Creating A WikiTree Profile

Create A Basic WikiTree Profile

David Anthony Taylor

Denise Jarrett

2025

Creating A WikiTree Profile

1. Go to wikitree.com   2. Click the Get Started Button and follow the prompts.

Adding a Non–Family Member

1. Go to WikiTree.com and log in to your account.

2. At the top of the page, hover over the "Add" tab in the main menu bar.

3. From the dropdown menu, click on "New Person".

4. This opens the form where you can create a new profile for someone not yet on WikiTree—such as a parent, grandparent, sibling, or someone from your research.

Add ▾   Find ▾   Help ▾   My Menu ▾

Add DNA Info

Follow Surnames & Tags

How to Add Ancestors

How to Invite Family

New Free-Space Profile

New Person Profile

New Project
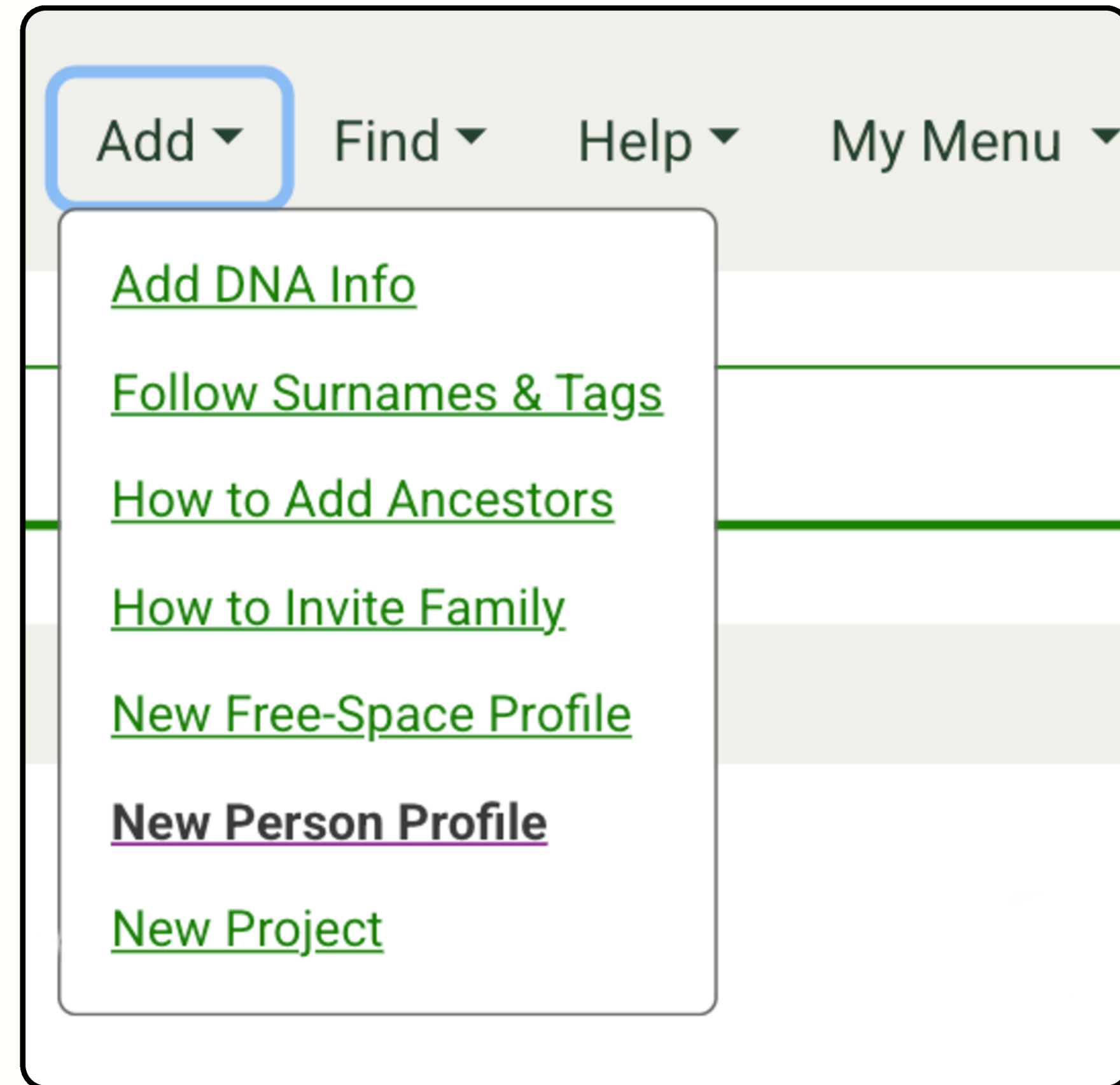
Complete the new person's profile form with their information.

