
Clan Ayson Family Tree

User Guidelines

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Request Access to the Clan Family Tree

The family tree has been marked private so to view it, you will have to request a login by completing the contact us form. To be given access to the family tree, your name has to be on the family tree. One login per household will be granted. Your access will be as a Contributor as this is what was approved by the Executive.

First Time Access

When your access is granted, you will then receive an email from ancestry.com with a link which will allow you to login. This could take a few days to be created as we rely on the Family Tree administrators to complete this task manually.

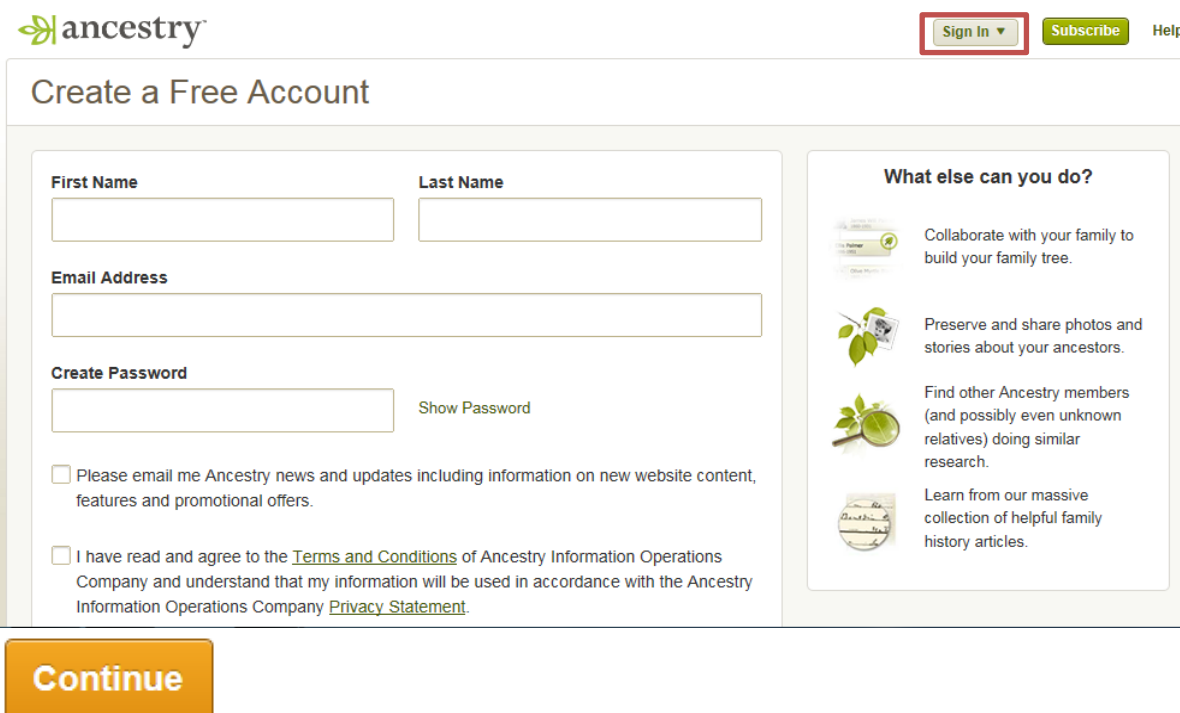
Click on the link [Clan Ayson Family Tree](#) provided in the email from ancestry.com for Contributor Access:


You are able to:

- Comment on people, images, and stories
- Add photos or stories

If not already an Ancestry member you will need to Create a Free Account, and enter your first name, last name, and email address and tick I have read and agree to [Term and Conditions](#).

If you are already a member of Ancestry, you can sign in using the link in the upper right corner.







 [Sign In](#) [Subscribe](#) [Help](#)

Create a Free Account

<p>First Name</p> <input type="text"/>	<p>Last Name</p> <input type="text"/>
<p>Email Address</p> <input type="text"/>	
<p>Create Password</p> <input type="password"/>	<p>Show Password</p>
<p><input type="checkbox"/> Please email me Ancestry news and updates including information on new website content, features and promotional offers.</p>	
<p><input type="checkbox"/> I have read and agree to the Terms and Conditions of Ancestry Information Operations Company and understand that my information will be used in accordance with the Ancestry Information Operations Company Privacy Statement.</p>	

Continue


What else can you do?

