

Social Networking Technology Instructions for myheritage.com

Ok, so to get started open a new web browser and in the address bar type www.myheritage.com the main page will load and you should be presented with the box as shown below to fill out.

The screenshot shows the 'Create my family tree' form. It has a title 'Create my family tree' and a link 'Import tree (GEDCOM)'. There are radio buttons for 'Male' and 'Female'. Below that are input fields for 'Maiden name', 'Email address', 'Year of birth' (with a dropdown), and 'Country' (with a dropdown). There are sections for 'My father' and 'My mother', each with 'First name' and 'Last name' input fields. At the bottom left is a blue 'GO' button with a right-pointing arrow. A large red arrow points from the right towards the 'GO' button. To the right of the form is a small family tree diagram with 'My father' and 'My mother' boxes connected to a 'Me' box. At the bottom right, there is a lock icon and the text 'MyHeritage.com is free, private and secure!'.

Once you have filled out the required information click the blue rectangle at the bottom named *go*. Once you have done this the next page will ask you if you would like to go premium or stick to the basic. Select the green *keep free plan* button found on the right side of the page under the title basic.

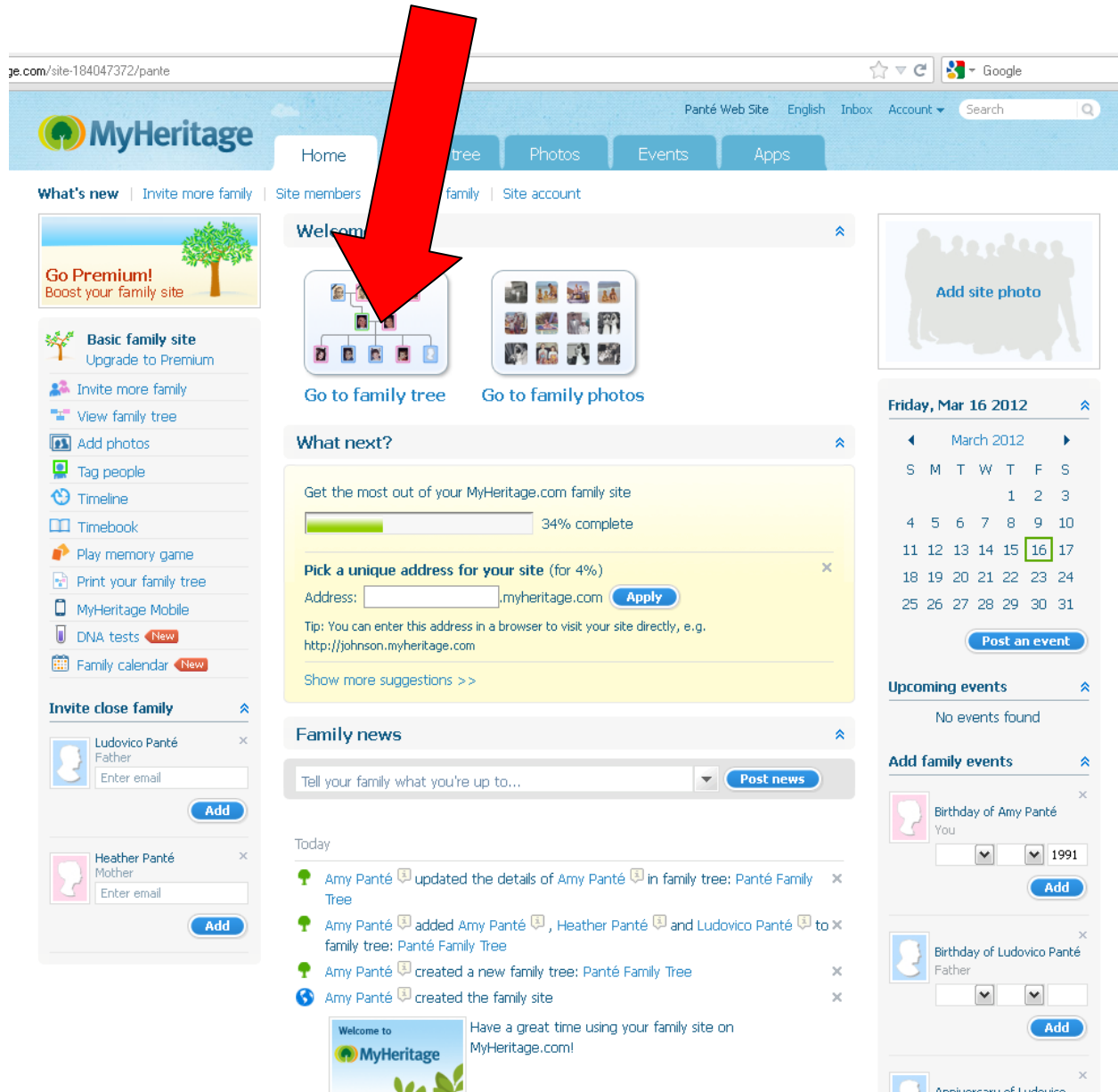
Keep free plan

Next you will be asked to create a password so that you can login to your heritage account at any time. Do this and then click continue. You will then be congratulated on your initial set up and will be shown some of the many attributes of your new site. Simply select the *go to my family site* button....

