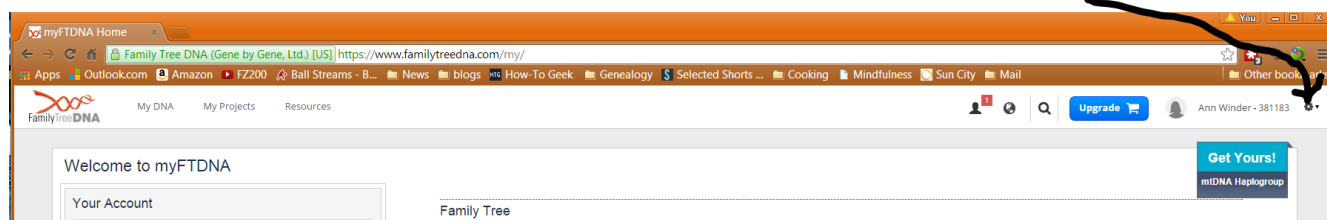   Created March 2014

Before you begin, you should be familiar with the basics of genetic genealogy. I would suggest going to Beginner's Guide to Genetic Genealogy if you are not already familiar with the different types of DNA tests available on FTDNA.

When you submitted your test sample to FTDNA, you received a kit number and password. **Be sure to save these somewhere where you can find them!**

Log on to your FTDNA page at www.familytreedna.com/login.aspx using your kit# and password.

Click the cog in the upper right-hand corner to go to Settings. This is also how you will logout when you are done with your session. I will describe each of the tabs in order.

Click on the **Personal Profile** tab

- Under **Click here to see the public view**, you can check to see how much of your information will be visible to "the public". I am not sure who "the public" is, but it is clear you must have kit and password to log on to FTDNA project pages, so it is at least restricted to other FTDNA testers.
- The **Edit Settings** link is the same as the link under **Settings**, above. There is a lot of redundancy on this website, to accommodate different work flows.
- The **Edit Contact Info** link is the same as the **Contact Information** tab, discussed below.
- **Haplogroups** will show if a Y-DNA or mtDNA tests have been processed. FTDNA will let you know by email when your test has been processed.
- **Matches, Surnames**, **Most Distant Ancestor** and **Projects** are discussed below.

Click on the **Contact Info** tab

- This should have the name of the person who was tested.
- A female should use her maiden name and add "c/o Your Married Name" as part of the address
- If you are the administrator of someone else's DNA kit and want to be the contact, use your address with "c/o Your Name" and use your email address. If the person who was tested also wants to be contacted, add their email address as well.
- Don't forget to hit **Save**.

Click on the **Account Settings** tab

- Personal Profile Settings
  ○ Add a photo of the person who was tested if you want to. Add personal information about the person who tested.
  ○ Choose how much information you want to be seen by whom. I would suggest the "basic profile" selection.
  ○ Click **Save**
- Match and Email Settings
  ○ I suggest answering "yes" to everything under this heading, even though you have not done the test in question.
- Change Password
  ○ If and when necessary. Please notify me if you do so, if you have given me permission to upload your data to GedMatch (described in another document).

Click on the **Genealogy** tab

- This information is presented to DNA matches, along with your Family Tree (see below) so that they can decide if there is any possibility of your trees intersecting. If you put no information here, chances are nobody will bother to contact you.
- Family Tree Privacy Settings
  ○ The links here go back to **Account Settings**, described above.
- Most Distant Ancestors
  ○ Direct Paternal refers to the person who tested's father, his father's father, his father's father's father, etc., as far back as documented. **Please do not put non-documented names or locations here!**
  ○ Direct Maternal refers to the person who tested's mother, his mother's mother, his mother's mother's mother, etc., as far back as is documented. **Please do not put non-documented names or locations here!**
  ○ Click **Save.**
- Surnames
  ○ Fill in the surnames of your ancestors as far back as you know. If you have an extensive tree, fill in only your direct lines beyond 6 generations.
  ○ If your ancestors tended to stay in one spot, add location information to the surnames, otherwise leave location blank.
  ○ As with all information you provide, you can edit it at any time.
  ○ Click **Save**.

Click on the **Beneficiary Info** tab

- <mark>Please find someone to take charge of your sample in case anything happens to you. You would not want your precious DNA to go into limbo!</mark> If you cannot find anyone, name one of the project administrators.

Click on the **Privacy and Sharing** tab

- Set privacy and sharing as you see fit. I urge you to allow project administrators to see your results!

Now go back to your front page to see the results of your choices:

Click on **myFamilyTree**

- You can enter your family tree manually, if it is not extensive
- You can create a gedcom file from your genealogy software and upload it
    - To create a gedcom from Legacy software:
        - If you do not want to export all individuals, tag the individuals you want included in the gedcom
        - Click on the File pull down menu and choose the Export GEDCOM file option
        - Select Produce File for Basic
        - Select Character Set UTF-8
        - Uncheck all check boxes
        - Set Privacy Options (on right) to exclude living individuals

- If you used tags, set Record Selection to the tag you have used to choose individuals
- Click on the Select File Name and START EXPORT box in upper right of the page
  - To learn how to create a gedcom from Family Tree Maker, [click here](#)
  - To learn how to createe a gedcom from Ancestry.com, [click here](#)
  - At the bottom of the myFamilyTree screen there is a small cog and a "legend" link. Click on the cog and find a link to upload the gedcom.
  - There are several options concerning who which individuals you want displayed to matches. If you keep the whole tree private, you will probably not be contacted by others who match you, since it is not obvious you are related in any way.

Note that on the myDNA home page there is a link to your complete order history, including whether or not your kit has been received and whether it has been processed.