

# How to Add Family Members

**Category:** Website Building

**Published:** Jan 20, 2026

**Reading Time:** 1 min

Adding your family's profiles to your Family Reunion website is easy!

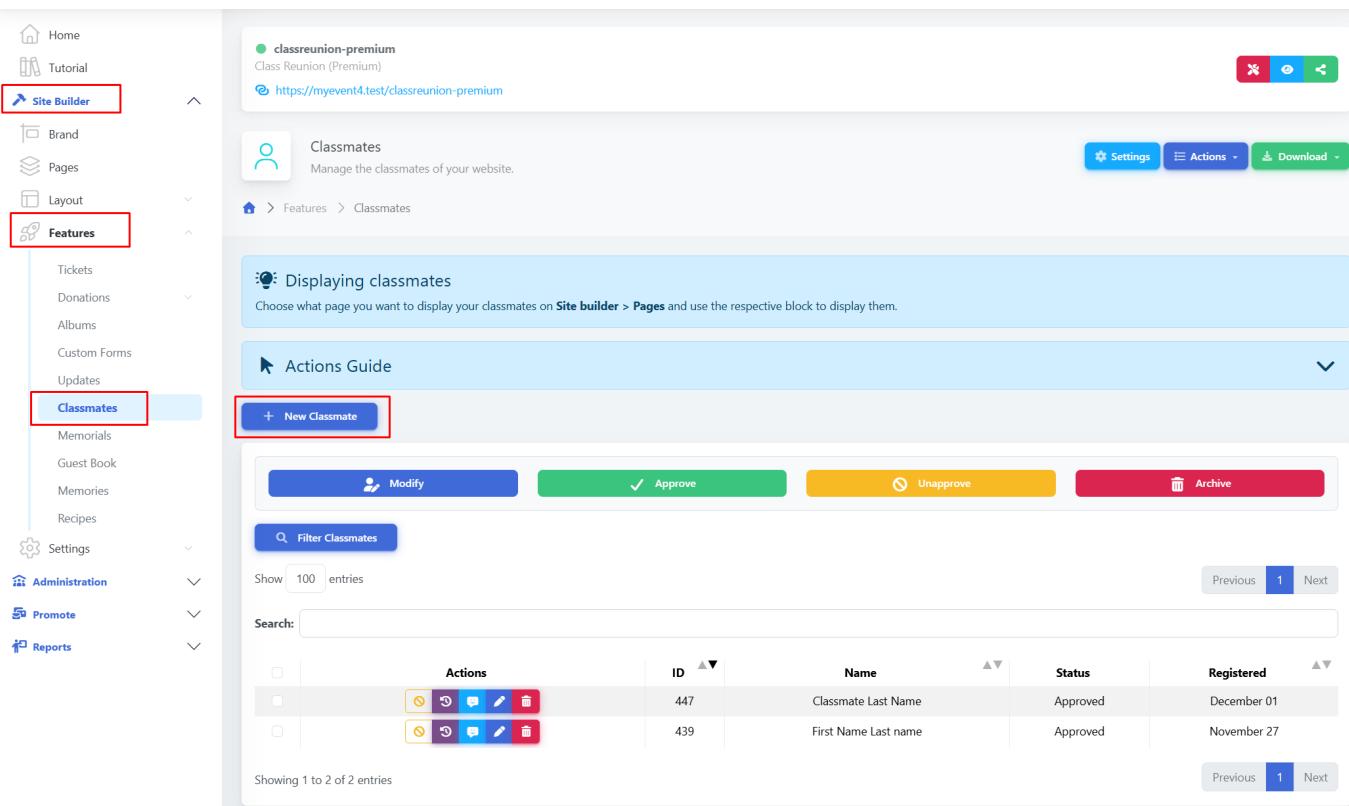
There are 2 ways you can add Family members: Manually one by one, or by a bulk upload of a spreadsheet (CSV file).

## To add Family Members Manually:

Go to: [Site Builder](#) → [Features](#) → [Family](#), and select [+ New Family Member](#).

Add the information for the person. Remember, most fields are not required (such as marital status, etc).

You are free to customize the Family Member Profile form and add your own fields!

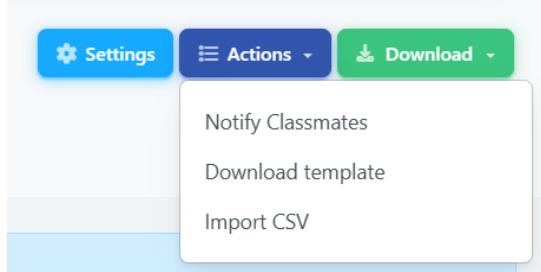


The screenshot shows the Site Builder interface with the 'Features' section selected. Under 'Features', 'Classmates' is highlighted. The main content area shows the 'Classmates' management screen. It includes a header with the site name 'classreunion-premium' and a 'Displaying classmates' section. Below this is an 'Actions Guide' with a 'New Classmate' button. A table lists two classmate entries: 'Classmate Last Name' (ID 447, Approved, December 01) and 'First Name Last name' (ID 439, Approved, November 27). The table has columns for Actions, ID, Name, Status, and Registered.

Actions	ID	Name	Status	Registered
<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Archive</a>	447	Classmate Last Name	Approved	December 01
<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Archive</a>	439	First Name Last name	Approved	November 27

## To add Family Members via a bulk upload:

Go to: [Site Builder](#) → [Features](#) → [Family](#), and in the top right of the screen, click the "Actions" button, then "Download Template".



Download the template, and create your list exactly in the same .CSV format (including the heading titles). Keep the same format using all the fields even if you are only adding a name. Not all of the fields are required.

Once you have prepared your .CSV file for upload, click the Actions button again, this time select "Import CSV" and upload your file. Your Family Members .CSV upload will be queued, and should start uploading within a few minutes.