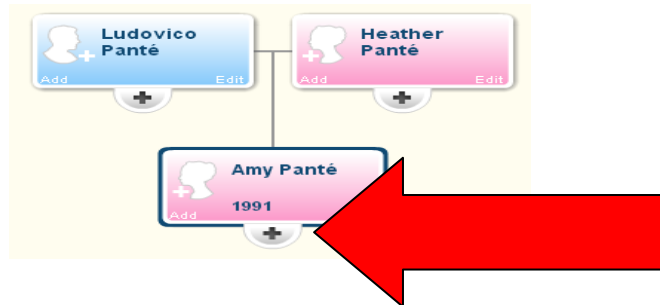
Go to my family site

You should now be looking at *your homepage* like the screen capture below. There are many great tools to explore on this site but we are going to start off with building a family tree. To get started click on the link saying *go to family tree* with the small example above it.

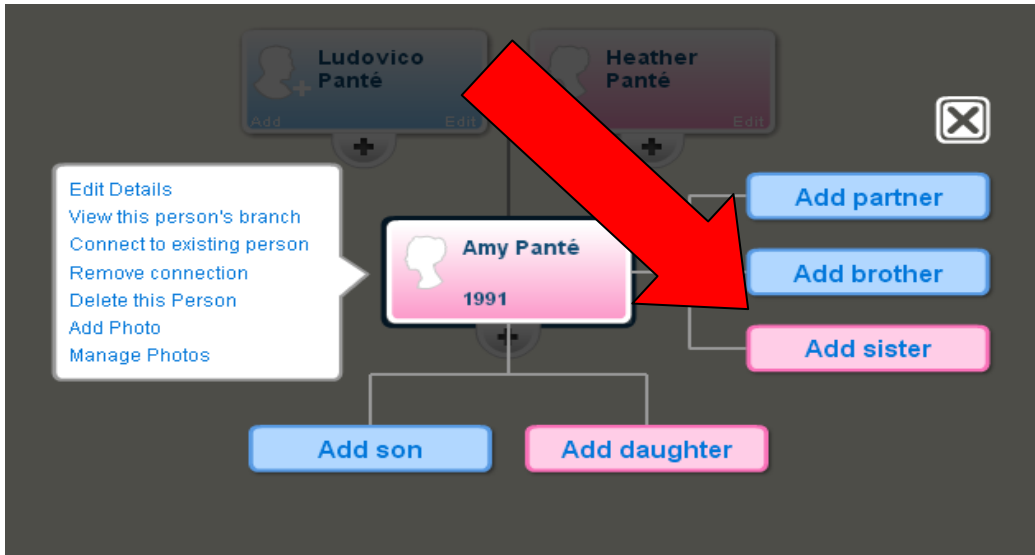
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Your parents and yourself should already be in your family tree. Before we edit the information of yourself or your parents we're going to add another family member first, so we're going to start off with any siblings. To add siblings click the plus sign on yourself



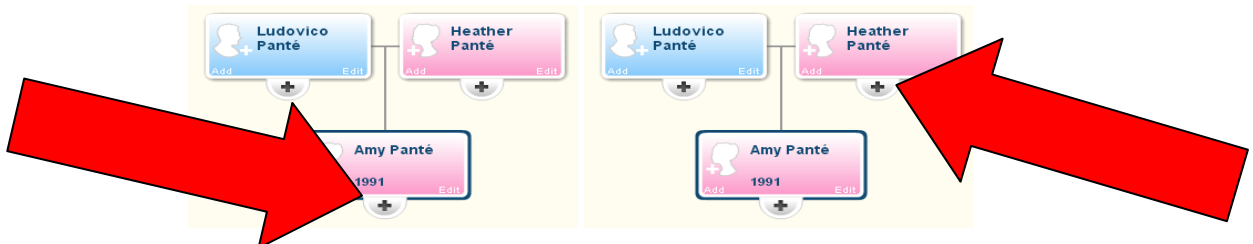
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Select the add sister or add brother, a rectangle will pop up as shown below all you have to do is fill in as much information on that sibling as you can (it has email address as an option, to invite that family member to your family site but we will come back to that) and then click add which is located at the bottom of the rectangle.

