

INSTRUCTIONS FOR USE OF “FAMILY TREE”

By Family Branch Editors & Liaisons

Using the “Phpgedview” Program

WEB-MASTER:

Dr. George A. Scheele serves as initial webmaster. George will be responsible for the entire website including the following:

- As webmaster, Dr. Scheele is the only one who can issue **IDs** and **Passwords** to individual family members. Knowing the family members e-mail address is a prerequisite for obtaining an ID and password.
- Instructing the “Editors” on how to make entries and edits. This website is very easy once you get the “hang” of it!
- Website design
- Making changes in the content of the website
- Maintaining the initial website
- Providing further development of the website together with the committee of Editors listed above.

COMMITTEE TO ADD FAMILY TREE INFORMATION:

The following family members are selected to keep their family branch updated and will serve on a committee of “Editors”:

- Jean Keenan – Donnelly descendants and Kraus descendants, including multiple marriages
- Carolyn Fakadej – Scheele and Fakadej descendants
- Ed Warfield – Descendants from Edward Snowden Warfield Sr. down.
- Clinton Macsherry – Descendants from Eleanor Warfield Macsherry down
- Andrew Macsherry - Descendants from Eleanor Warfield Macsherry down
- Jim Bebermeyer – Descendants from Helen W. B. Bebermeyer down, including her second marriage to Ed Seymour.

These people are called “Editors”. They can make new and editing changes and can also accept these changes. Accepting changes is very important. Otherwise the changes are lost!!

UNDERSTAND “PERMISSIONS”:

Each of you has special “privileges” to enter new information into the database and make corrections for any information that has previously been entered in error.

In the registration process different individuals are granted different privileges:

- The “public” can enter the database but cannot see any birth dates for living members (to avoid “identity theft”).
- Bona fide members of the family will be given the privilege to access all data including the birthdates, when they logon with their “ID” and “Password”.
- You have additional privileges, including the privilege to make entries and corrections to the database.

LOGON:

In order for you to enter new information in the Snowden-Warfield Family website, you must login with your ID and Password:

- Go to the Snowden-Warfield website at www.snowden-warfield.com

- Click on “Family Tree” to access the “Phpgedview” family history program. You will see a number of icons across the top.
- Click on “login” in the upper right corner
- Give your ID: Mine is gscheele (first letter of the first name and the complete last name). Your ID will be in the same format.
- Give your password.
- Now you will be logged in and the program will now allow you to add important information into the website regarding the family tree.

Remember to logout before you leave the website.
Click on “logout” in the upper right hand corner.

EDITING EXISTING FAMILY MEMBERS:

- Click directly on the name in a descendant box.
- See Edit icon on right side of screen
- When you click on “Edit” you will see a drop-down menu with several options:
 - Edit sex
 - Edit name
 - Quick Edit. Use this to provide a new piece of information, which also works through a drop-down menu
 - ❖ Birth data
 - ❖ Death date or
 - ❖ Burial information, including date and location

Knowledge of the Edit function is very important!

SAVE YOUR CHANGES:

Any entries or edits made as described above do not appear until the Editor accepts the changes. Here is how you accept the changes:

- Click on the far left icon at the top of the page (Green tree). Scroll down.
- At the bottom of the information box, you will see “Reject/Accept Changes”. Click on this link. “Accept” is the same as “save”.
- You will then be shown an information box that is difficult to fully understand. Forget the understanding. Scroll down to the bottom of the information box and click on “Accept All Changes”
- Another box comes up which says that all changes have been accepted. Remove this box by clicking on the X in the upper right corner.

EXTENDING THE FAMILY TREE – ENTERING NEW FAMILY MEMBERS:

- Click on CHARTS/DESCENDANT CHART
- Change the “Root Person” to one of the persons shown below:
 - Charles Dorsey Warfield – I18
 - Mary Thomas Snowden – I16
 - Richard Snowden, III – I39
 - The “I” stands for “Identity number”. The number follows. Each person in the program has a unique identity number.
- Scroll down and review the list of descendants until you come to the last descendant listed in your family tree.

- Click on the name (this means click directly on the name!) The name will be underlined and the monitor will change to a page that describes this “root individual”. It is helpful to jot down the “I” number of this root individual for future reference.
- Click on “Close Relatives”
- Scroll down to review the recorded family structure
 - The “Parents” family of the “root individual” will be shown first
 - The family of the “root individual” with a “named spouse” will be shown second.
 - Additional families, representing multiple spouses, will be shown third.
- If the spouse is missing, click on “Enter a new wife or husband”
- If the children are missing, click on “Enter son or daughter”
- This will take you to the primary Entry Screen, which requests the following:
 - Given name (includes several names before last name)
 - Surname (Last name)
 - Gender
 - Married name – Only for women
 - Birth date. The format for date is: 28 Sep 1939 (my birthday)
 - Place of birth
 - Death date
 - Location of death
- **NB: It is very important to enter children from “oldest” to “youngest”.**

SAVE YOUR CHANGES:

Save your changes as described above.

Now you can view the changes in the CHARTS/DESCENDANT CHART or CHARTS/PEDIGREE CHART.

You will be very excited to see that your changes were made successfully.

Do not worry if you made a mistake, because you can always make further changes using the Edit box!

LIAISON FUNCTION OF EDITORS:

Editors are also requested to act as liaisons between the webmaster and the family branch members. Liaisons may help out in the following ways:

- Keep individual family members informed of changes on the Snowden-Warfield Family History website.
- Send a list of all family branch members to the webmaster so that each member may be registered in the “Family Tree” program. Members must be registered on the site to receive “increased permissions” through the use of an **ID** and **Password**. This list should contain the following information:
 - Full name, including given names, surname and married surname.
 - E-mail address.

EDITORS/LIAISONS SHOULD PROCEED IN THE FOLLOWING WAY:

Learning how to use the Snowden-Warfield Family History website is an easy exercise that may only take one or two hours. We suggest that you proceed in the following way:

- Learn how to logon using your “ID” and “Password”.
- Learn how to use “Family Tree”, the PHPGEDview program. This is the most powerful program for genealogy currently available in the world.
- Show other family members in your branch how to use the website & Family Tree
- Make additions to PHPGEDview
 - Enter personal data on new family members
 - Edit mistakes in personal data
 - Add Biosketches
 - Add Photographs
- Meet at Reunions to increase your understanding of the power and functions of the website.
- Explain to family members in your branch that the copies of the "Burning of the Peggy Stewart", either "The Story" or "The Painting" are discounted for family members if they are purchased in a timely manner. The costs of these items are clearly stated in the website.
 - Click on "Annapolis Tea Burning".
 - Click on "Order your copy of 'The Painting' or 'The Story'".
 - Click on "Add to Cart" and follow the directions, which are very simple.
 - Click on the option that says "you do not have a Pay Pal account". This means that you will pay using a credit card.
 - Provide your credit card information when prompted in this "Secure" protocol, which means that your credit card information is not stored on the site after it is processed.
 - If you would like to pay by check rather by credit card, you should send an email message to gscheele@san.rr.com and indicate what items you would like to purchase and then mail your check to: Dr. George A. Scheele, 795 Bonair Place, La Jolla, CA 92037.

WEBMASTER HELP:

Dr. George Scheele, the webmaster, will always be available to help designated “editors” and “Liaisons” understand the website so they can, in turn, provide assistance to individual family branch members.

Thus, the family branch liaisons provide important functions to individual members of each family branch, a responsibility that is too large in scope to be handled by a single webmaster.