# PAYNE-HENDLEY FAMILY TREE

## User Guide for Family Editors

https://paynehendleyreunion.com/family-tree/

*Welcome to our family's interactive online family tree!*

This guide will help you view, search, and contribute to our shared family history.

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# 1. Getting Started - Creating Your Account

Before you can make edits to the family tree, you need to create an account and be approved by the administrator.

## How to Request an Account

1. Go to: https://paynehendleyreunion.com/family-tree/
2. Click "Request a new user account" on the login page
3. Fill out the registration form:
- Your real full name (so we know who you are!)
- Your email address (for notifications)
- Choose a username
- Choose a password
- In the comments box, please tell us how you are connected to the family
4. Click "Submit" to send your request
5. Wait for approval - you will receive an email when your account is approved

   📝 **NOTE:** *Please use your real name when registering. This helps the administrator know who is requesting access to our family records.*

# 2. Logging In

Once your account is approved:

6. Go to: https://paynehendleyreunion.com/family-tree/
7. Click "Sign in" at the top of the page
8. Enter your username and password
9. Click "Sign in"

You should now see your name in the top corner, and you will have access to edit features.

> 💡 **TIP:** *Check "Remember me" if you are on your personal computer to stay logged in.*

## Forgot Your Password?

10. Click "Forgot password?" on the sign-in page
11. Enter your email address
12. Check your email for a reset link
13. Click the link and create a new password

# 3. Navigating the Family Tree

The family tree website has several ways to view and explore our family:

## Main Menu Options

### Charts

- Pedigree Chart - Shows ancestors going back in generations
- Family Book - Shows descendants of a person
- Fan Chart - Circular chart showing ancestors
- Interactive Tree - Click to expand and explore
- Hourglass Chart - Shows both ancestors and descendants

### Lists

- Individuals - Alphabetical list of all people
- Families - List of all family units
- Branches - Major family branches
- Places - List of locations mentioned in records

### Calendar

- View birthdays, anniversaries, and death dates by month

  💡 **TIP:** *Start with the Interactive Tree or Pedigree Chart to get a visual overview of how family members are connected.*

# 4. Searching for Family Members

There are several ways to find specific people in the family tree:

## Quick Search

14. Look for the search box at the top of the page
15. Type any part of a name (first, last, or both)
16. Press Enter or click the search icon
17. Click on the person you want to view

## Advanced Search

For more specific searches:

18. Click "Search" in the main menu
19. Select "Advanced search"
20. You can search by:
- Name (first, last, maiden, married)
- Birth date or place
- Death date or place
- Marriage date or place
- And many more fields

   💡 **TIP:** *If you are not finding someone, try searching with less information. For example, search just the last name instead of the full name.*

# 5. Viewing Individual Records

When you click on a person's name, you will see their individual page with several tabs:

## Details Tab

- Basic information: birth, death, burial
- Parents and siblings
- Spouse(s) and children
- Life events and facts

## Facts Tab

- Detailed list of all events and facts
- Sources and citations

## Families Tab

- All family relationships
- Marriage details

## Media Tab

- Photos and documents linked to this person

# 6. Making Edits (Adding & Updating Information)

As an Editor, you can add new information and correct errors. All changes will be reviewed by the administrator before they appear on the live tree.

## How to Edit a Person's Information

21. Navigate to the person you want to edit
22. Look for the "Edit" menu or pencil icons next to information
23. Click on the field you want to change or add
24. Make your changes in the form that appears
25. Click "Save" when finished

## Common Edits You Can Make

- Add or correct birth date and place
- Add or correct death date and place
- Add burial location
- Add marriage date and place
- Add occupation
- Add notes or stories
- Correct spelling of names

    📝 **NOTE:** *Always try to include where you got your information (source). This helps verify accuracy.*

# 7. Adding New Family Members

You can add people who are missing from the tree by connecting them to existing family members.

## Adding a Parent

26. Go to the child's page
27. Click "Edit" menu
28. Select "Add a father" or "Add a mother"
29. Fill in the information you know
30. Click "Save"

## Adding a Spouse

31. Go to the person's page
32. Click "Edit" menu
33. Select "Add a spouse" or "Add a family"
34. Enter the spouse information
35. Add marriage details if known
36. Click "Save"

## Adding a Child

37. Go to either parent's page
38. Find the family section showing the spouse
39. Click "Add a child"
40. Fill in the child's information
41. Click "Save"

   💡 **TIP:** *If you are not sure how someone is related, add a note explaining the connection as you understand it.*

# 8. Adding Photos and Documents

Photos and documents bring our family history to life! You can add images of:

- Portrait photos
- Family group photos
- Birth, marriage, and death certificates
- Military records
- Newspaper clippings
- Headstone photos

## How to Add a Photo

42. Go to the person's page
43. Click "Edit" menu
44. Select "Add a media object"
45. Click "Choose File" and select your image
46. Add a title (e.g., "John Smith, 1952")
47. Click "Save"

## Photo Tips

- Use clear, focused images
- JPG or PNG format works best
- Include a descriptive title
- Add the date the photo was taken if known
- Identify people in the photo in the notes

# 9. Understanding the Approval Process

To maintain accuracy, all changes made by Editors are reviewed before they become part of the permanent family tree.

## How It Works

48. You make a change and click "Save"
49. Your change is marked as "Pending"
50. The administrator reviews your change
51. If approved, it becomes part of the tree
52. If there are questions, you may be contacted

## What You Will See

- After saving, you will see a notice that your change is pending
- You CAN see your pending changes while logged in
- Other visitors will NOT see pending changes until approved
- You will receive an email when changes are approved or rejected

  📝 **NOTE:** *If your change is not approved, the administrator may contact you to ask for more information or clarification. This is normal and helps ensure accuracy.*

# 10. Tips for Good Family Tree Data

Help keep our family tree accurate and useful with these best practices:

## Names

- Use full legal names when known (not nicknames in the name field)
- Put nicknames in quotes: John "Jack" Smith
- For women, use their maiden name as their last name
- Add married names separately

## Dates

- Use the format: 15 Jan 1952
- If you only know the year, just enter the year
- If approximate, use "About 1950" or "Abt 1950"
- If estimated, use "Estimated 1950" or "Est 1950"

## Places

- Include as much detail as known
- Format: City, County, State, Country
- Example: Fayetteville, Cumberland, North Carolina, USA

## Sources

- Always try to note where your information came from
- Good sources: birth certificates, census records, obituaries, family bibles
- Personal knowledge is OK - just note "Personal knowledge" or who told you

# 11. Getting Help

If you have questions or run into problems:

## Contact the Administrator - Alfred Payne

For questions about using the family tree, account issues, or if you find errors:

Email: familytree@paynehendleyreunion.com

Phone: 718-465-7507

## Common Questions

**Q: I can't find myself in the tree!**
A: Contact the administrator with your information and how you connect to the family, and we can add you.

**Q: I found incorrect information. What should I do?**
A: Edit it! As an Editor, you can correct errors. Your correction will be reviewed and approved.

**Q: How long does it take for changes to be approved?**
A: Usually within a few days. The administrator reviews changes regularly.

**Q: Can I see who else is in the tree?**
A: Yes! Click on "Lists" then "Individuals" to see everyone in alphabetical order.


### *Thank you for helping preserve our family history!*

Every contribution helps future generations know where they came from.