A screenshot of a form titled 'Add Brother of Amy Panté'. The form has a blue header and a white body. At the top, there are three radio buttons for gender: 'Male' (selected), 'Female', and 'Unknown'. Below this are input fields for 'First name' and 'Last name' (containing 'Panté'). There are also dropdown menus for 'Prefix' and 'Suffix', and an input field for 'Married surname'. A 'Birth date' field with a calendar icon is present, along with a checked 'Alive' checkbox and an 'Email address' field. At the bottom, there are 'Add' and 'Cancel' buttons. A large red arrow points from the right side towards the 'Add' button.

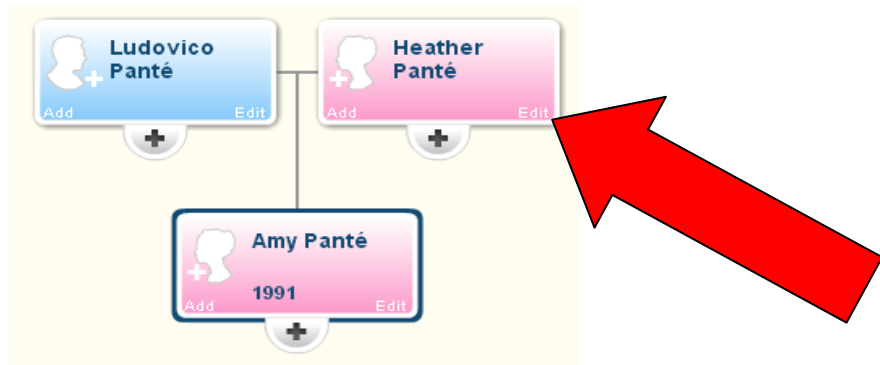
To add siblings of your parents you repeat the previous steps but instead of clicking on your plus sign you click on one of your parents....



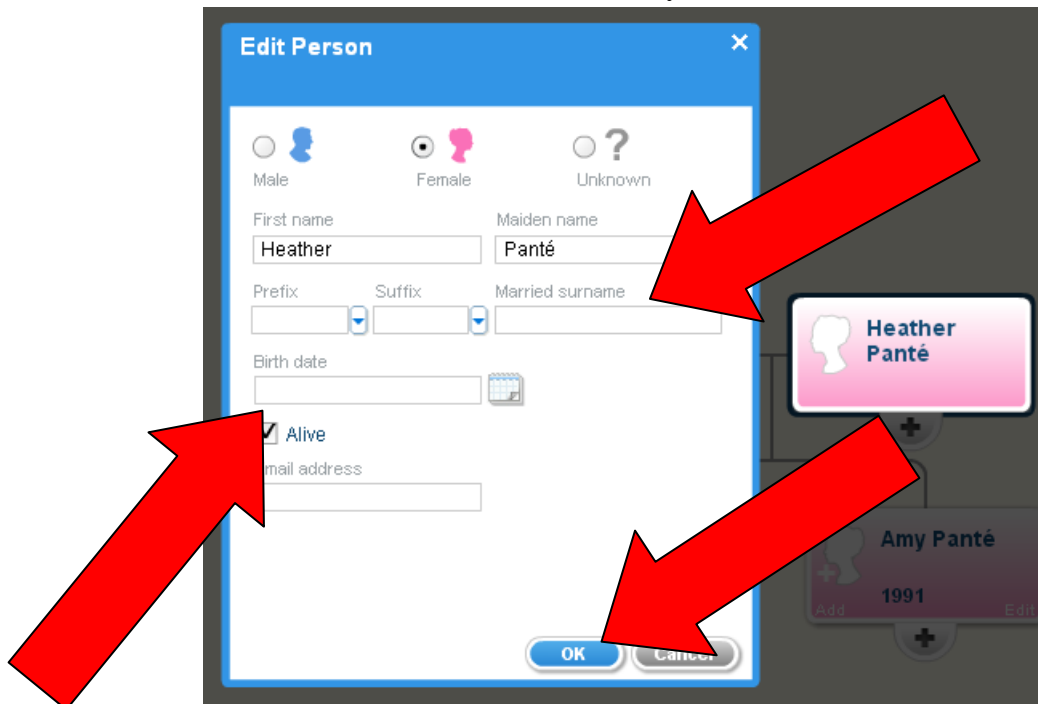
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You also repeat these steps to add any other family member! Isn't it just so fun and easy. 😊

Now to add or edit details of family members, choose the family member you are going to change details of and click edit. It will be in the bottom right corner of that persons *little rectangle* in white small writing.



