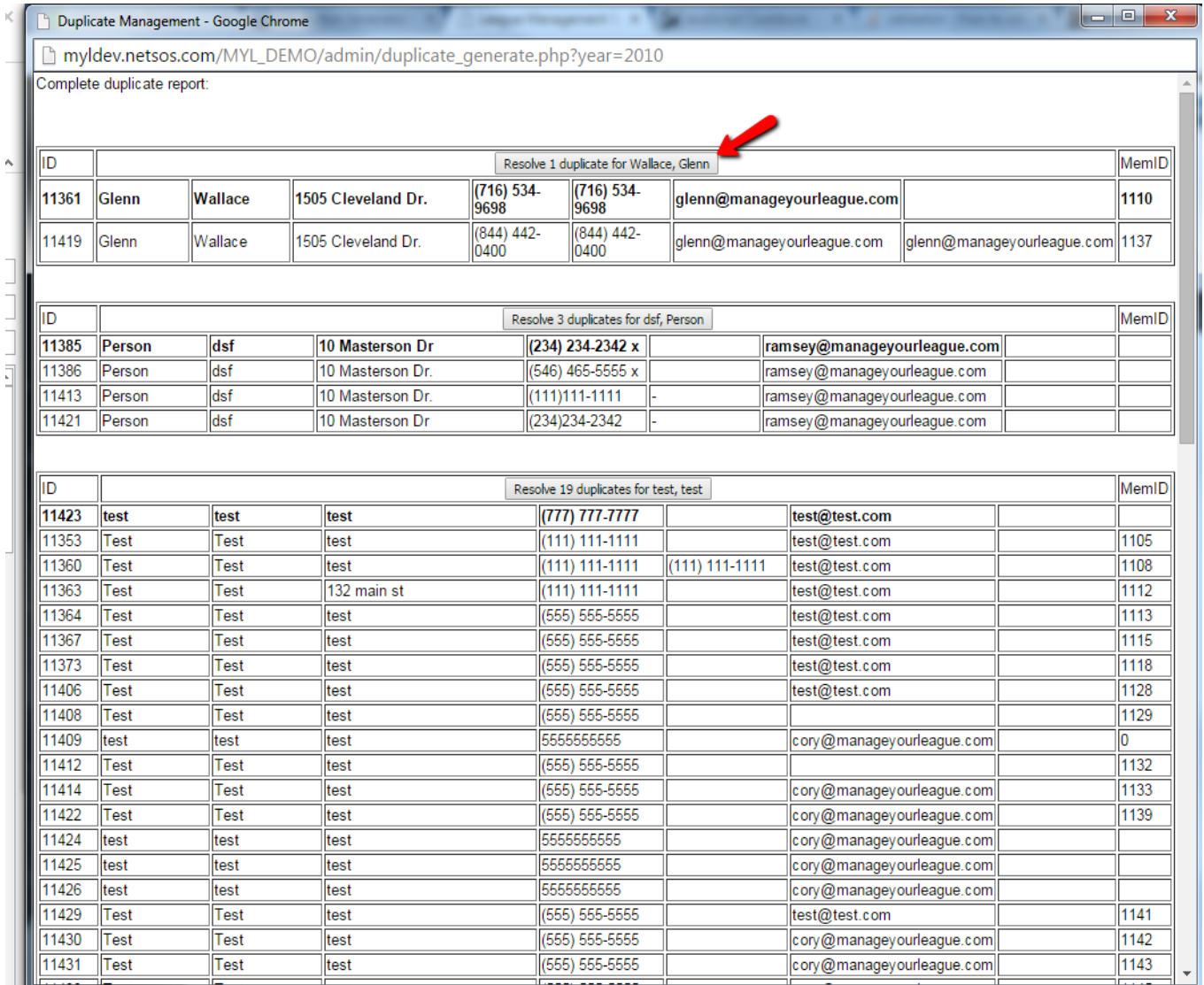# Admin Site
How do I merge duplicate parent records?

First you have to run the duplicate checker, which you will find in members->players/parents->player/parents reports->duplicate report, then click where it says generate complete duplicate report and a pop-up will display. Note that it may take a couple of minutes to go through all the information in the system. When the report displays, you will see a list of all the duplicate records where you can choose which one you would like to resolve, as shown below:

After that, you will be taken to a window that allows to choose which record you would like to be the main one, and which ones you would like to replace.

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Make Primary	Replace?	ID	Firstname	Lastname	Address1	Phone1	Phone2	Email1	Email2
◉	☑	11361	Glenn	Wallace	1505 Cleveland Dr.	(716) 534-9698	(716) 534-9698	glenn@manageyourleague.com	
○	☑	11419	Glenn	Wallace	1505 Cleveland Dr.	(844) 442-0400	(844) 442-0400	glenn@manageyourleague.com	glenn@manageyourle...

Make Parent Selections

If there is a parent or player record associated with any of the records you are merging, you will be asked which ones you would like to keep.

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Once that is done, you will be asked to finalize the merge or go back and make changes to your selections. Finalize the report to make the changes.

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