

# Getting Started with



# 1. Creating an Account and Logging In

# Creating an Account

- Go to [ancestry.co.uk](https://ancestry.co.uk)
  - Click:
    - Sign Up: if you are **only** building your own family tree, managing DNA results, or just starting out.
    - Subscribe: if: you need to research ancestors, find census records, or view documents attached to your DNA matches.
    - Start Free Trial: if you want try out research results and functionality
- REMEMBER TO CANCEL BEFORE THE 14 DAYS RUNS OUT**
- Follow instructions to complete sign-up process

The screenshot shows the Ancestry website homepage. At the top right, there are links for 'SUBSCRIBE', 'LOG IN', and 'SIGN UP'. The main heading is 'Bring Your Backstory to Life™'. Below this, there are two main promotional cards:

- Family history membership**: Discover your family story with a 14-day free trial.\* A green button labeled 'Start a free trial' is at the bottom.
- AncestryDNA®**: Uncover your heritage and make new family connections with AncestryDNA.® A blue button labeled 'Order now' is at the bottom.

At the bottom of the promotional area, a small disclaimer reads: '\*Free trial terms apply. †Excludes shipping.' To the right of the main content, there is a preview of a historical document titled 'CENSUS, ENGLAND, 1921'. The document shows a photograph of a woman, a street scene, and handwritten entries for 'MARRIAGE' and 'BIRTHPLACE York'.

# Logging In To An Existing Account

- Go to [ancestry.co.uk](https://ancestry.co.uk)
- Click Log In
- Enter email and password

The screenshot shows the Ancestry website homepage. At the top left is the Ancestry logo. At the top right are links for "SUBSCRIBE", "LOG IN", and "SIGN UP". The main heading is "Bring Your Backstory to Life™". Below this are two promotional cards: "Family history membership" with a "Start a free trial" button, and "AncestryDNA®" with an "Order now" button. The background features a "CENSUS, ENGLAND, 1921" record with a photograph of a woman and a street scene. A small note at the bottom reads: "\*Free trial terms apply. †Excludes shipping."

# Getting Started with

## 2. Creating a New Family Tree

# Creating a New Family Tree

- Click **Trees** → **Create & Manage Trees**
- Select **Create a New Tree**
- Enter a 'home person' - your own details or your starting person
- Add any available parent information or select one and then cancel
- Will then be asked to:
  - name the Tree
  - set privacy settings (read the description of each setting to make sure it is appropriate to your requirements).
  - save the Tree

Getting Started with 

## 3. Developing Your Family Tree

# Adding Family Members

- Click **Trees** → **My Trees**
- Select your Family Tree
- Right click on the relevant, existing person in your Tree
- Select ... → **Add Relative**
  - Choose relationship (parent, sibling spouse child etc)
  - Add any known information
  - Approximate dates are ok
  - Save

# Editing & Working on Individual Family Members

- Click **Trees** → **My Trees**
- Select your Family Tree
- Click on required person
- Select from
  - **Profile** Full details to work on
  - **Search** All potential results returned for this person
  - **Hints** Suggested matches generated by Ancestry
  - **...** Other miscellaneous actions as per the list

## Adding Photos, Documents and Stories

- Click **Trees** → **My Trees**
- Select your Family Tree
- Right click on the relevant, existing person in your Tree
- Select **Add Media**
- Upload the documents you wish to add (making sure it is a supported file type and size)
- Click **Done**

**Notes:** It is easier to upload files and photos if they are in individual folders for each person

# Using Ancestry to Search for Records

- Log in
- Click **Search**
- Choose **All Records** or a specific category
- Enter as much information as you can
- Try name and spelling variations
- Choose a suggested record from the search results
- Sense check it, if correct choose either:
  - **SAVE**: can be saved to an existing person or to a new person
  - **SAVE TO MY SHOEBOX**: allows you to come back to result at a later date

Getting Started with 

## 4. Sharing Your Family Tree

# How to Share Your Family Tree

- Click **Trees** → **My Trees**
- Select your Family Tree
- Click **Tree Settings**:
- **Privacy**:
  - Choose either Public or Private, details of each are given when selecting
- **Invitations**:
  - Choose the permission level you want to use: Viewer, Contributor, Editor, details of each are given when selecting
  - Choose how you invite people to access your Tree
  - Control privacy settings to the data of living people in your Tree

# Getting Started with

## 5. Using Ancestry Hints

## Using Ancestry Hints

- Look for green leaf icons against people in your tree
- Review the suggested records
- Carefully review before saving as Hints are just that!
- Once reviewed, choose to ignore or accept in to your tree

Getting Started with 

## 6. Importing GEDCOM files

# Importing a GEDCOM file

- Click **Trees** → **Create & Manage Trees**
- Select **Create a New Tree**
- Choose **Upload a GEDCOM file**
- Select your GEDCOM (.ged) file
- Once uploaded, save the Tree
- Notes:
  - Make sure the GEDCOM file is saved on your PC or on a portable drive and you have a backup
  - Ensure that any media or photo records are available as they may not transfer, and that you have a backup

## Review the Imported Tree

- Review people, relationships and dates
- Correct errors, missing information or duplicated information
- Upload any documents and photos
- Once completed, save the Tree

Notes: It is easier to upload files and photos if they are in individual folders for each person