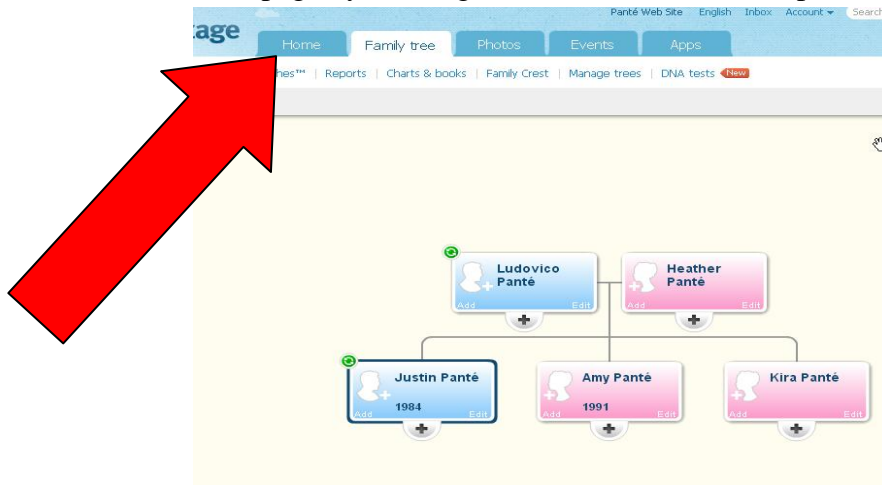
Again you will be presented with a rectangle box, using the example of a mother you can enter her maiden name, birth date and death date (if applicable) if you are not sure about your knowledge of these details you can leave them while you edit other family members and when we get around to inviting family members you can invite your mother and ask her to edit the details for you.



When you are finished click ok (blue oval at bottom right).

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Inviting family is easy and can help your site grow quicker. To invite a family member go back to the homepage by clicking on the home tab at the top of the page.

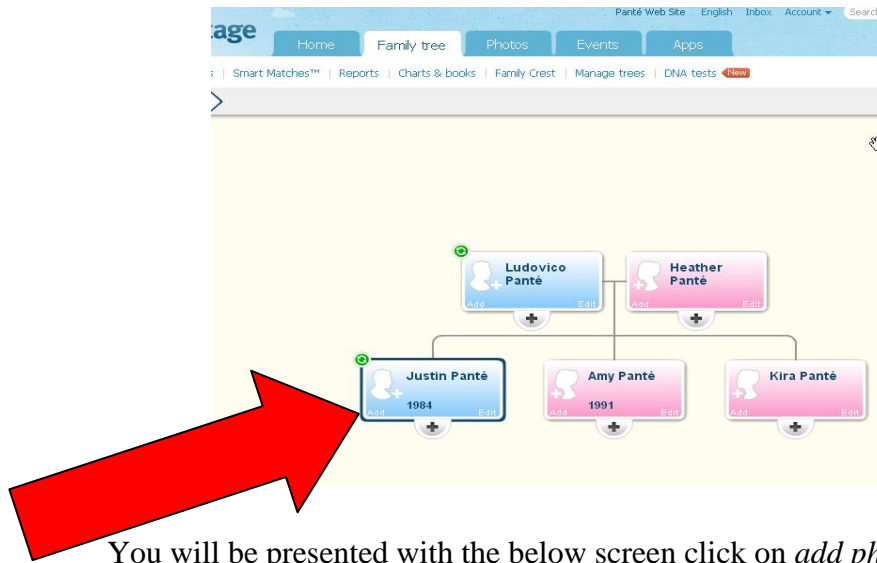


Once you're on your home page scroll down to the bottom left of the page and there you will find a list of your family members that you can invite by entering their email. All you need to do is enter their email address and click add. They will then be sent an invitation email and will be able to log on to the site and start adding and editing family and information!

