Private/Public Profiles

The general ruling is that any profiles within the extended family group – default 4\textsuperscript{th} cousins – can be private. Beyond that profiles should be made public. This is not to say that profiles within that group cannot be private – this is down to personal choice. Living profiles should be private.

If the information given on a profile is something that in your opinion should not be available to the public at large (remember that all public profiles on Geni can be viewed on the WWW) then they MUST BE PRIVATE. As a rule do not put any information on the profiles that you do not wish to be seen by all and sundry!

Because private profiles in the historical tree make merges difficult this is an exercise that needs to be run periodically. Some of the default settings on Geni make parents/children etc. added to the tree living (it has been brought to the attention of management) and need to be physically corrected.

How to change Private/Public easily.

There are three ways.

1. When the profile is open for editing tick the box in the upper right corner which makes the profile public or private.

2. On the profile page open the drop-down menu at the top right called “Actions” and click the link that offers to make the profile public or private.

3. At the top of your home page click “Lists” in the “Family” menu. With a list displayed use the menu of filters to the left to make a list of –

   Group – Managed by
   Filters – Private status

Update at the bottom of the menu.

The list generated will show all profiles managed by yourself which are set as private. Use the menu at the right of each profile to change the status as necessary.

HINT – if a name has a green globe next to it this shows that it is a Public Profile. Living profiles should not be Public, so use the “Make This Profile Private” option on the right to make them private after you have checked the information!

How to change Living/Deceased easily.

The same filters can be used to establish which profiles left living need to be mark deceased.

   Group – Managed by
   Filters – Living status

Update at the bottom of the menu.

Work your way through the list and where a profile of a person is left living where that person is deceased visit the profile and lay it to rest by ticking the appropriate box in the edit menu.

HINT – the image of deceased profiles has a diagonal black line across the top left corner.