FamilyTreeDNA Account Settings

for the *Poindexter DNA Project*

Administered 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
    a. Scroll down to Y-DNA Match Levels, set to the highest level of markers that you purchased. The PDA suggests that your kit should have at least 67 markers. The more the better for fine tuning your matches and reduce the number pf emails you receive from ftDNA for broader matches.as understanding of DNA and ancestry increases and the test results are improved upon.
    b. Next, scroll down to Match Preference Summary. In the Y-DNA section, share the Y-67 and any other levels higher than 67 that you purchased with your kit. You can select less markers, but the accuracy of who you match with is also less. In other words, at 12 markers, you will be matched with just about anyone that descends from a family in Western Europe.
    c. Origins Sharing, this choice is up to you. I recommend turning it on.
    d. Family Tree Sharing, my 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 you might relate to you. Don't forget to build a tree or upload a gedcom from your genealogy software.
5. 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** and 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
6. 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.
    b. In the Earliest Known Ancestors sub-tab for your 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.
    c. Click SAVE
7. 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.
8. 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