-  Collaborate with your family to build your family tree.
-  Preserve and share photos and stories about your ancestors.
-  Find other Ancestry members (and possibly even unknown relatives) doing similar research.
-  Learn from our massive collection of helpful family history articles.

Click on continue and you will see the screen below, it is recommended that you select yourself as the Home Person or a family member. You can easily navigate back to the home person from any point in the family tree.

Select a Home Person for this family tree

The Home Person is the starting point in your family tree. You can easily navigate back to the Home Person from any point in your tree.

 It is recommended that you select yourself as the Home Person. If you are not in this tree, you can select a primary person you are researching.

Home Person:

Type name of person in tree

or [Browse the list of everyone in your tree](#)

I have selected myself as the Home Person.

SELECT or Cancel

If you already have an account after signing in you will get this screen, click on Start Exploring it will bring you to the Clan Ayson Family Tree.

Start Exploring Ancestry close 

Welcome to Clan Ayson Family Tree !

You are invited as a "Contributor" and you can participate by:

- **Commenting on people, images, and stories**
- **Adding photos and stories**

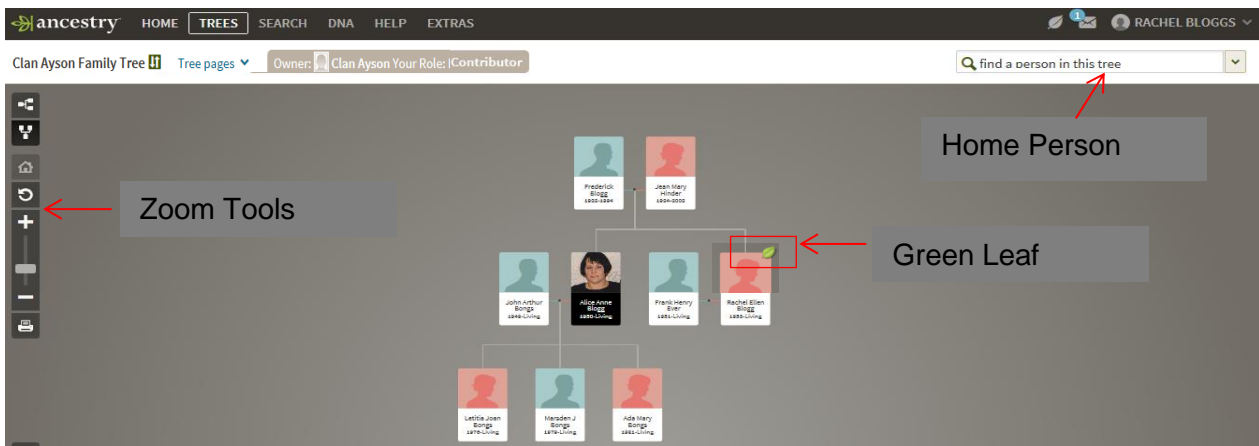
Start Exploring

Screenshots in Documentation different to what you see

This documentation has been written using the new ancestry website, if you find your screens do not look the same as displayed in this documentation, you are probably on the Ancestry Australia website which will be switching to the new website shortly. Please log out and go to www.ancestry.com and log in here. You should automatically see the new look, if you don't, follow the instructions in this link - http://help.ancestry.com/app/answers/detail/a_id/9141/#res2

Moving Around the Family Tree

When you click on yourself as the Home Person you will see this screen and that you have contributor access

