



Guidelines for Group Administrators of DNA Projects

Setting up and administrating a DNA project is an exciting opportunity to make discoveries not available in the paper records. One objective of these guidelines is to ensure that a DNA Project is a source of enjoyment for all involved, and to avoid or minimize common misunderstandings. Communication is a critical element of a DNA Project, and good communication practices are expected from Group Administrators.

As a Group Administrator, you are assuming the responsibility to conduct a DNA Project, and to interact with and assist participants. The guidelines below have been established to assist both Group Administrators and participants in understanding their respective roles and responsibilities.

By defining the role and responsibility of a Group Administrator, we are setting the foundation for a successful project, and years of many exciting discoveries.

Privacy and confidentiality are a key responsibility for a Group Administrator. A Family Tree DNA Group Administrator is expected to follow the guidelines listed below to protect members' privacy and confidentiality:

Role of Group Administrators

- Group Administrators have access to data and contact information of the members in the project. This access is necessary to assist participants in understanding and interpreting their results.
- Group Administrators are encouraged to set up, at no charge, a DNA Project web site hosted on a Family Tree DNA server and based on a template using a web builder tool provided on the Group Administrator's Page (GAP). If a Group Administrator chooses to host a web site elsewhere, the web site should specify that the DNA results are from Family Tree DNA. We strongly suggest that Group Administrators make use of the Family Tree DNA Public page for the project even if it is only to make results available for all members of the group. This will ensure updated information to all project members.
- Group Administrators are eligible to attend the annual Conference of Genetic Genealogy provided by Family Tree DNA. There is a nominal fee to attend the conference. These conferences provide an excellent educational opportunity, regarding both DNA Project administration and Genetic Genealogy.

Responsibility of a Group Administrator:

As a Group Administrator do:

- Refer project members to Family Tree DNA staff to answer questions, when you are not sure about the answer.
- Ask Family Tree DNA staff when you have any questions about your role or responsibilities.
- Treat each project member and potential project member fairly and equally.

Unless express written consent is given by the project member, as a Group Administrator do not:

- Share or change private information of the Project member.
- Publish research or information that may disclose or identify a member's personal information.
- Enter your e-mail in the member's personal contact information field, without that person's express authorization by e-mail or letter, with a copy to Family Tree DNA.
- Authorize an upgrade to a Project member's markers.
- Move a member from one project to another.
- Use member information or research for any commercial purpose, unless the appropriate authorization has been given.
- Use member information or e-mail address to send any correspondence unrelated to the test or the DNA project the member is part of.
- Provide information or assistance to one project member while withholding the same from another project member.

A Group Administrator should also never:

- Charge a fee for participation in the project or access to a project website.
- Use the "Join Request" feature for any other purposes than solely accepting a request for someone to join your project at FTDNA, or explaining the criteria to join your project. The requester e-mail address should not be used for any other purposes.
- Share the DNA project login ID and Password with anyone who is not a co-administrator of the project or a Family Tree DNA staff member.
- Use a DNA project to advocate a personal or political agenda.

What Project Members expect from a Group Administrator:

- A DNA Project is a collaborative effort, where members perform a test and share information in order to advance their genealogical research. Therefore, it is natural for them to expect a functioning, active, and up-to-date Project web site. Because not all Group Administrators know web programming, Family Tree DNA provides a web builder tool, which is quick and easy to create a project web site. The web site will display participant's results, and it is easy to post and share information about the project progress, so that the DNA Project web site is always up-to-date.

- Because the research can only be advanced with more data in the project, members expect to see the project growing in numbers and therefore, a serious effort to be made by the Group Administrator to recruit participants. Participants are also encouraged to recruit others to participate.
- Sometimes members will not know whether to leave their test at the level that they initially ordered, or if to upgrade. Group Administrators, by having a global vision of the project, should be able to either discourage an upgrade, when no additional information will be gained by that upgrade, or by the same token, encourage upgrades when appropriate.
- Group Administrators will make best efforts to select a co-administrator. This is important for several reasons: a) it helps in the event that the Project becomes unwieldy; b) it allows for each co-administrator to use their strengths in different areas of the Project; c) someone is always available to respond to the members; d) it helps ensure transition
- Group Administrators commit to make best efforts to promptly answer questions from Project members. A lack of an answer or a very delayed answer reduces the seriousness of the Project. Ideally, let members know that their questions should be answered within X number of days. This will help set expectations, and avoid potential disappointment. Family Tree DNA's staff is always available to help you whenever you have a question requires an answer that you are not sure about.

A successful and enjoyable project is important to the Group Administrator, the project members, and to Family Tree DNA.

For this reason, failure to follow the above guidelines may result in removal of a Group Administrator. Family Tree DNA reserves the right to remove a Group Administrator at any time at its discretion.

Family Tree DNA reserves the right to make changes to the above Guidelines at its sole discretion. Please refer to this document periodically for updates.