Add an Unrelated Person ⊘

Steps: Enter basic data > Review matches > Create and edit profile.

⊞ Minimal tabbing

This page is for adding someone who is **unrelated** to any existing person on WikiTree. how to add family

| First Name at Birth: | William Turner | ❷ |

| Preferred First Name: | Will | ❷ |

(if different from First Name at Birth)

| Last Name at Birth: | Turner | ❷ |

| Current/Married Last Name: | | ❷ |

Name prefix, suffix, and all other info can be entered later.

| Birth Date: | Abt 1866 | ❷ |

Birth or death date (or estimate) **required** unless living.

○ estimated/uncertain   ○ certain/exact   ○ before this date   ○ after this date   ○ blank for extra privacy

| Birth Location: | Louisiana, United States | ❷ |

○ uncertain   ● certain   ○ blank for extra privacy

Suggest location names in another language.

| Death Date: | 1950 | ❷ |

○ estimated/uncertain but **non-living**   ● certain/exact   ○ before this date   ○ after this date
○ blank because **living**

| Death Location: | Magnolia, Columbia, Arkansas, United States | ❷ |

○ uncertain   ● certain   ○ intentionally blank because still living

| Sex at Birth: | Male ⌄ | ❷ |

thebpog.org

Add Bio and Source(s)

Advanced Option: Switch to Text Editing ❓ ☐ Default to Advanced Option

Enter text here to select a category

⛶ Biography:

Add your biography here or wait until you reach the edit page.

⛶ Source(s): 📋 ✍ [S]

A source for this information is needed.

A good source citation enables others to:
  1. judge the accuracy of the information found on the profile, and

Continue

A Source is Required

When a source is not entered, select one of the following:

☐ Unsourced family tree handed down to [[Your WikiID| Your Name]].

☐ Source will be added by [[Your WikiID| Your Name]]. by Date (Within 48 Hours)

- Click Continue

Advanced Option: Switch to Text Editing ❓   ☐ Default to Advanced Option

Enter text here to select a category

⊞ Biography:

Add your biography here or wait until you reach the edit page.

⊞ Source(s): 📋 📝 [S]

A source for this information is needed.

A good source citation enables others to:
    1. judge the accuracy of the information found on the profile, and

Continue
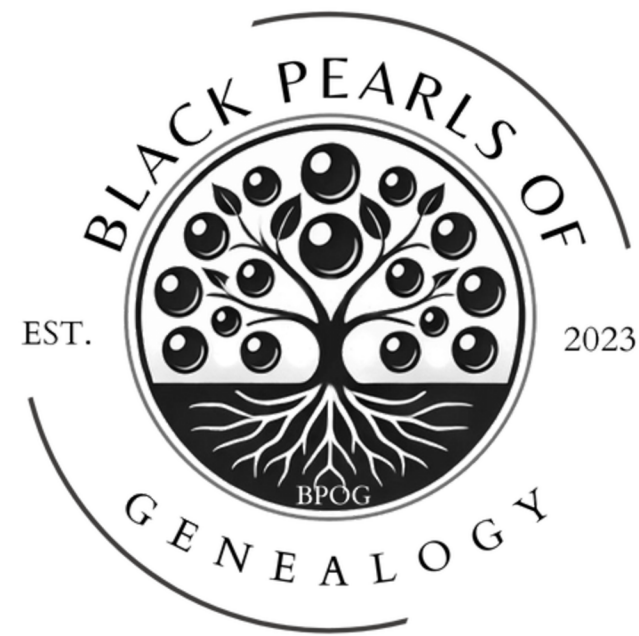
3 Different Ways to Cite Your Sources

David Anthony Taylor

Denise Jarrett

2025

We Recommend that You Add
#1 WikiTree Sourcer

WikiTree Sourcer   2.10.1

WikiTree Sourcer assists in finding and citing genealogy sources for use on wikitree.com.