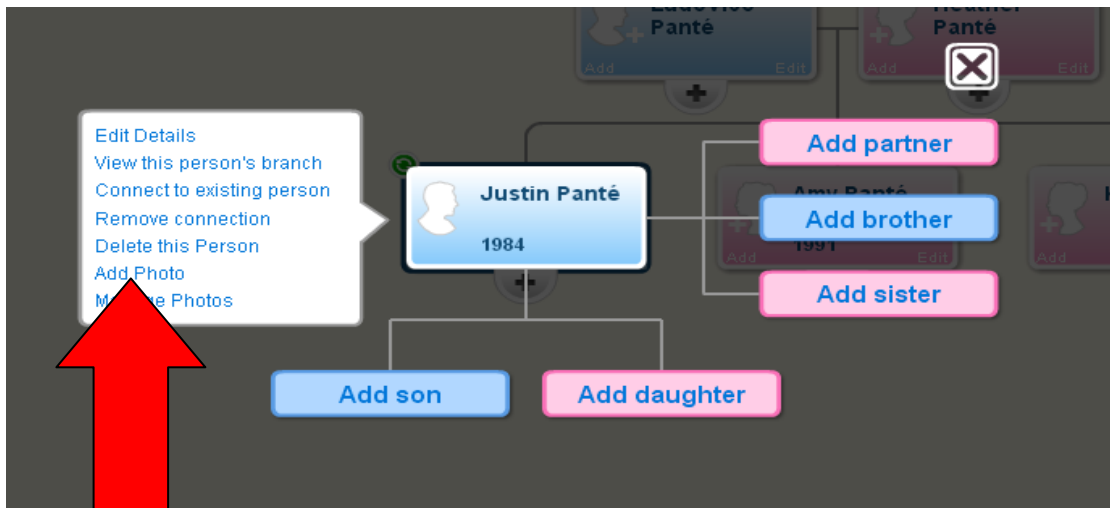


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To add photos of a family member choose the family member and click on add which is opposite to the edit button we used before.



You will be presented with the below screen click on *add photo* which is found in the list on the left hand side, second last from the bottom.



You will then be given an upload option at the top of your page just under the control tabs. Click browse to find a photo from your computer, once you have chosen a photo double click it and make sure the file name is present in the upload box and that the person's name is the name of the person in the photo.



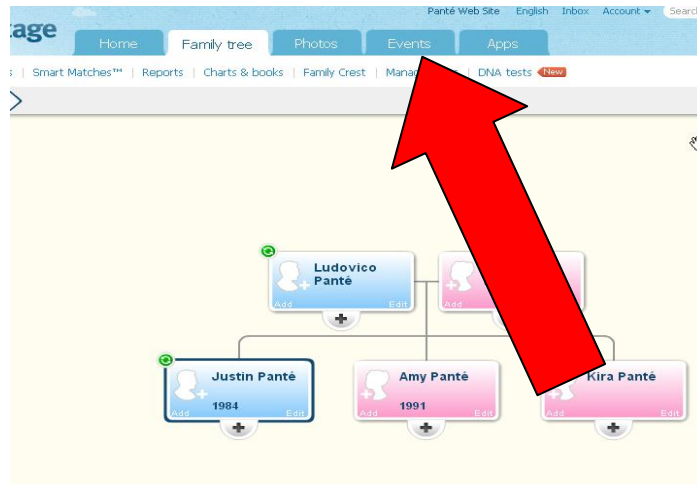
Then click on save and wait while the photo uploads.

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The photo you have just uploaded will then appear next to the person’s name in your family tree.



Now to create the family reunion event select the events tab at the top of your page.

