FamilyTreeDNA Account Settings

for the *Poindexter DNA Project*

Administrated by the Poindexter Descendants Association

www.poindexterfamily.org

Welcome to the Poindexter DNA Project at FamilyTreeDNA. The project is administered by the Poindexter Descendants Association (dna.poindexterfamily.org). Please follow the instructions below to adjust your FamilyTreeDNA account settings to participate and display your results in the Poindexter Family Project. The current project administrator is Jamie Diana Poindexter, jamie@poindexterfamily.org , chair of the PDA's Genealogy Research Committee.

1. Log in to your kit's account at familytreedna.com
2. In the upper right corner click on your name.
3. Click on Account Settings
4. Click on PRIVACY & SHARING
5. Scroll to Matching Preferences:
    a. Turn ON the "opt into Matching".
    b. You may decide to opt in to "Investigative Genetic Genealogy Matching", that is your choice to make.
    c. Family Finder Match Levels, we suggest "All Levels" for the most inclusive search of those who have DNA matching yours.
    d. mtDNA Match Levels, again, we suggest "All Levels".
    e. Y-DNA Match Levels, and again we suggest "All Levels".
    f. Origins Sharing, this choice is up to you. We recommend turning it on.
    g. Family Tree Sharing, our recommendation is to set this to "Only Matches" or "All FamilyTree Users". You probably want to share this tree with your matches so that they can compare how they might relate to you. Don't forget to build your tree or upload a gedcom from your genealogy software. Your tree really should be more than just you and your parents, add as many of your ancestors as you know. If you have a tree at ancestry.com or other online or genealogy software, you can export a GEDCOM from it and upload that to your ftDNA kit instead of entering everyone from scratch.
6. Click on the PROJECT PREFERENCES tab at the top of the page.
    a. Click on the pencil (edit) for the Poindexter group project. A small pop-up window will appear.
    b. All the possible checked circles should be checked already.
    c. Scroll down to **Group Project Administrator Access Level Settings.** ftDNA is the only genetic genealogy testing company that supports Groups and Group Admins. We are here to help you interpret your DNA matches and results. So we suggest you set access for Jamie Poindexter Admin to "Advanced". Also allow all future Admins and co-Admins to "Advanced".
    d. Click "ACCEPT PROJECT PREFERENCES"
    e. Click CONFIRM
7. Go to the GENEALOGY tab at the top.
    a. In the Surnames sub-tab, add any surnames that you have in your family tree as instructed. The more you include, the easier it will be for your matches to find you when they are searching their matches. When you start searching your matches for surnames of interest, you will see what I mean.
    b. In the Earliest Known Ancestors sub-tab for your:
        i. Paternal Ancestor:
            1. Males who use Poindexter (or spelling variation) as your surname: Y-DNA results, enter the following text in the "Direct Paternal Ancestor" space (allows about 48 characters) and represents your Poindexter lineage which will be displayed in the project: Example: "yourfathersfirstname,grandfathersfirstname,greatgrandfathersfirstname" and so on as far back as you know for your Poindexter lineage. Space is limited so don't give Poindexter surname, and do not use spaces.
            2. Females, you can use the same method indicating your lineage to your Poindexter ancestors.
        ii. Direct Maternal Ancestor: Enter the ancestor that best meets your needs.
    c. Click SAVE

8. Go to the ACCOUNT INFORMATION tab and then select the Beneficiary Information sub-tab.
    a. Provide a name, phone number and email address of someone you trust. Perhaps a sibling or cousin, someone likely to outlive you, or you can choose me if you want.
    b. Next click on the Printable Form link, print the form, and complete it with the required signatures.
    c. Provide a copy to your beneficiary.
9. Inform me when your settings are ready, I will add you to the project and let you know when ready, then go to: https://www.familytreedna.com/public/PDAs%20Poindexter%20Family%20Tree%20DNA%20Project/default.aspx?section=ycolorized