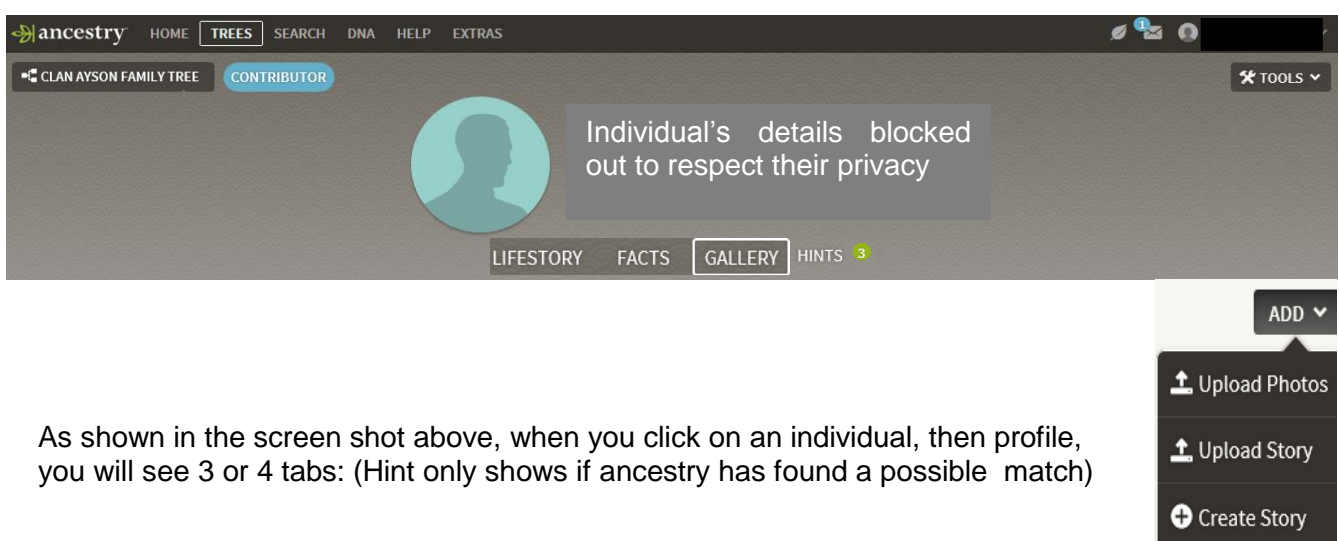


To get back to home person on the family tree click on find a person in this tree and select home person from the drop down menu.

Using the zoom tools, you can:

- view the tree in two ways - Pedigree and Family
- you can zoom in and out
- print very basic reports

If an individual has a Green Leaf on the right hand side of their record, it means there is further information that may match this individual, click on the leaf and it will come up with the number of records on the Ancestry sight, eg Electoral Rolls, Public Family Trees, Military, you are able to view these.



As shown in the screen shot above, when you click on an individual, then profile, you will see 3 or 4 tabs: (Hint only shows if ancestry has found a possible match)

Lifestory - Life story is a way to see an ancestor's life story. It includes anything from the facts page that you wish to add, as well as historical insights and certain events from family members.

Facts - You can see everything about a person—facts, sources, and family members—in a streamlined view that lets you organize all you know about that person's life.

Gallery - Organize and sort your photos, videos, and historical records quickly and easily so you can explore and re-discover the lives of your ancestors. (This is where you can upload photos, documents, add and create stories)

Hints - Shows that this individual has 3 possible matches in Ancestry

Posting Photos, Documents & Stories

- You should only post to your direct family line, or seek permission from family members if this is not the case.
- Permission should always be obtained before anything is posted on living or recently deceased family members to respect their privacy. If you do not follow these guidelines and the website administrators receive complaints, you could lose your contributor access and be given guest access only which will prevent you from adding anything to the tree.
- When you add a photo or document, it is linked to your profile to show who posts it.

Photos, Stories & Document File Name Formats

To make it easier for the Family Tree Maker Administrator to identify what the file is about, files are to be uploaded with the following filename formats:

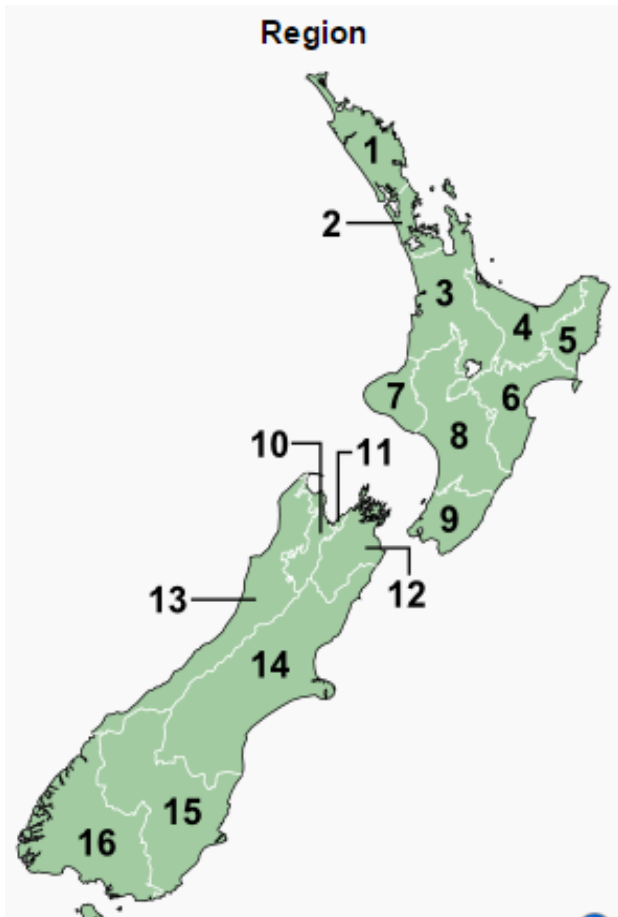
This is most important as camera's all have similar file names so the files will have to be renamed before uploading into Ancestry.com

