

Y - DNA Participant Check List

GKBopp Rev. 16 June 2006

Kit Number _____ [N=Genographic transfer]

Family

Ordered _____

Group _____

12 25 37 67 SNP mtDNA Other

NAME _____

Family researcher (if not participant) _____

Email/s

Other Remarks (e.g., in other projects):

- _____ Initial correspondence
- _____ Confirm read FAQ's & Non-paternal
- _____ Send join code
- _____ FTDNA order notice received
- _____ No? Start follow-up
- _____ Send Test Instructions link
- _____ Print out Member page and set up file
- _____ Enter on XL
- _____ Set up email folder under kit number
- _____ Put on participant/results page
- _____ On RootsWeb list?

Ancestry Information

- _____ Obtain/follow up as needed
- _____ Prepare web page and confirm
- _____ Link from results page
- _____ Census check &/or WorldConnect
- _____ Post notice on RootsWeb list
- _____ Enter database [when kit back]
- _____ # Earliest Anc.
- _____ # Participant
- _____ codes into XL
- _____ Enter into FTDNA (Most Distant Known Anc.)
- _____ Enter into XL
- _____ Gedcom to FTDNA record

- _____ Kit returned to FTDNA. No? Start follow-up
- _____ Date
- _____ Release Form
- _____ Email links to FTDNA Mail and After You Test
- _____ Results in
- _____ Private/Restrict code Yes No
- _____ Discuss with participant/group
- _____ Update results page [and related pages]
- _____ Family group?
- _____ Revise ancestry page
- _____ Revise worksheet
- _____ Add to Group email list
- _____ Add to FTDNA Subgroup
- _____ Post Update to RootsWeb lists
- _____ Update XL
- _____ Update database

Y Bases, et all	User	Pass Code
_____ YSearch	_____	_____ *
_____ YBase	_____	_____
_____ YHRD		
_____ SMG		
_____ Ymatch		

- _____ * Codes sent to participant or rep.
- _____ Gedcom at YSearch

Maintenance

- Is email current?
- Monitor non-surname matches
- Monitor Y bases and SMG

=====

OTHER NOTES (e.g., web site? WorldConnect?)