

TFB Legacies Consulting

Family Bank Website Instructions



This is a set of instructions to help you create a Family Bank Website. The two templates can be used and you can easily replace the stock image and content with your family's photos and stories. The Family Bank Website is a resource hub to help your family connect and to help your family members use their Family Bank

Disclaimer: TFB Legacies Consulting shares learning and advice about Family Bank principles and practices. Nothing in this document should be considered as legal, tax, or financial advice. Please consult the respective professionals for legal, tax, or financial products and services.

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Instructions for Notion

1. Follow [this link](#) to see the Family Bank template
2. Click start with this template. This will take you to a page where you will either need to sign into notion or create an account.
3. Sign in or create an account.
4. Then follow through the prompts after sign-in. You'll be asked what you want to use the account for. Select for personal life. Then you'll be asked if you want to use notion alone or with others. For now, select alone. You can add other users later.
5. Skip through the next few menus asking about calendar integration or interests.
6. Take a few minutes to get familiar with the template page areas.
7. Begin changing the template names and photos to your family photos. You can do this by clicking on a piece of text and you should be able to change it directly.
8. To change a photo, right click on it and choose replace. You'll be then asked to upload a photo.
9. Replace all the template photos with family photos
10. Ensure that all of the links work, especially that the content library has correctly copied over all of the family bank resources for family members
11. Once the site is ready, publish the site and share the link with family members
12. Ask for feedback from your family and incorporate edits

Instructions for Google Sites Version

13. Follow this [link](#) to see the google drive folder with a google sites template
14. Click on the three dots to the right, find the make a copy button
15. Move your copy outside of the "Family Bank Materials" folder and into your own drive. You can do this by left clicking and dragging the copy to "My Drive" or you can click the three dots of your copy, select organize, and then move, and then



choose where you'd like to store your copy. If you leave the copy in the template folder it will be deleted.

16. Familiarize yourself with the Nebeker family website template
17. Rename your website after your family. You can change any text on the your template by double clicking on it.
18. Collect family photos, gather a founder photo and biography.
19. Change all photos to family photos by clicking on the image menu, selecting upload and replacing the template photo with your photo.
20. Populate the site with your family's content like significant events etc.
21. Ensure that all of the links work, especially that the content library has correctly copied over all of the family bank resources for family members
22. Get someone else to look over the site and suggest any edits
23. Once the site is ready, publish the site by hitting the publish button.
24. If you want to add other editors, click the icon of the person with the plus button.
Add the emails of anyone you'd like to invite to edit.

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