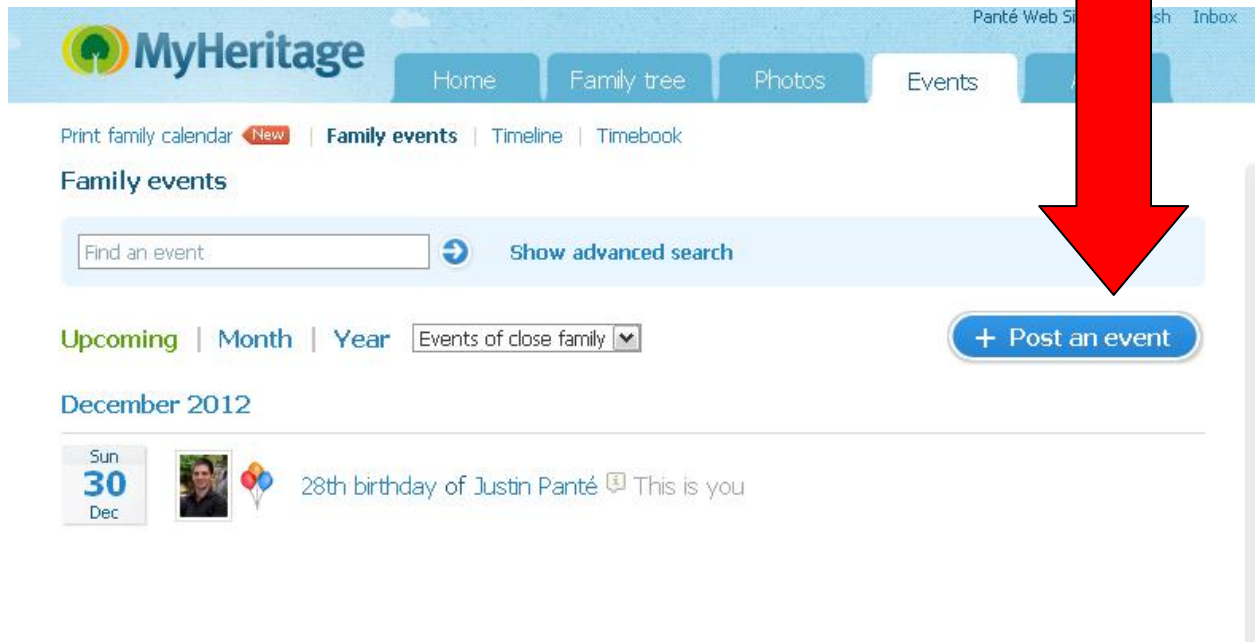


Then click on the family events link in small writing under the main tabs.



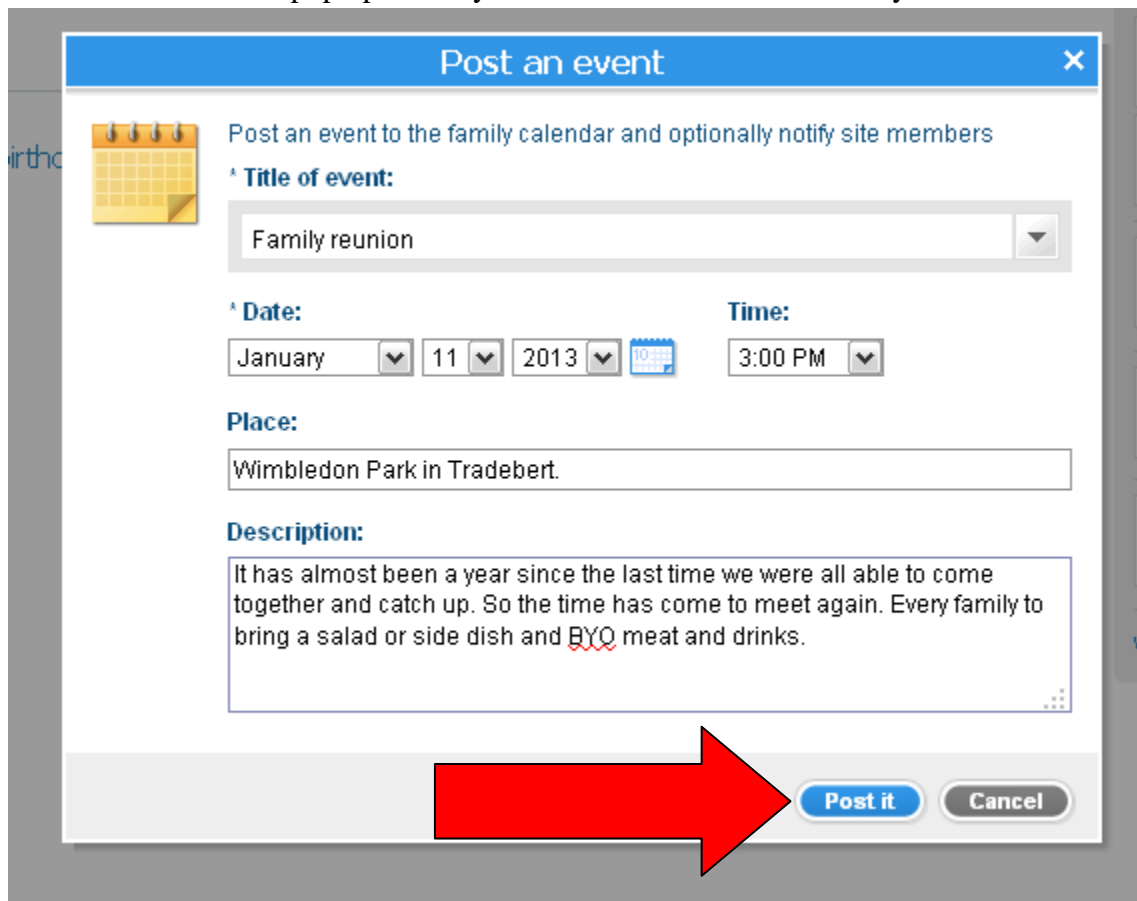
An advertisement for "Custom family calendars". The background is red. On the left, a woman and a young boy are looking at a calendar. The text reads: "Introducing: Custom family calendars. A great gift for your family. Get started now". On the right, there is a list of three steps: 1. Select a style (Choose from many beautiful styles), 2. Preview & customize (Birthdays and anniversaries will automatically appear in your calendar), and 3. Order it! (We print it and send it to your home). There are images of various calendar styles next to each step. A yellow banner with the word "New" is in the top right corner.

