DNA for your ONS:
Project Management, Part One

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Adding DNA to Your One-Name Study
A Y-DNA Surname project is a perfect companion to your ONS.

When you are ready to embark upon the discoveries you can have from a DNA Project, first check if a project already exists for your registered surname(s).

Search each of your registered surname and variants on the link below, under the words "Project Search":

https://www.familytreedna.com/surname-search-results. aspx?

The search results screen can have up to 3 sections, depending on the results.

Section 1: The number tested in the database for the surname.

Section 2: This section lists the surname projects that include the surname, and the count of total members in the project, regardless of the surname. Section 1 might show 5 tested with a surname, and then Section 2 shows a project that includes the surname and shows 20 members of the project. This is no guarantee that any of those tested with the surname are in the project. The projects listed are surname projects that include the surname, regardless of if there is anyone with the surname in the project. This distinction is important. The search works this way, so that people looking for a project for their surname can find it. Each DNA project has a corresponding DNA Project profile where the project lists the surnames included. Having a surname listed makes the project appear on the search results page when the surname is searched. If you want to see if anyone has tested with the surname you searched, click on the project which takes you to the project profile, then click on the project website, then click to reach the Y-DNA results chart, and read down the surname column looking for the surname of interest. Most projects display the surname of the persons tested. A few projects don't.

Section 3: Other projects, such as mtDNA, geographical, and haplogroup

As a Guild member interested in a Y-DNA Project, section 1 and 2 are of interest to you.

If any of your registered surnames are included in a surname project, please contact the DNA Advisor to get an assessment of the situation and your options.

If your surname is not in any Y-DNA Project, and you are ready to proceed forward, contact the DNA Advisor, who will request and setup your project with proven marketing material, and

send you an easy Getting Started email with a sample recruiting email and letter. Just follow the 20 easy steps in Getting Started and you are on your way to success. You can change anything that has been set up for you.

Be sure to let the DNA Advisor know the results of your surname search at Family Tree DNA.

Projects are started every day by people all over the world, so if you wait, your surname may be taken. The rules are only one project per surname, though there are rare exceptions.

You decide how much time you spend on your DNA Project. So if you are short on available time, you can get the project, and just let it sit there until you are ready. Someone might come along and find it and test. They can't find your project if it isn't there.

Once you have a project, the recommended priorities are testing your tree and any trees with limited surviving males.

Your Project is Ready
Once the DNA Advisor is done setting up your project with standard options and proven marketing material, you receive an easy to follow 20 step Getting Started email and the login credentials for your project. Doing the complete Getting Started email is important. For example, if you don't do the whole email, you may miss steps such as registering your DNA Project with the Guild Registrar, and the important step of inviting others with your surname(s), who have tested, to join your project.

Once you have done Getting Started, it is important to explore the project management system at Family Tree DNA. To do this, you log into your project. You have a unique User Name and password to log into your project. If you also have a test kit, to log into a test kit, you use a kit number and password. The project is separate from a test kit.

The purpose of a DNA Project is to group participants for ease of access, analysis, reporting and to set search criteria. The latter attribute is especially important for a Y-DNA Project, and is not relevant for mtDNA or Family Finder (autosomal) tests.

A Y-DNA test kit can be set for searching to either the whole database, or to within the project. Most matches with other surnames are not relevant, and eventually everyone will have matches with multiple other surnames. If each kit is set to search within the project, then your match emails, that you receive as the project administrator, will only be relevant matches. You can encourage the participants in your project to set their searches to the project: [They log into their kit, and click: Manage Personal Information, Match and Email Settings, Only In My Projects, Save]. At any time, they can see

6   *Journal of One-Name Studies, October-December 2016*

matches to the whole database, by clicking Y-DNA Matches, then toggle to "The Entire Database" and click Run Report.

There is a menu bar on your screen when you log into your DNA project. The menu bar has these items:

- Member Reports

- Genetic Reports

- Project Administration

- My Account

- Resources

- Feedback

The selections under Member Reports are:

- Country of Origin Charts

- Maternal Ancestry

- Member Distribution Map

- Member Information

- Member Notes

- Order Summary

- Paternal Ancestry

- Pending Lab Results

- Pending Shipment To Lab

- Project Joins

- Project Statistics

- Received Lab Results

- Unreceived Kits

The report you will probably access the most is Member Information, found under Member Reports. This report lists all the participants in your project, and the key elements, such as their kit number, name, email address, and whether the kit is out (the date is red) or returned (the date is black). There is an optional Notes field, where you can put notes about the participant, such as what test they took, or even their tree label, if you are labeling your trees. Some people note deceased members in this field. It is up to you how you utilize the Notes field.

