



## **Starting and Managing a Family Tree DNA Project**

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Family Tree DNA has over 6,000 surname, geographical, heritage, lineage and haplogroup projects. All projects are run by volunteers who have a passion for genetic genealogy. Join us to learn more about Family Tree DNA projects, why you should consider starting one, and what tools are available for administrators. We'll also discuss member recruitment and other project administration topics.

### **Overview of Family Tree DNA Projects**

- ✂ Family Tree DNA has more than 6,000 surname, geographical, heritage, lineage and haplogroup projects.
- ✂ All projects run by volunteers
- ✂ You don't need to be a genetic genealogy expert to manage a project
- ✂ Free projects, free project administration tools and free project websites
- ✂ Free for Family Tree DNA customers to join

### **Why Start a DNA Project?**

- ✂ Easier to encourage others to test when you have an organized project.
- ✂ Project websites are a great way to share results with others interested in the same topic area.
- ✂ Group General Fund facilitates fundraising for projects. Family Tree DNA holds donated funds in reserve for each project, freeing individual project administrators from having to directly handle the money.

## Requesting a New DNA Project

- ✎ Step 1: Search the Family Tree DNA Project database to confirm that there isn't already a project that covers the surname, geographical area, heritage, lineage or haplogroup that you wish to start a project for:

<http://www.familytreedna.com/projects.aspx>

- ✎ Step 2: Once you confirm that a project doesn't already exist, submit a request using FTDNA's New Project Application:

<http://tiny.cc/ProjectApplication>

- ✎ Step 3: Wait for the Project Approval email from Family Tree DNA. Please allow 5 business days for Family Tree DNA to review and approve your request.

## Accessing Your New DNA Project

- ✎ Your approval email contains a temporary project ID and passcode – use this to access your new project for the first time.

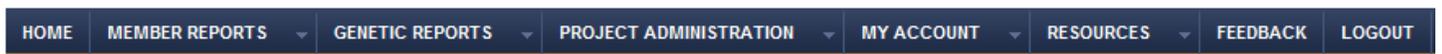
- ✎ Associate your new project with your Group Administrator Page (GAP):

- If you do not already have a GAP account, follow the instructions to create a personalized username and password for your GAP.
- If you already have a GAP account, follow the instructions to add your new project to your existing GAP.

## Group Administrator Page (GAP)

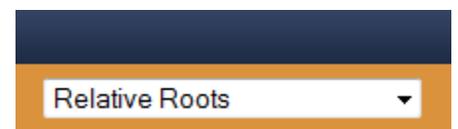
- ✎ Menu Bar

- All project administration tools are available in the Member Reports, Genetic Reports, Project Administration, My Account and Resources sections.



- ✎ Project Selector

- If you manage more than one project, use the project selector at the top right of the GAP to select the project you wish to view or edit.



## Configure Your GAP Account Settings

### My Account / Contact Info

- You can add additional email addresses here if you want to use a different email addresses to manage some of your projects.

### My Account / My Settings

- Choose the email address to use for each project and choose your notification and display settings.

### My Account / Change Password

- Change your GAP account password if needed.

### My Account / Add Projects

- Simple way to add new projects to your existing GAP once approved.

## Configure Your New Project

### Project Administration / Project Profile

- Set your Project Name & Description
- Skip the Website field for now
- Check or uncheck “Allow Order without join request?”
- Check or uncheck “Show project in Surname Project List?”
- Enter surnames relevant to your project, if appropriate

### Project Administration / Public Website

- Site Configuration Tab: Set the project’s website title, configure website options, and create a website address for your project.
- The following tabs are each optional and will display information on your project’s public website if configured:
  - Background Tab: Enter brief information about the purpose of your project
  - Goals Tab: Discuss the goals of your project
  - News Tab: Post project updates
  - Results Tab: Discuss results of the project

 Go back to Project Profile and enter your new project website address.

### Project Administration / Welcome Email

- Configure an automated welcome message to be sent to new members of your project (not active yet – coming soon).