- **Name:** Surname-First name
- **Date:** YYYY-MM-DD
- **Location:** from largest to smallest with two or three letter official abbreviation used for regions /states, regions & countries. NZ has 3 letter abbreviations for its regions.(see *under Regions for abbreviation's*)
- **Event:** obituary, birth-cert, wed-cert, death-cert, christening, wedding, graduation, etc.

So filenames would look like:

- ❖ Bloggs-Rachel-1996-06-22-NZ-OTG-Dunedin-Graduation.jpg
- ❖ Bloggs-Rachel-2001-01-22-AU-SA-Adelaide-Wedding.jpg
- ❖ Bongs-Alice-1996-06-22-NZ-OTG-Dunedin-My Story.pdf
- ❖ Bongs-Henry-2001-01-22-AU-SA-Adelaide-Death Certificate.pdf

Regions



Region	Abbreviations
1 Northland	NZ-NTL
2 Auckland	NZ-AUK
3 Waikato	NZ-WKO
4 Bay of Plenty	NZ-BOP
5 Gisborne	NZ-GIS
6 Hawke's Bay	NZ-HKB
7 Taranaki	NZ-TKI
8 Manawatu-Wanganui	NZ-MWT
9 Wellington	NZ-WGN
10 Tasman	NZ-TAS
11 Nelson	NZ-NSN
12 Marlborough	NZ-MBH
13 West Coast	NZ-WTC
14 Canterbury	NZ-CAN
15 Otago	NZ-OTA
16 Southland	NZ-STL

Click on this link to view New Zealand Regions

https://en.wikipedia.org/wiki/Regions_of_New_Zealand

- If you are posting a photo or document that relates to overseas countries -search in Wikipedia for the place then it will show you the region and country for that area

Uploading Photos

- Remember to ensure that photo file names are using the filename standard!
- They should support a family history purpose, and not be offensive in any way to other family members.

- Photo files can be uploaded in ancestry as - .jpg .jpeg .png .gif .tiff .bmp. Individual photo file size cannot exceed 15 MB.
- When you upload photo's use the following formats in the fields provided:
 - **Title:** eg Graduation, Family Gathering
 - **Category Type:** Select from dropdown menu eg Portrait/Family photo, Headstone
 - **Date:** 8 Apr 1920
 - **Location if known:** - Place, Region, Country eg Dunedin, Otago, New Zealand
 - **Description:** You may want to write who the people are in the photo or a brief story on the photo or event.
 - **Attach Item:** You can attach the story to other individuals in your family.

* required

Title *

Category Type

Portrait / Family Photo ▾

(change if not correct)

Date **Location**

When photo was taken (example: 12 Apr 1945) *Where photo was taken*

Description

Attach item to people and events

[+ Attach to another person](#)

SAVE ADDED INFORMATION
or skip this step

- If you are not comfortable with uploading photos yourself you can email the family tree administrators through the Clan Ayson Website for addition to the tree, you will need to provide the details as listed above along with your Name, individuals who you want the photo attached to.

[Privacy Settings for photos](#)

The privacy of your photos is always protected for living individuals. Only people authorised to view living individuals in your family tree will be able to see photos of living individuals. Others will not be allowed to see photos attached to people in this tree that appear to be living, unless they are granted permission. Everyone with access to the tree will be able to see living people. The same applies to Documents and Stories added or created.

Uploading Documents & Stories

Remember to ensure that stories and document file names are using the filename standard!

