FamilySearch Family Tree: Adding New Individuals
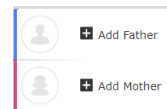
Objective: At the end of this lesson, you should be able to add individuals to FamilySearch from the tree, person pages, as well as from record hints.

There are various types of relationships that occur in any family. Knowing how to connect individuals in the family tree will allow for good record keeping, record hints to be sent to your individuals, and complete families to be represented on FamilySearch.

1. **From the Tree**

   From the tree view you will be able to add in relationships including spouses, children and parents. You will be able to add in individuals if your tree is set to landscape or portrait view. There is currently no way to add in additional individuals from fan chart or descendancy view.

   Look for the plus sign that indicates that an individual can be added. When you add a person to the tree, make sure you have a source or proof of their relationship. As you enter in the information to create the new person, make sure to add in all known information.
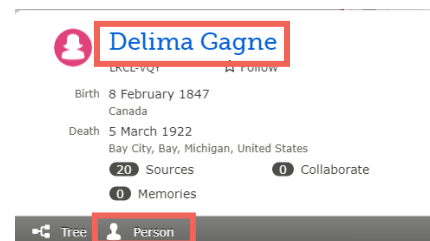

   FamilySearch will do a quick search for possible duplicates before you add a person to the tree. Duplicates may still appear later as more information is added to the family tree. If a match does appear, go through all known information and relationships to determine if it really is a match. A person may be created or linked to the tree.

2. **From a Person Page**

   To get to a person's page, you will select their name from the family tree. From there you can either double-click the person's name or the person button.

   From this page you will be able to add in relationships that include parents, spouses, children, children with unknown fathers/mothers, additional parents, and siblings.

3. **From a Record Hint**

   When attaching a record hint to an individual in your family tree, you may run into an individual who you can add to the tree. You will select "add". The information for the new individual should automatically generate in the information boxes. Select to add a new person and double check for duplicates.

   After the individual has been added to the family tree, make sure to attach the source to this individual as well.