ID: jaokbnmpdigpgfjckhgpdacpcokipoha
Inspect views service worker (Inactive)

Details   Remove

For an easier way to create your source citiations

#1 WikiTree Sourcer

1. After you install the WikiTree Sourcer Extension from the Chrome Web Store, look at the top-right corner of your browser.

You'll see a puzzle piece icon that's where all your browser extensions live.

2. Click the WikiTree Sourcer

3. Select one of 4 build options

4. Paste to your profile

Full access
These extensions can see and change information on this site.

- Ad Block Genius - stop i...
- Grammarly: AI Writing an...
- WikiTree BEE
- [1] WikiTree Sourcer

Access requested
To give an extension access to this site, click it.

- mY mitoYDNA File
- WikiTree Browser Extensi...

No access needed
These extensions don't need to see and change information on this site.

⚙ Manage Extensions

WikiTree Sourcer [1]

- Search FamilySearch >
- Search Ancestry >
- Search FindAGrave
- Search FindMyPast >
- Search MyHeritage >
- Search Billion Graves
- Search WikiTree >
- Search American Ancestors >
- Search Commonwealth War Graves Commission
- Search Newspapers.com
- Search NewspaperArchive
- Search Internet Archive
- Show All Search Sites...

- Build Inline Citation
- Build Narrative with Citation
- Build Source Citation
- Build Household Table
- Go to Image Page

#2 Inline Citation

Biography and Sources:

B *I* 🌳 🔗 **H** Ⓦ ≡ 🗏 **C** *cite your source!*

== Biography ==
{{African-American Sticker}}
Berry was born about 1920.

He served in the Navy from 26 Aug 1942 to 8 Oct 1945.
<ref>"U.S., Department of Veterans Affairs BIRLS Death File, 1950–2010; U.S."</ref>

This is an Inline citation, in **Bold** Text.