Documents can be added to a family member, eg marriage, death certificates, Army records. Stories that may have been written on an individual that you want to share the story with. You should only post to your direct family line, or seek permission from other family if this is not the case.

- Upload in PDF as this is a more universal document format
- If your document is in Microsoft Word If version 2007 or later you can go “ Save As” a PDF file. If you have an older version you can download the below PDF convertor for free - <http://www.pdfforge.org/pdfcreator>

Documents

When you upload Documents use the following formats in the fields provided:

- **Title:** eg Death Certificate
- **Category Type:** eg Document ,Certificate(Stories is in a separate upload)
- **Date:** 8 Apr 1920
- **Location of Event:** Place, Region, Country eg Dunedin, Otago, New Zealand
- **Description:** You may want to detail what the Document/Certificate is about or who they are for or from.
- **Attach Item:** You can attach the document to other individuals in your family.

*** required**

Title *

Category Type
Document / Certificate

(change if not correct)

Date **Location**

When photo was taken (example: 12 Apr 1945) *Where photo was taken*

Description

Attach item to people and events

You come up in here

+ Attach to another person

SAVE ADDED INFORMATION or skip this step

Stories

- When you upload Stories use the following formats in the fields :
 - **Title:** eg Trip to Glenshee
 - **Date:** 8 Apr 1920
 - **Location of Event:** Place, Region, Country e.g. Dunedin, Otago, New Zealand
 - **Description:** You can write a brief description on what your story is about
 - **Attach Item:** You can attach the story to other individuals in your family.

STORY * required


Title *

Date **Location**

When story took place (example: 12 Apr 1945) *Where story took place*

Description

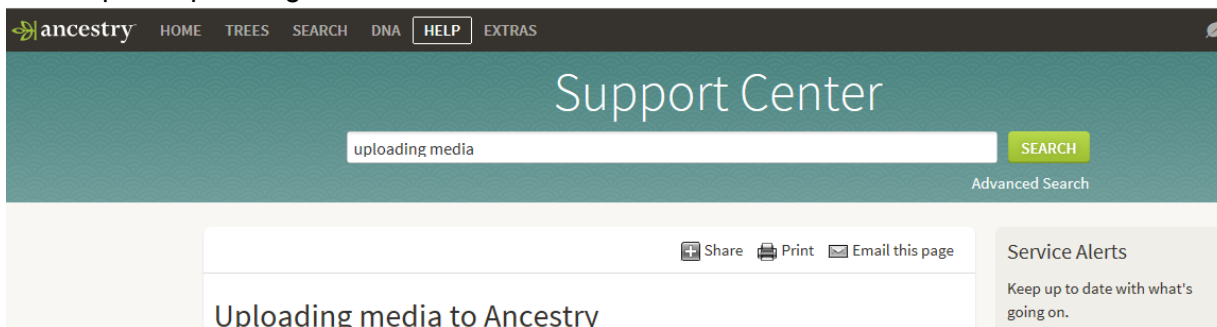
Attach item to people and events

 You come up in here

[+ Attach to another person](#)

Assistance to Upload Stories, Photos & Documents

Information on how to upload photos and documents/stories is on Ancestry by going into the Help Button put "Uploading Media" in the search field.



Click on Uploading media in Ancestry for Instructions

If you are not comfortable with uploading documents/stories yourself you can email the family tree administrators through the Clan Ayson Website for addition to the tree, you will need to provide the details as listed above along with your Name, individuals who you want the photo, document or story attached to.

