Getting Started in Famili Vistas

Steps to build your Family tree in Famili Vistas

1) Fill up the registration form by clicking on the registration button in the right side of the Home page which opens a page with space to enter your email ID and complete your email authentication, by entering your OTP received on the mail ID you have entered.
On email verification completion, the registration expands to allow entering your name, date of birth, gender,………. ,…………………. and complete the registration.

    Screen shot of full registration page

2) On completion of registration, it opens the Login page. You can also login later by clicking the login button on the right-hand top corner of the home page.

3) Click on the Login button and enter your login ID (which is your email ID entered during registration), it opens-up the pricing page and allows you to select the type of subscription you wish to choose and make the payment.

4) On payment, you are prompted back to the login page with your User ID already entered and a temporary password default which enables you to login with a **dynamic system generated password which defaults**. It also mandatorily directs you to change the password with an option to save the password. On payment being successful, the registration gets fully completed and you receive a confirmation mail with full login credentials including customer ID, user ID and PW (as modified) for your record.

    Screen Shot

5) Going forward, every time you change your password, you receive an email with your User ID and password.

    Screen Shot

6) Now you can login using your User ID and password whenever you want by clicking on Login button on the right side of the home page and which takes to your Famili Vistas personalized Family Tree home page. You can personalize it further by adding a photograph of your family house or any other picture of your liking. It also shows up your first family tree card with you as the creator. This starts your **Family tree.**

    Screen Shot

7) You will see your profile photo on the top left side of the screen with icons to add profile photo, add a family member, edit the member, delete the member ,invite any family member to view and add their members, Edit profile photo , ……………….

Screen Shot

8) On clicking a node you can see on the Left side a vertical panel to add Photos and videos.
   a. You can add ……photos of size …….and videos …. of size……..
   b. You can add Biography of your Family in a **space** to enter.
   c. You can add Significant events which provides a space to enter the event with date and ….. photographs of size …….
   d. Links to related sites of your choice to provide more details of your family
   e. Laurels and accolades comprising photographs (max 4-5 of size)

   Screen Shot

9) To **Add Father** or **Add Mother**, enter their information either by clicking on Add members icon on the top left on the left side panel or right click your photograph, add , and click **Save**..

   Screen Shot

10) To add children, click on yourself and select ……………..

    Screen Shot

11) To add grandchildren, click on your child and add a child to them (step 10).

    Screen Shot

12) Once you save you may add more people or enter the name of your tree. Save the tree. Once your tree is created, you can access it from the Trees tab.

13) Now you can preview your Tree, download your tree, print your tree in pdf,jpg,………. . You can also share your tree by …………………….

Entering information in a tree

Names: Enter full names wherever possible. Use maiden names for women (leaving off their married names; these are implied by any spouses they have in the tree).

Dates: List dates in dd mm yyyy format (for example: 01 Jan 2022). If you're unsure of the day or year, fill up whatever, you are sure. For Example -you may just enter the Year or month and Year only.

Correcting mistakes

For help changing relationships in your tree,……….. . To merge duplicate people,…………..

To change name, gender, living status, or birth or death information you entered click **edit** on the icon in the left of the screen below your profile image and click **save**.

Adding more than two parents

If someone in your tree has two parents in the tree, you'll need to add them in a different way than the steps above.

1.   Click on the person whose parent you're adding.
2.   In the card that appears, click **Profile**.
3.   On their profile page, click **Edit** in the top-right corner and select **Edit relationships**.
4.   Click **Add alternate mother** or **Add alternate father**.
5.   Click **Add new person**.
6.   Enter information about the parent and click **Save**.
7.   On the card you now see, make sure the parents that are listed have the right type of relationship selected. To change a relationship, click the drop-down menu that displays the relationship [Biological ▼] and select an option.
8.   Two parents will primarily be displayed when you look at the tree. Mark the parents you want to be displayed by clicking [Make preferred].

Adding specific relationships

Stepfamily: Add a stepparent by attaching them as a spouse to the parent, then unchecking "Include these individuals as children of this spouse." Add a stepsibling by adding a child to the stepparent, and in the Parents section, selecting the option that includes "Unknown Mother / Father.".

<u>Adopted family</u>: Add an adopted family member the same way you'd add a biological family member. Then, go to the profile page of the adopted person and click Edit > Edit Relationships > Biological and change it to "Adopted."

<u>Unmarried parents</u>: Add the parents the way you'd add anyone else. Then, go to the profile page of one of the parents and click Edit > Edit Relationships > Spouse and change it to "Partner," "Single," "Friend," "Other," or "Unknown."