Creating Custom Events in Reunion
Silicon Valley Computer Genealogy Group, July 2025
Adapted from Reunion Manual v. 14

Reunion helps you keep a record of the events in a person's life. Events have a date and a place, usually something significant. Events are found for a person or a family; this document covers events for a person in the events section of a person's panel.
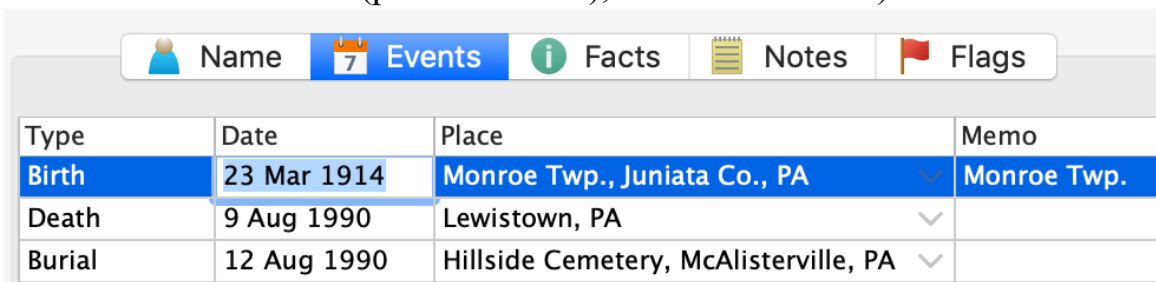
Default Events: When you first open Reunion and are ready to record a person's events, you will find the default events: birth and death.
Standard events: Those which you can add to any person. That list is later in this document.
Unique events: Those that you create to fit your family – beyond default birth and death and standard events.

To open the Events section of the person panel,
- click directly on any event in the family view,
- or open the person and click the Events tab at top,
- or choose Edit>Person>(person's name), then click Events).

The **Events** section has a scrolling list in which you record significant events in a person's life.
- To enter and edit events, you can type directly into the fields in the list. Pressing the Tab key will move the cursor from field to field. Pressing Shift + Tab will move the cursor backward through the fields. Or, you can simply point and click the mouse to put the cursor into any field of any event.
- There are three fields: Date   Place   Memo
  Enter the Date and Place using the information you have found in your research. Be sure add a Source for each event. More information on Sources can be found in the Reunion Contents/Manual (and in the handout from November 2022 at Silicon Valley Computer Genealogy Group).
  Memo is used for minor details about the event, with a limit of 2500 characters. Longer information can go in the Notes field, or a source record, or saved as an image.
- The + button just below the fields of the events is the Add Event button. (The – button will remove an event).
- The button with three vertical bars just below the list of events can be used to sort the events in chronological order, if needed after you enter them.

- Initial caps If the **Initial Caps** button is checked, the first letter of each word in a field will be capitalized when you "exit" the field by pressing the Tab key, clicking **Done**, or otherwise closing the Edit Person window.

Martha Wallace, July 2025

Adding Events
• Click on the + (Add Event button) to open the event choices. Scroll down the list to see the standard events which you can add to your person (any you've added will also be listed here).

The standard events list:

• Choose an event, click *Add Event* and it will be added to that person's event panel.
• If you check the box *Add (event)* to default events, it will be added to everyone in your family file.

Adding More Default Events
• Choose event settings, look at default list on the right (also accessed through Settings>Fields).

• This is where you can add other default events by highlighting the event on the left and then clicking the Add button on the right. This event will now show up for everyone in your family file, even if you have no info for it.
• A default event can be removed from any single person by using the – button.
• Census was one of my default events. I removed it from the default list, but it will still be there for everyone. However, it won't be a default event for any new people.

Creating Your Own Events

• You can add your own (non-standard) events. (Any events that you add or create will then show along with the standard events on the choose events list.)
  - Go to Reunion>Settings>Fields
  - Does the event already exist in the list?
  - Choose type of field (event)
  - Click Add button – and a new line will be added to the list. Type in a name for your event.
  - Middle section shows attributes of the new field. This refers to how the event shows in Reunion reports and charts and how it would be used in a GEDCom if you export your work to another program.
  - Field attributes (used in display in parts of Reunion program):
    o Name – select and type new name – can also be used to change a name
    o Abbreviation
      ▪ Long (Bapt) – used in family view, in fam hist reports if on separate lines
      ▪ Short (bp) – for web family cards, chart boxes, some sidebars
      ▪ Some reports (person sheet, fam group sheet, fam hist report) use actual name
      ▪ Manual includes a chart w/ further short abbreviation guidelines
    o Narrative form (for events, flags, marriage items only): How expressed in sentences. A sample of your choices will appear in the window.
      ▪ Arrangement – Age Name Verb Place Date (choose from drop down)
      ▪ Verb
      ▪ Place
      ▪ Checked flags can be used for an expression to be used in the narrative: Immigrant flag – "One of our immigrant ancestors . . ."
      ▪ Sample: At the age of 53, Gregg was baptized in Pennsylvania on 13 Aug 2029.
    o GEDCom tag: A 4-letter word that identifies the contents of a field
    o GEDCom tags are used when exporting a GEDCOM file; necessary for other genealogy software to recognize the fields in a GEDCOM file.
    o You can use the check box to have it export as "EVEN" – Exports as Event & Type
    o There's a whole chapter in the Reunion Contents/Manual that will tell you more, but the link for GEDCom examples doesn't work. See https://www.tamurajones.net/GEDCOMTags.xhtml for updated info.

Examples of Events You Might Create and Add

Accident	Election	Prison
Arrival	Engagement	Probate
Bankruptcy	Enlistment	2nd Marriage
Birth of Child	Graduation	Surgery
Captured	Land Sale	Tax Record
Citizenship	Marriage	Will
Coronation	Military	
Deposed	Occupation	