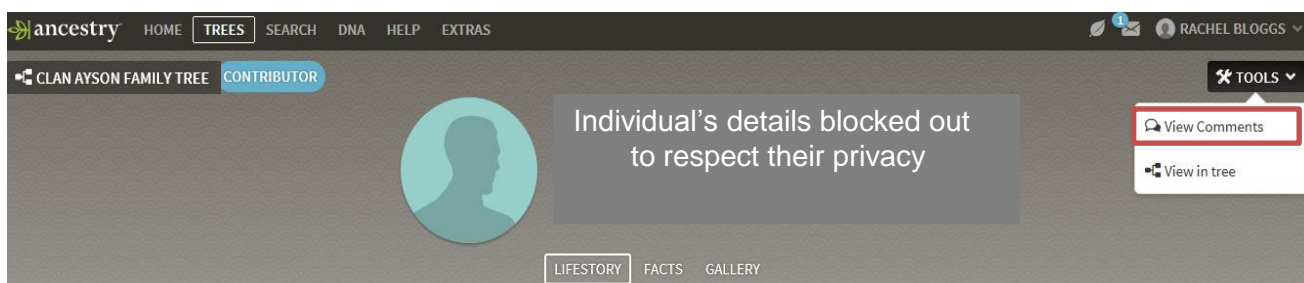
Create your Story online

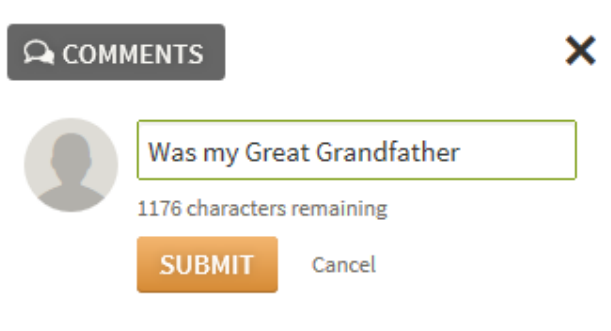
When you click on Create Story, select " I want to write a story", fill in Story Title, write your Story , then add the description, location and date as per upload stories. You can also add the Story to another individual in your family.

The screenshot shows a two-step form for creating a story. Step 1, titled "1. How do you want to add your story?", has two radio button options: "I want to write a story" (which is selected) and "I want to upload a story from my computer". Step 2, titled "2. Write your story", includes a note "Fields marked with * are required." Below this, there is a text input field for "* Story title" and a larger text area for "* Story". A rich text editor toolbar is visible below the text area, containing options for font family, font size, bold, italic, underline, bulleted list, numbered list, and link.

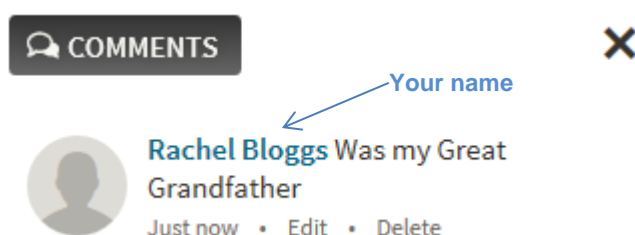
Adding a Comment

To add a comment click on the individual, click Profile, Tools, View Comments, write up your comment and submit.





When you submit a comment it is linked back to you, so it can be recognised who posted the comment on this individual



Privacy

The Clan Ayson Family Tree has been marked as a Private Tree so it can't be viewed by the public, and has been ticked to prevent names being found in the index search, however this does not mean to say that someone else might have members of the family in their tree which can be found when searching Ancestry.com. Only those with logins will be able to see any information in this tree

Private Tree

This setting makes your tree "Private" so that it can't be viewed as a Public Member Tree. Note that the information from your tree will still be indexed for searching, but those who find your information can't view your tree without your permission.

What does this mean?

- Even if you don't share your tree, other members can still learn if a specific deceased individual is in your tree, in addition to the birth year and birthplace of the person and your username (but no personal information about you).
- They can then contact you anonymously through the Connection Service on Ancestry sites to request more information. Keep in mind that members who want to learn from your tree may also have helpful information about your tree to offer you in exchange.

Also prevent your tree from being found in the search index.

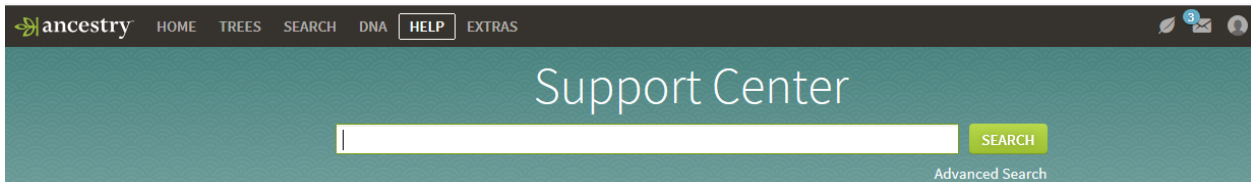
Note: although your tree will instantly become public or private, it usually takes about a month or more to be reflected in the search index.