thebpog.org
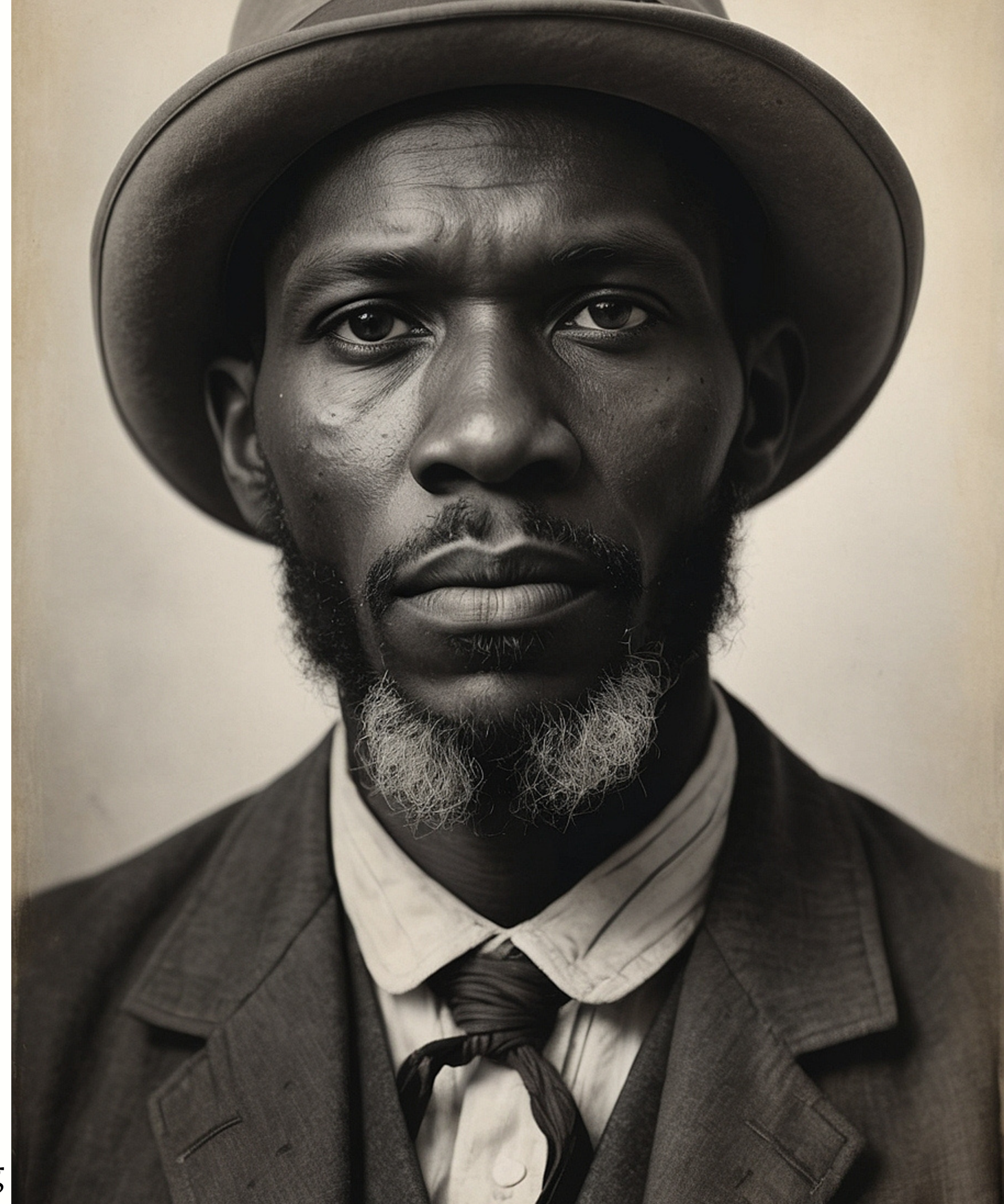
#3 The Hard Way

1. Locate the Source You're Using

2. View the Record – Not Just the Image
   - Click "View Record" – this displays the transcription or details.
   - ⚠️ Do not click "View Image" unless needed for verification. Many citations won't copy correctly from the image viewer.

Source citation for 1900 United States Federal Census

🔗 Ancestry record

ⓘ Citation details

🔗 Associated facts

🖼 Media

1900 United States Federal Census

[View image]

[View record]

thebpog.org

#3 The Hard Way

3. Copy the Citation
- Most databases offer a "Source Citation" or "Cite this Record" tool.
  - On Ancestry, scroll down to "Source Citation" and copy the full text below Detail.
  - On FamilySearch, look for the "Cite this Record" section.

4. Go to the Person's WikiTree Profile
- Click the "Edit" tab on the person's profile.

5. Click Edit Biography/Text

Source citation for 1900 United States Federal Census

⊳⊲ Ancestry record

ⓘ Citation details

🔗 Associated facts

🖼 Media

Citation information   Edit citation

Detail
Year: 1900; Census Place: Beat 4, Simpson, Mississippi; Page: 17; Enumeration District: 0098; FHL microfilm: 1240828

Source information   Edit source

Title
1900 United States Federal Census

Author
Ancestry.com

Publisher
Online publication - Provo, UT, USA: The Generations Network, Inc., 2004.Original data - United States of America, Bureau of the Census. Twelfth Census of the United States, 1900. Washington, D.C.: National Archives and Records Administration, 1900. T623,

Repository information   Edit repository

Name
Ancestry.com

Address
http://www.Ancestry.com

Close   🗑 Remove

#3 The Hard Way

6. Add the Citation Text
   - Paste your copied source citation.

7. Click "Preview" and Check Your Work

8. Enter or select Change Explanation

🟢 **Change Explanation:**

Summarize your changes here (REQUIRED for Full Save)

☐ Adding sources. ☐ Bio improvement. ☐ Categorization. ☐ Changes from new source.
☐ Fixing typos. ☐ Formatting. ☐ Minor corrections. ☐ Research notes.

