

QUICK TIPS

How can I prevent people from changing MY TREE?

First of all, It's not just your family and your tree.

Family Tree is a collaborative effort that allows individuals to work together to build a family tree. When descendants contribute what they know to the shared Family Tree and work together to find new information, their collective knowledge becomes more powerful.

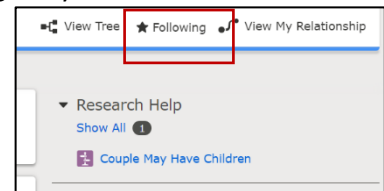
Because Family Tree is a collaborative effort, we need to be courteous in our use of it. That means we have a responsibility to be cautious when we add information and make changes. Sometimes information is changed or added that we don't agree with. All of us working together have a responsibility to other users.

Here are some things we can do to ensure our efforts are collaborative.

- **Follow your ancestors.**

Following means you are notified when another user makes a change to your ancestor's record.

On the right-hand side of the name banner click *Follow*. It will then say *Following*.



- **Use Reason Statements when you add or change information.**

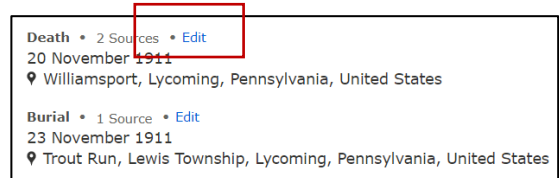
When users add a reason statement, they communicate to others why they made the change or added the source.

- **Add and tag sources to support information you add, delete or change.**

People are not as likely to change things if they can see official documents like church or government records, verifying the information.

- **Communicate with other users when you don't understand a change they made.**

Every user-contributed piece of information in the Family Tree is tagged with the screen name of the user who submitted the information. Click on *Edit* in the *Vitals* section and you will see the *Last Changed* date and user who made the change. If you click on the username, you will see a box



where you can message the user. If you do send a message, keep your tone professional and neutral. Also, remember that not all users of Family Tree are members of the Church of Jesus Christ of Latter-day Saints.

- **Collaborate with other users.**

On the person details page, click *Collaborate* and add a *Note* or *Discussion*. When you add a note, you can select the alert note check box. This warns other users when they go to the person page to double-check the note and other sources before making any changes.