The following page will load; you can then click on *post an event*.



The screenshot shows the MyHeritage website interface. At the top, there is a navigation bar with the MyHeritage logo and links for Home, Family tree, Photos, and Events. Below this, there are options to print the family calendar, view family events, a timeline, and a timebook. A search bar is present with the text "Find an event" and a "Show advanced search" button. The page is set to "Upcoming" view for "December 2012", with a filter for "Events of close family". A prominent blue button labeled "+ Post an event" is located on the right side. A large red arrow points from the top right towards this button. Below the navigation, a calendar view shows Sunday, December 30th, with an event titled "28th birthday of Justin Panté" and a note "This is you".

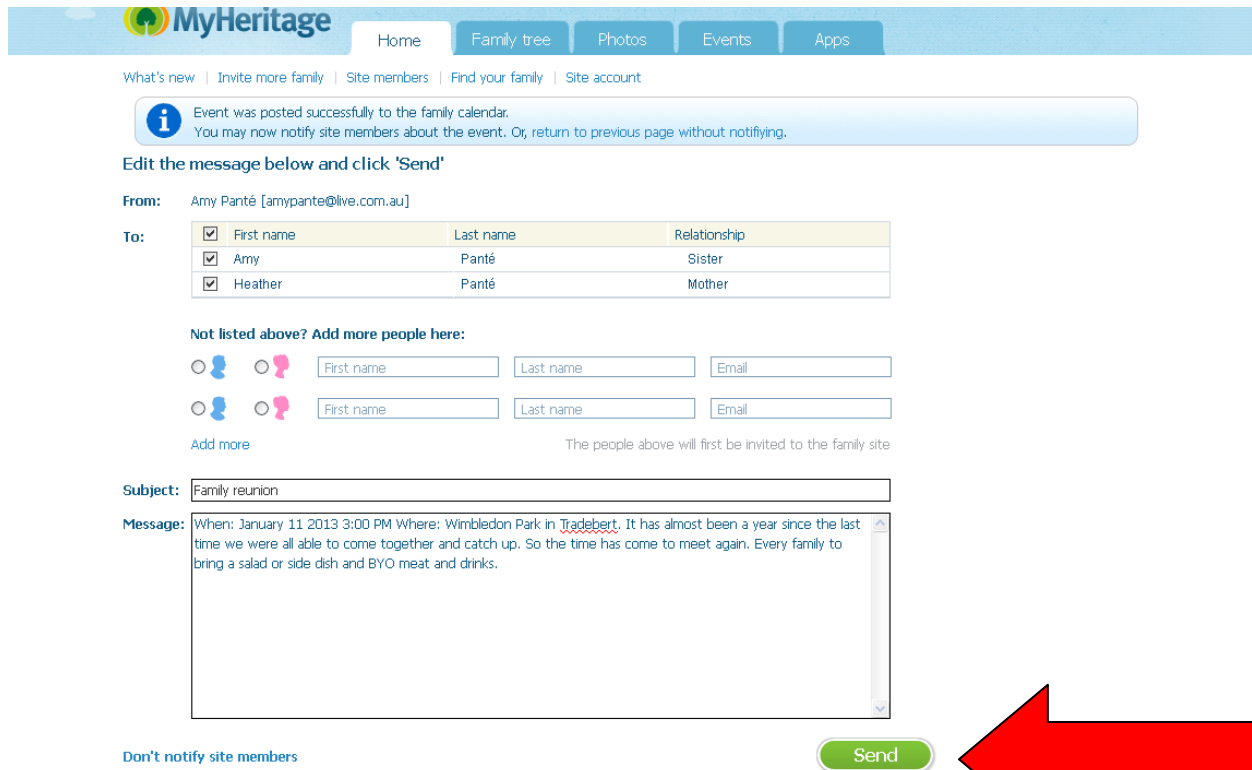
This box will pop up where you can add in all the details for your event.



The screenshot shows a "Post an event" modal window. The title bar says "Post an event" with a close button. Below the title, there is a sub-header: "Post an event to the family calendar and optionally notify site members". The form contains several fields: "Title of event:" with a dropdown menu showing "Family reunion"; "Date:" with dropdowns for "January", "11", and "2013", and a calendar icon; "Time:" with a dropdown menu showing "3:00 PM"; "Place:" with a text input field containing "Wimbledon Park in Tradebert"; and "Description:" with a text area containing the text: "It has almost been a year since the last time we were all able to come together and catch up. So the time has come to meet again. Every family to bring a salad or side dish and ~~BYO~~ meat and drinks." At the bottom of the modal, there are two buttons: "Post it" and "Cancel". A large red arrow points from the bottom center towards the "Post it" button.