Save Draft   Full Save: Commit Changes

   - Click "Full Save" if the update is ready to publish.

thebpog.org
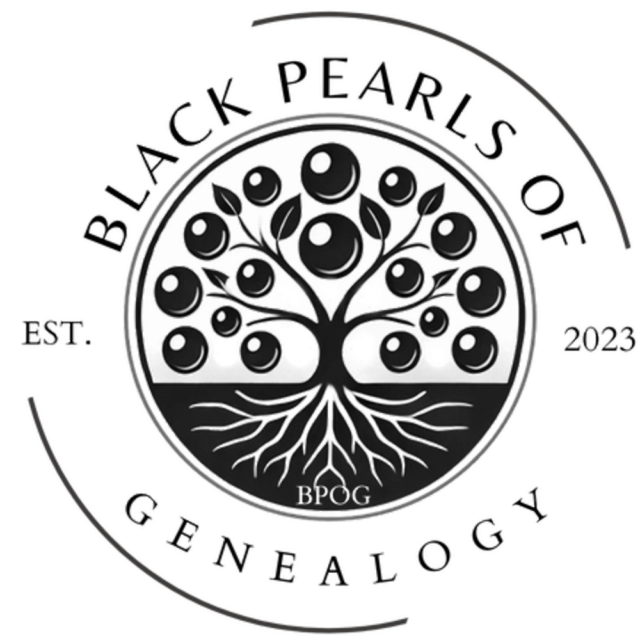
Complete Your Profile

David Anthony Taylor

Denise Jarrett

2025

Review Matches for Duplication

When you create a new profile on WikiTree, the system automatically checks for existing profiles with the same or similar name, birth and death dates, and locations to help prevent duplication.

If no potential duplicates are found, you will be directed to continue creating the new profile. You can then proceed to enter the individual's biographical details, add stickers or categories, and paste source citations. Once the information is complete, you can save the profile by clicking the "Save Changes" or "Update Changes" button.

This process ensures each individual added to WikiTree is unique, while maintaining the collaborative integrity of the shared family tree.

0 Possible Matches for Julia Smith (May 1879 - Jan 1963)

show/hide advanced search options

Name	Birth Date	Death Date	Manager

No matches were found. You can re-adjust the advanced search options, go Back to the basic data, or click "none of these is a match" to continue with creating a new profile.

Back to Action

No matches: Create Profile

thebpog.org

Example of Possible Matches for Duplicate for NewProfile

- **Check the list of matches carefully**

- If a match is found, click :

  This is the person

  Set as rejected match
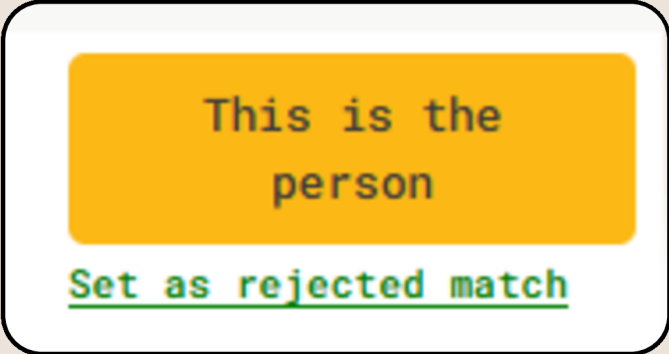
- If not a match is found, click :