Ancestry's Privacy Statement

As a company devoted to family, we have high standards in protecting your privacy. We want to be clear and transparent about how we use personal information and how we put you in control. To reflect this commitment, we have updated our [Privacy Statement](#), which takes effect on July 26, 2015. Learn more about the new Statement in our [blog post](#).

Help Button

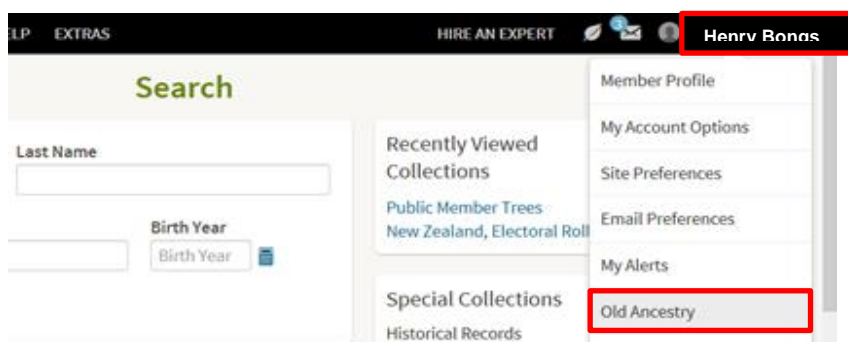
In Ancestry you can Search on any subject to source information by clicking on the Help Button and enter the topic in the search field.



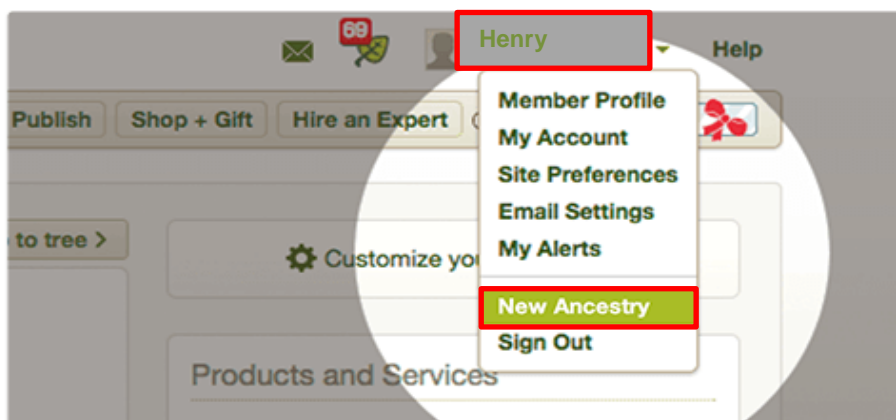
NOTE:

If you have a subscription you have the opportunity to opt back to the Old Ancestry and then can opt to go into the New Ancestry again.

To access this after signing in click on your User Name in the top right hand corner of the screen and select Old Ancestry, once in here you can then opt to go back to the New Ancestry, soon it will all be the New Ancestry



You can make the switch at any time by clicking “New Ancestry” under your username on the My Account menu.



Reports

PDF files are able to be created for reports on individual's family trees. These can be requested by emailing the family tree administrators via the Clan Ayson website contact form. As the administrators will fit the task of creating the reports and charts around their other day to day work the response may not be immediate, *advice will be given that the request was received.*

Click on the link below to see reports that are able to be generated in Family Tree Maker
http://ancestryuk.custhelp.com/app/answers/detail/a_id/5410/kw/list%20report%20options

Providing Family Tree Updates

The Ayson Clan wishes to record the following information for all Clan members, their spouses and families:

- Birth information
- Marriage Information
- Death Information
- Special Events - anything that an individual has received recognition for - An event maybe a graduation, knighthood, book published, invention, representing the country in sport or other event
- Military Service information for the Roll of Honour

To provide us with these details please visit the Tree section on the website and complete the relevant online forms.

Report an Inaccuracy in the Information on an Individual

We expect there to be errors in the information provided on the tree and seek your help to correct these inaccuracies. In the event you discover an inaccuracy in the information on an individual in the Clan Ayson Family Tree that you feel could be changed to provide others with more accurate information, you can use this form to inform the Administrators, and they will get confirmation that this is correct and make the changes. As part of ensuring that the information is correct in the tree we will be sourcing all information provided. Sourcing this information means we will be recording where the information came from and attaching emails & other documents provided used to validate this information.

To provide us with these details please visit the Tree section on the website and complete the relevant online forms.