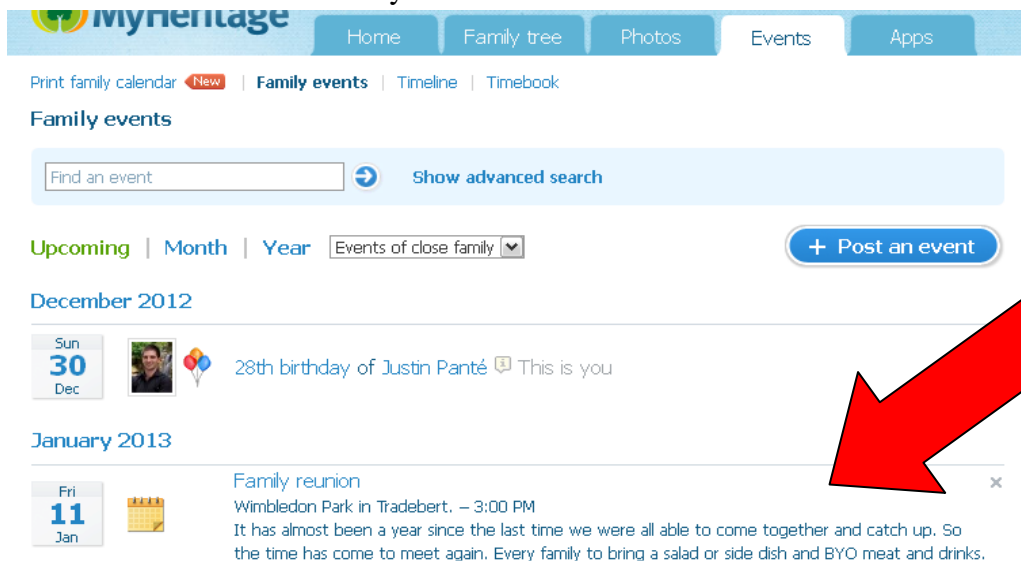
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Once you have filled out all the details click *post it*.



The screenshot shows the MyHeritage interface for posting an event. At the top, there's a navigation bar with 'Home', 'Family tree', 'Photos', 'Events', and 'Apps'. Below that, a notification bar states: 'Event was posted successfully to the family calendar. You may now notify site members about the event. Or, return to previous page without notifying.' The main section is titled 'Edit the message below and click 'Send''. It includes a 'From:' field with 'Amy Panté [amypante@live.com.au]'. The 'To:' field is a table with columns for 'First name', 'Last name', and 'Relationship'. Two entries are listed: Amy Panté (Sister) and Heather Panté (Mother). Below the table, there's a section 'Not listed above? Add more people here:' with two rows of input fields for 'First name', 'Last name', and 'Email'. A 'Send' button is located at the bottom right of the form, highlighted by a large red arrow. To the left of the button is a link 'Don't notify site members'. The 'Subject:' field contains 'Family reunion'. The 'Message:' field contains the text: 'When: January 11 2013 3:00 PM Where: Wimbledon Park in Tradebert. It has almost been a year since the last time we were all able to come together and catch up. So the time has come to meet again. Every family to bring a salad or side dish and BYO meat and drinks.'

You can then select the family members to send it to, and if you have left out some email addresses you are given the option to add them in the boxes provided before sending. Once all family are selected click *send*.



The screenshot shows the MyHeritage 'Family events' page. At the top, there's a navigation bar with 'Home', 'Family tree', 'Photos', 'Events', and 'Apps'. Below that, there's a search bar with 'Find an event' and a 'Show advanced search' button. The page is titled 'Family events' and has a 'Print family calendar' button. There are tabs for 'Upcoming', 'Month', and 'Year', and a dropdown menu for 'Events of close family'. A '+ Post an event' button is located at the top right. The calendar shows two events: '28th birthday of Justin Panté' on Sunday, December 30, 2012, and 'Family reunion' on Friday, January 11, 2013. The 'Family reunion' event is highlighted by a large red arrow. The event details for 'Family reunion' are: 'Wimbledon Park in Tradebert. - 3:00 PM. It has almost been a year since the last time we were all able to come together and catch up. So the time has come to meet again. Every family to bring a salad or side dish and BYO meat and drinks.'

Your event will then be displayed on your events list.

When you are finished you can simply log out by clicking on *account*, top right of your site next to search tool and then clicking on *log out* from the drop down menu. When you would like to re-enter your site you type www.myherritage.com into the address bar and login using your email address that you signed up with and the password you created.

These are just a few things that you can do on your family site but have fun creating your family tree and exploring the many other fantastic tools on this site!