  None of these is a match: Create Profile

---

99 Possible Matches for John Johns (1840 -)

Filters: location | name | date

show/hide advanced search options

Sort by: Relevance ⌄   then by: ⌄

Name	Birth Date	Death Date	Manager	
John Johns ○ Name Match	1840 Saint Just, Cornwall, England Birth Date Match			This is the person Set as rejected match
John Johns ○ Name Match	20 Jan 1838 Ohio, United States Partial Birth Location Match	13 Mar 1874 Illinois, United States Partial Death Location Match	Rick Baker	This is the person Set as rejected match
John Johns ○ Name Match	1839 Wales, United Kingdom	1925 Bridgewater, Victoria, Australia	Dale Watts	This is the person Set as rejected match
John Johns ○ Name Match	abt 1840 Devon, England	abt 1923	Geoffrey Raebel	This is the person Set as rejected match
John Johns ○ Name Match	1841 Gwinear, Cornwall, England, United Kingdom		Roger Geach	This is the person Set as rejected match
John Jones ○	1840 Llanidloes, Montgomeryshire, Wales, United Kingdom Birth Date Match	16 Feb 1908 Waushara, Wisconsin	Bart Williams	This is the person Set as rejected match

thebpog.org

Save Changes to Your Profile

Save Changes ❓ ⚙

● Change Explanation:

Added Template:African-American Sticker ❓

☐ Adding sources. ☐ Bio improvement. ☐ Categorization. ☐ Changes from new source.
☐ Fixing typos. ☐ Formatting. ☐ Minor corrections. ☐ Research notes.

Save Draft   **Full Save: Commit Changes**

⚠ Draft saved.
No other member can edit this profile for the next 30 minutes. When you are done editing, click "Full Save" to commit your changes to the profile and report them in activity feeds. more information ❓

compare draft with saved information

delete draft and return to profile without saving

To save your changes on a WikiTree profile, select "Full Save" to commit all updates. If you're still working and not ready to publish, choose "Save Draft" to preserve your progress without making it public yet.
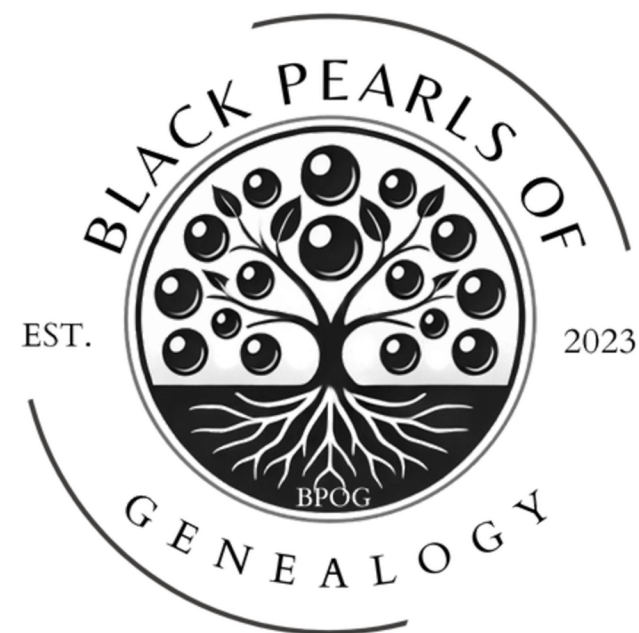
Add Categories and Stickers

David Anthony Taylor

Denise Jarrett

2025

Add A Category to a Profile

1. Go to the profile page of the person you're editing.

2. Click the "Edit" tab at the top of the profile.

3. In the Biography editing box, at the very top before == Biography ==, type the category using this format:

[[Category:Example_Category_Name]]

For example, to add someone to the U.S. Black Heritage Project category, you would write:

[[Category:US Black Heritage Project]]

4. You can add multiple categories—just place each on a new line above the biography section.

5. Scroll down and click the "Save Changes" button (or "Save Draft" if you're not ready to publish yet).

thebpog.org

How to Add a Sticker

Step 1: Go to the Profile
- Open the WikiTree profile where you want to add the sticker.
- Click the "Edit" tab.

Step 2: Locate the == Biography == Section
- Scroll down until you see the section header == Biography ==.
- Place your cursor immediately below this line and hit the spacebar once.

