

# How to Add Family Members

**Category:** Website Building

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**Reading Time:** 1 min

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

## To add Family Members Manually:

Go to: **Site Builder** → **Features** → **Family** → **Members**, and select **+ New Family Member**.

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

The screenshot displays the 'Family' management interface. On the left, a navigation menu highlights 'Site Builder', 'Features', and 'Members'. The main content area shows the 'Johnson Family Reunion' site with a breadcrumb trail: 'Features > Family > Members'. A red arrow points to the '+ New Family Member' button in the 'Actions Guide' section. Below this, there are buttons for 'Modify', 'Approve', 'Unapprove', and 'Archive'. A search bar and a table of family members are also visible.

	Actions	ID	Name	Status	Registered
<input type="checkbox"/>		181451	Sri Deva	Approved	Sep 17, 2021
<input type="checkbox"/>		181447	Katrina Bridges (Gil...	Approved	Jul 24, 2021
<input type="checkbox"/>		181445	Rihanna Kinn	Approved	Jul 22, 2021

## To customize the Family Members Form:

Go to: **Site Builder** → **Settings** → **Family**, you are free to customize the Family Member Profile form and add your own fields at the bottom of the page, on **Registration Options**.

The screenshot shows the Site Builder interface with a sidebar on the left and a main content area on the right. The sidebar contains a navigation menu with the following items: Home, Tutorial, Site Builder (highlighted with a red box), Brand, Pages, Layout, Features, Settings (highlighted with a red box), General, E-Commerce, Notifications, Family (highlighted with a red box), Memorial, Administration, Summary, Managers, Payouts, Subscription, Domains, Promote, Promote, Contacts, Broadcast Emails, and Reports. The main content area is divided into three sections: REGISTRATION SETTINGS, FAMILY MEMBER SETTINGS, and GENERAL SETTINGS. The REGISTRATION SETTINGS section has a toggle for 'Allow registration through the website' which is turned on. The FAMILY MEMBER SETTINGS section has a dropdown for 'Default family member list sorting' set to 'Last name'. The GENERAL SETTINGS section has a dropdown for 'Display name format' set to 'First name and last name', a toggle for 'Display the last edit date' which is turned off, a toggle for 'Allow family member to edit profiles once approved' which is turned on, and a toggle for 'Display send message button' which is turned on.

**REGISTRATION SETTINGS**

Allow registration through the website

If this box is checked, family member can register through a registration form on the website. If unchecked, family member will not be able to register through the website, they can only be imported through a spreadsheet. If unchecked and/or if you want to register your family member by importing a list from a spreadsheet, please contact support.

**FAMILY MEMBER SETTINGS**

Default family member list sorting

This is how the family member list is sorted by default. Visitors to the site can change how they want the family member list sorted.

Last name

**GENERAL SETTINGS**

Display name format

Select how you want your family member to appear on the website.

First name and last name

Display the last edit date.

If you want to display the date of the last edit for each family member, turn on this setting.

Allow family member to edit profiles once approved.

If you want to allow family member to edit their profile (once approved), leave this box checked.

Display send message button.