## Member Reports

-  Information about your project members
  - Member Information
  - Member Notes
  - Member Distribution Map
-  Information about your project members' ancestry
  - Maternal Ancestry
  - Paternal Ancestry
  - Country of Origin Charts
-  Track your project members' kits and orders:
  - Unreceived Kits
  - Pending Shipment to Lab
  - Pending Lab Results
  - Received Lab Results
  - Order Summary
-  Statistics about your project members
  - Project Statistics
  - Project Joins

## Genetic Reports

-  Family Finder
  - Affymetrix Matrix
  - Affymetrix Results
  - Illumina OmniExpress Matrix
  - Illumina OmniExpress Results
-  mtDNA
  - mtDNA Results – Enhanced for filtering sorting, subgrouping and more
  - mtDNA Results Classic – Classic results chart, no bells and whistles
  - Haplogroup Charts

## Y-DNA

- Y-DNA Results – Enhanced for filtering, sorting, subgrouping and more.
- Y-DNA Results Classic – Classic results chart, no bells and whistles
- Y-DNA Results Colorized – Colorized results chart
- Y-DNA SNP – Member SNP results
- Y-DNA Genetic Distance
- Y-DNA TiP
- Y-DNA Unique Haplotypes
- Haplogroup Charts

## Project Administration

-  Project Profile – Configure basic info about your project
-  Public Website – Configure your project’s public website
-  Public Results Display Settings – Choose whether to display Y-DNA and mtDNA results for individual project members. Most useful for dual geographical projects, where members may have either paternal or maternal ancestry relevant to the project, but not both.
-  Welcome Email – Automated welcome email sent when member joins the project (coming soon).
-  Member Subgrouping – Subgroup your members for display on the public website, for sending targeted group emails, or various other reasons. You choose how to subgroup your members. Some admins subgroup by lineage, others by haplogroup, others by origin, etc.
-  Bulk Email – Send email announcements to all your project members or subgroups of your project members.
-  Project Administrators – Invite additional administrators or co-administrators to your project. You can limit the capabilities of co-admins after they join.
-  Join Authorization – If your project requires administrator approval for joins, you can manage and respond to join requests here.
-  General Fund & General Fund Charts – Info about your project’s General Fund.
-  Download Files – Download reports in CSV or Excel format.
-  Price Comparison – View a complete list of FTDNA products, retail prices, group prices and sale prices.
-  New Member Order – Order a new kit for your project.

## Resources

- 📖 Guidelines – Guidelines for Group Administrators of DNA Projects
- 📖 How To – Frequently Asked Questions (FAQ) about the GAP
- 📖 Interpretation – FAQ about interpreting and explaining your project members' results
- 📖 Known Issues – Current list of known issues regarding the GAP and projects in general
- 📖 Papers & Presentations – Select presentations from past FTDNA conferences for project administrators
- 📖 Quick Reference – GAP quick reference guide

## Recruitment

- 📖 Post announcement to surname mailing lists and forums at Ancestry, RootsWeb, etc.
- 📖 Coordinate with one-name studies such as those at the Guild of One Name Studies (GOONS) – <http://www.one-name.org>
- 📖 Post to genealogy mailing lists and forums at Ancestry, RootsWeb, JewishGen, etc.
- 📖 Post to genetic genealogy mailing lists and forums.
- 📖 Email individuals listed in surname databases, such as the JewishGen FamilyFinder – <http://www.jewishgen.org/jgff/>
- 📖 Search social media sites such as Facebook and Twitter for people with your surname, as well as Skype.
- 📖 Use traditional methods such as searching the white pages and calling people, where appropriate.
- 📖 **Recommendation:** If contacting an individual directly, discuss genealogy before asking the person to join a DNA project. Not everyone is warm to the idea of DNA testing, so for best results, introduce individuals to the concept of DNA testing for genealogy slowly – don't send a request to join the DNA project as your first correspondence with someone.

## Privacy Concerns

- 📖 Assure potential participants that they shouldn't have privacy concerns:
  - Genetic Genealogy tests are non-medical.
  - Insurance companies don't care about genealogy results.
  - Genetic Genealogy tests are not legally useful – there's no chain of custody. You could have your name and contact info on a friend or relative's kit.
  - Genetic Genealogy tests are different from law enforcement DNA tests.
  - Participant names can be anonymized in the FTDNA database.
  - Goal of Genetic Genealogy is to match relatives, not to be uniquely identified.