Add Sticker Code: Step 3

Step 3: Add the Sticker Code
You can type it manually or use the Sticker Helper tool:

◆ A. Manual Method (if you know the code)

Example: For African American heritage:

{{African-American Sticker}}
{{US Civil War Sticker}}
{{Slavery Sticker}}
{{US Black Heritage Project Sticker}}

◆ B. Using the Template Helper (for any sticker)

Using the Template Helper (for any sticker) The Template Helper (also called the Sticker Helper) is built into WikiTree — you do not need to download an extension.

Add Sticker Code: Step 4 – 5

Step 4: Click "Preview"

- Check how the sticker appears at the top of the Biography section.

Step 5: Save the Profile

Once satisfied, click either:
- "Save Draft" if you're not finished editing.
- "Full Save" if you're ready to publish your updates.

Example of Final Code:

== Biography ==
{{African-American Sticker}}
John Taylor was born in Arkansas in 1895...

- Next Step create Bio

Adding Family Members

David Anthony Taylor

Denise Jarrett

2025

Adding Family Members

To add a family member, click to add a child, spouse, sibling, or parent from an existing family member's profile or edit page.

Martha Taylor

Parents: [father?] and [mother?]

Siblings: [brothers or sisters?]

Spouses:
[spouse?]

Children: [children?]

⊙ **Create** a new profile for Family Member

or …

◯ **Connect** an existing profile as his mother

Continue

☐ Minimal tabbing

thebpog.org

Add a Family Member

Enter Core Information

Edit father of ▓▓▓▓▓▓▓▓ ▓▓▓ ▓ ❓
- b. 1810-00-00 Virginia, United States [as birth location] [as death location]
- d. 1930-00-00 Simpson, Mississippi, United States [as birth location] [as death location]

⦿ **Create** a new profile for his father

or ...

◯ **Connect** an existing profile as his father

[Continue]

▢ Minimal tabbing

Steps: Enter basic data > Review matches > Create and edit profile.

▢ Minimal tabbing

| First Name at Birth: | Required, or 'Anonymous' or 'Unknown' | ❓ |

| Preferred First Name: | | ❓ |

(if different from First Name at Birth)

| Last Name at Birth: | Required, or 'Anonymous' or 'Unknown' | ❓ |

| Current/Married Last Name: | | ❓ |

Name prefix, suffix, and all other info can be entered later.

| Birth Date: | | ❓ |

Birth or death date (or estimate) **required** unless living.

◯ estimated/uncertain   ◯ certain/exact   ◯ before this date   ◯ after this date   ◯ blank for extra privacy

| Birth Location: | | ❓ |

◯ uncertain   ◯ certain   ◯ blank for extra privacy
Suggest location names in another language.