It is easy to get familiar with each of the selections under Member Reports, by clicking on them, and viewing the report generated. Most of the reports are self-explanatory. Two sample reports are shown as exhibits to this article.

For example, when you click on Country of Origin Charts, you will see a graph showing the count of members by either Most Distant Paternal Origin for Y-DNA, or Most Distant Maternal Origin, for mtDNA. You can select to view the chart as a Pie,

Bar, or Column style chart. A count for those with an origin of "unknown" is not shown. Unknown is used when a migration has occurred, and you do not have a documented connection to the ancestral country. This is quite common when the direct male line goes back to colonial times in the USA. Figure 1 shows an example Country of Origin chart.
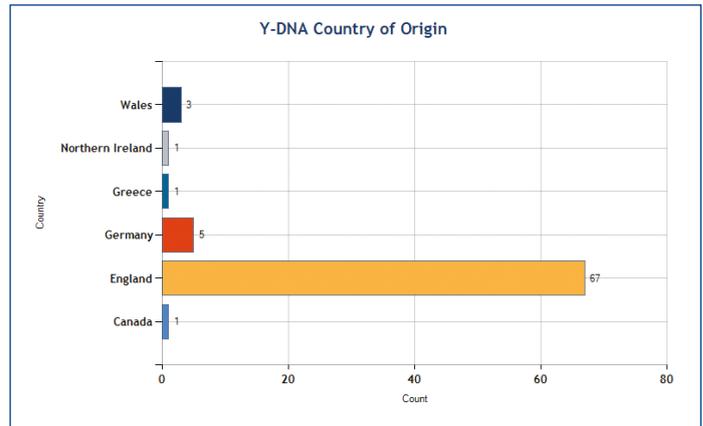

Fig.1. Country of Origin chart

If you want to use the Member Distribution Map, you will need to enter the co-ordinates for the Most Distant Ancestor for each participant. To check which participants still need this information entered, first click on Paternal Ancestry. Make sure that everyone has a Most Distant Ancestor identified. This field is based on documents, and usually involves the name of the Most Distant Ancestor, the year of the earliest event, and the location. Then, if a map location and/or Most Distant Ancestor has not been entered, click on the Kit Number to open the participant's Personal Page in a new tab, then click Manage Personal Information, Genealogy, Most Distant Ancestors. Follow the directions to enter the Most Distant Ancestor information and/or the map location. Then click Save.

Once you have entered the information for all the participants, you can view the map by clicking Member Distribution Map.

When only a generic location is known, such as a state in the USA, or a county in the UK, or a country, such as England, a pin will be placed in the middle of the location. You can move the pin around, by adjusting the latitude and longitude.

To view the progress of your project, click Project Joins, to get a chart of the progress of your project in terms of adding participants. Figure 2 shows a sample Project Join report.
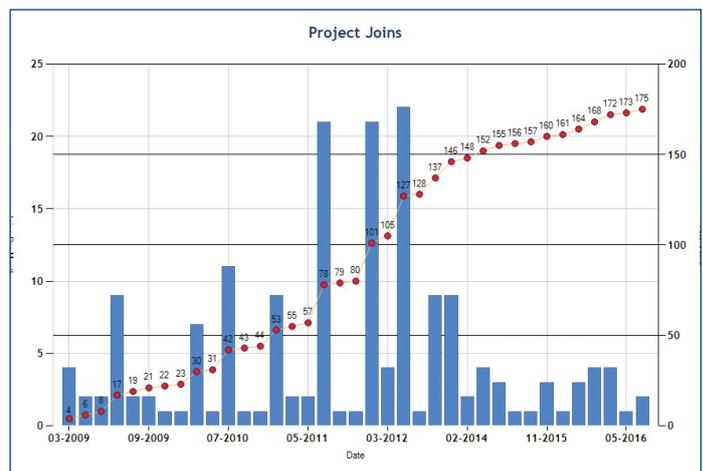

Fig.2. Project Join report

Explore all the selections under Member Information, by clicking on each selection, to see what information is provided and how the information can help you in managing your project.

Want to Get Started?

When you are ready to add DNA to your one-name study, the DNA Advisor is here to help, including setting up your project with proven marketing material. Simply write: DNA@one-name.org. You will receive a completely setup project, that you can modify, along with an easy to follow 20 step Getting Started email and a sample recruiting email and letter. ■