

How to Add Family Members

Category: Website Building

Published: Jan 20, 2026

Reading Time: 1 min

Adding you family's profiles to your Family Reunion website is easy!

There are 2 ways you can add Family members: Manually one by one, or by a bulk upload of a spreadsheet (CSV file).

To add Family Members Manually:

Go to: **Site Builder → Features → Family**, and select **+ New Family Member**.

Add the information for the person. Remember, most fields are not required (such as marital status, etc).

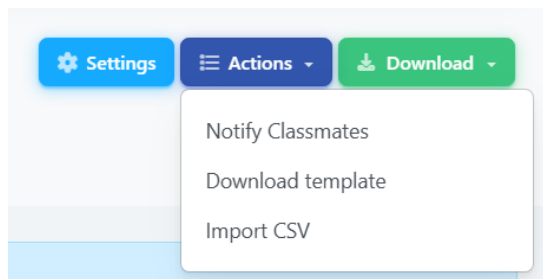
You are free to customize the Family Member Profile form and add your own fields!

The screenshot shows the 'Classmates' management page in the Site Builder. The left sidebar has 'Site Builder' and 'Features' highlighted. The 'Features' menu is expanded, showing 'Classmates' as the selected option. The main content area is titled 'Classmates' and includes a 'Manage the classmates of your website.' description. Below this, there's a 'Displaying classmates' section with a note about choosing a page to display them. An 'Actions Guide' section is also present. A '+ New Classmate' button is highlighted. Below this, there are buttons for 'Modify', 'Approve', 'Unapprove', and 'Archive'. A 'Filter Classmates' search bar is available. The main table displays a list of classmates with columns for 'ID', 'Name', 'Status', and 'Registered'. The table shows two entries: one with ID 447 and another with ID 439. The 'Status' column shows 'Approved' for both. The 'Registered' column shows 'December 01' and 'November 27' respectively. The table is paginated, showing 'Showing 1 to 2 of 2 entries'.

	Actions	ID	Name	Status	Registered
☐	   	447	Classmate Last Name	Approved	December 01
☐	   	439	First Name Last name	Approved	November 27

To add Family Members via a bulk upload:

Go to: **Site Builder → Features → Family**, and in the top right of the screen, click the "Actions" button, then "Download Template".



Download the template, and create your list exactly in the same .CSV format (including the heading titles). Keep the same format using all the fields even if you are only adding a name. Not all of the fields are required.

Once you have prepared your .CSV file for upload, click the Actions button again, this time select "Import CSV" and upload your file. Your Family Members .CSV upload will be queued, and should start uploading within a few minutes.