| Death Date: | | ❓ |

◯ estimated/uncertain but **non-living**   ◯ certain/exact   ◯ before this date   ◯ after this date
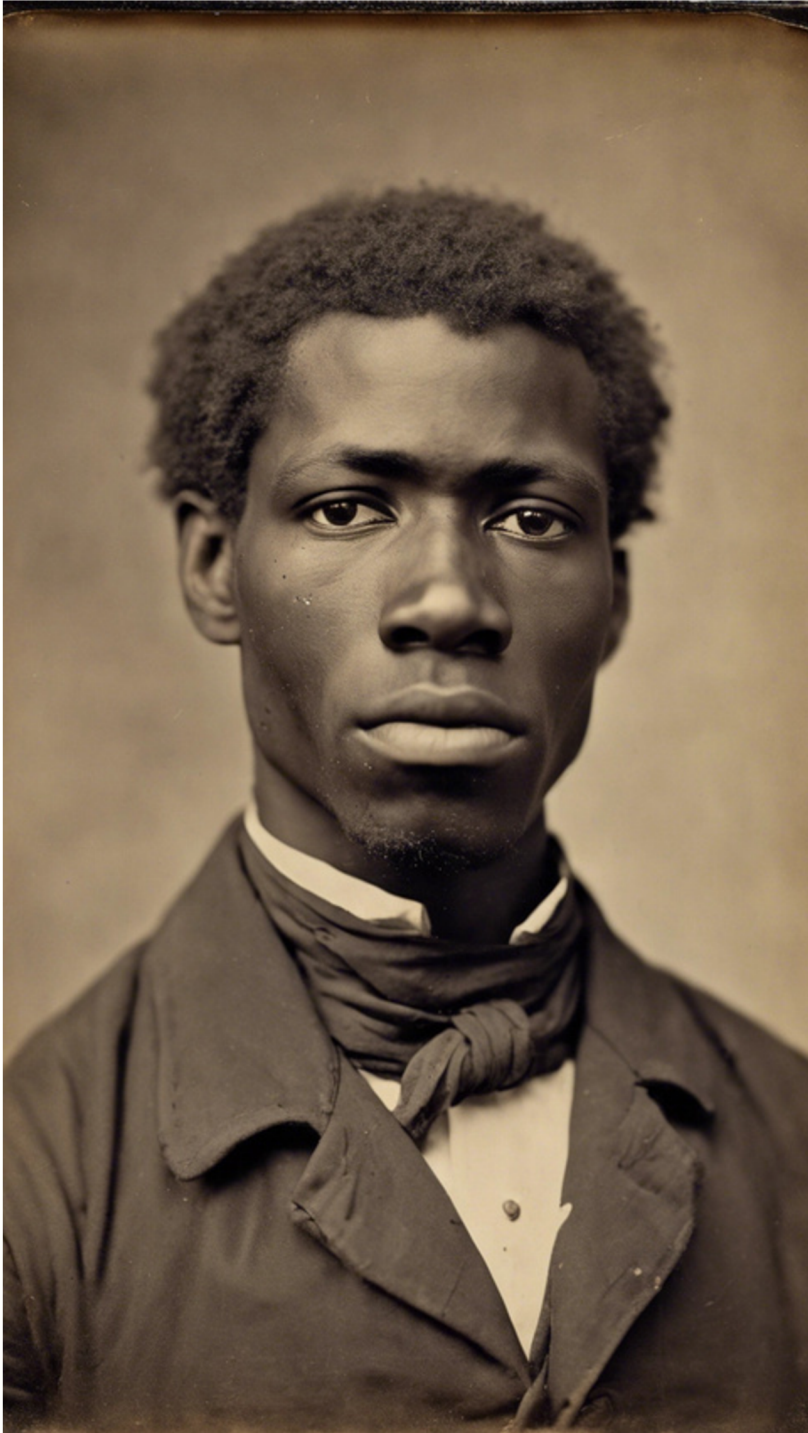◯ blank because **living**

| Death Location: | | ❓ |

◯ uncertain   ◯ certain   ◯ intentionally blank because still living

| Sex at Birth: | Female | ❓ |

thebpog.org

Add a family member that already has a profile.

1. Select the primary profile

2. Go to the family member profile to be connected

3. Copy the WikiTreeID of the profile to be connected.

4. On the primary profile, click the relationship link (parent, sibling, spouse, child)

Add a family member that already has a profile.

5. Click Connect and paste WikiTreeID in the field.

6. Click CONTINUE

Edit child of
- b. 1947-03-01 Heard, Georgia, United States [as birth location] [as death location]

○ **Create** a new profile for her child

or ...

● **Connect** an existing profile as her child

Continue
→ Minimal tabbing

(1967 - 2019)
b. Franklin, Heard, Georgia, United States
d. Savannah, Chatham, Georgia, United States

Add a family member that already has a profile.

7. Click Proceed to connect

Steps: Enter basic data > Review matches > Create and edit profile.

→ Minimal tabbing

Explanation:

| Optional explanatory comment | ❓ |

Explanations appear in activity feeds like this:

~~~~~~~~ ~~~~~~~~ ~~~~~~~~ added X as child of Y. (Found in 1860 census.)

Back   Back to Action   Proceed to connect child

Thank You