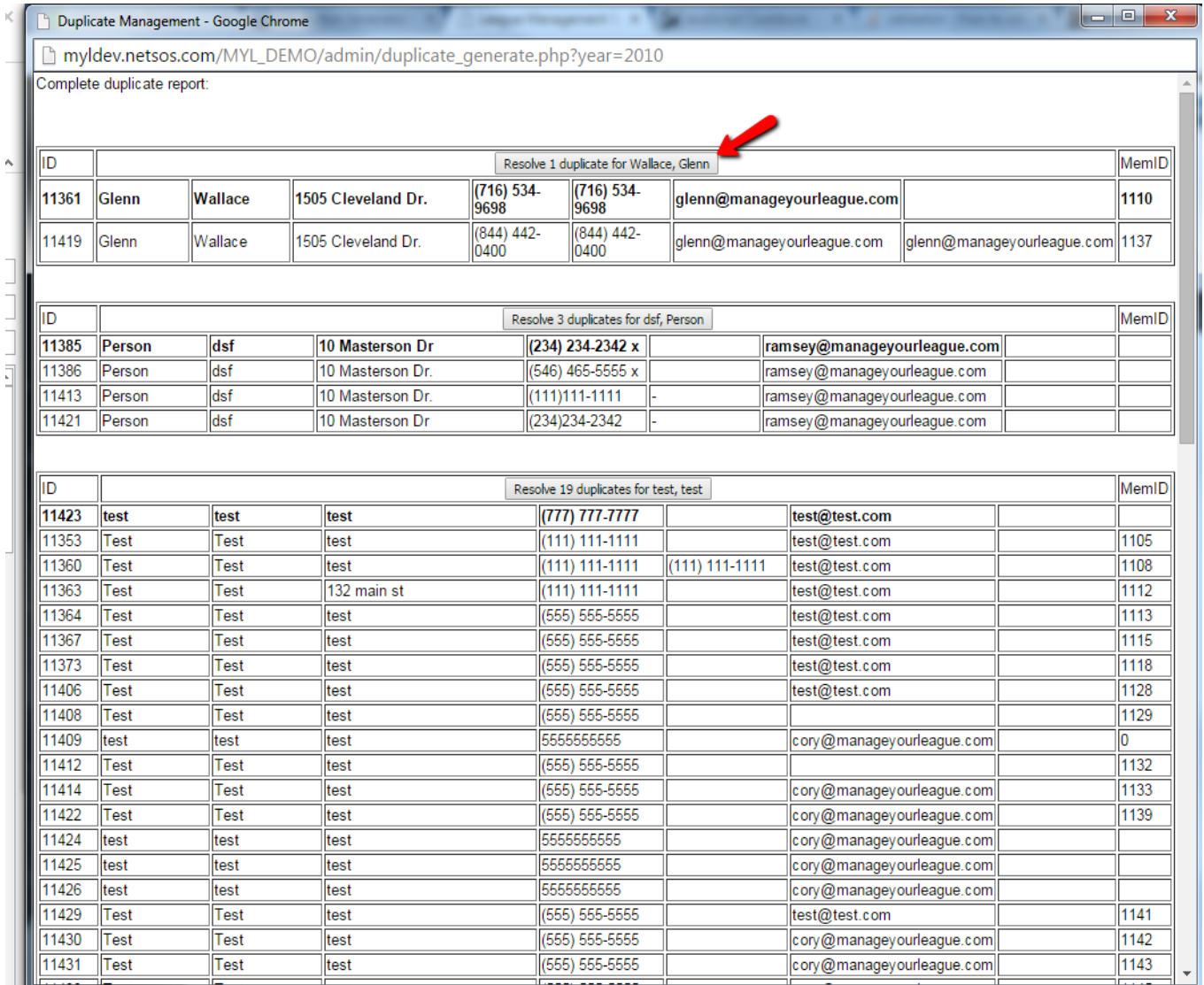


# Admin Site

## 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:



ID	Resolve 1 duplicate for Wallace, Glenn							MemID
11361	Glenn	Wallace	1505 Cleveland Dr.	(716) 534-9698	(716) 534-9698	glenn@manageyourleague.com		1110
11419	Glenn	Wallace	1505 Cleveland Dr.	(844) 442-0400	(844) 442-0400	glenn@manageyourleague.com	glenn@manageyourleague.com	1137

ID	Resolve 3 duplicates for dsf, Person							MemID
11385	Person	dsf	10 Masterson Dr	(234) 234-2342 x		ramsey@manageyourleague.com		
11386	Person	dsf	10 Masterson Dr.	(546) 465-5555 x		ramsey@manageyourleague.com		
11413	Person	dsf	10 Masterson Dr.	(111)111-1111	-	ramsey@manageyourleague.com		
11421	Person	dsf	10 Masterson Dr	(234)234-2342	-	ramsey@manageyourleague.com		

ID	Resolve 19 duplicates for test, test							MemID
11423	test	test	test	(777) 777-7777		test@test.com		
11353	Test	Test	test	(111) 111-1111		test@test.com		1105
11360	Test	Test	test	(111) 111-1111	(111) 111-1111	test@test.com		1108
11363	Test	Test	132 main st	(111) 111-1111		test@test.com		1112
11364	Test	Test	test	(555) 555-5555		test@test.com		1113
11367	Test	Test	test	(555) 555-5555		test@test.com		1115
11373	Test	Test	test	(555) 555-5555		test@test.com		1118
11406	Test	Test	test	(555) 555-5555		test@test.com		1128
11408	Test	Test	test	(555) 555-5555				1129
11409	Test	test	test	5555555555		cory@manageyourleague.com		0
11412	Test	Test	test	(555) 555-5555				1132
11414	Test	Test	test	(555) 555-5555		cory@manageyourleague.com		1133
11422	Test	Test	test	(555) 555-5555		cory@manageyourleague.com		1139
11424	test	test	test	5555555555		cory@manageyourleague.com		
11425	test	test	test	5555555555		cory@manageyourleague.com		
11426	test	test	test	5555555555		cory@manageyourleague.com		
11429	Test	Test	test	(555) 555-5555		test@test.com		1141
11430	Test	Test	test	(555) 555-5555		cory@manageyourleague.com		1142
11431	Test	Test	test	(555) 555-5555		cory@manageyourleague.com		1143

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.

# Admin Site

Duplicate Management - Google Chrome

myldev.netsos.com/MYL\_DEMO/admin/duplicate\_resolution.php?season=2010&pid=11361

This form will consolidate the entries selected to be replaced below under the ID 11361 with the contact information under the entry chosen as Primary.

Make Primary	Replace?	ID	Firstname	Lastname	Address1	Phone1	Phone2	Email1	Email2
<input type="radio"/>	<input checked="" type="checkbox"/>	11361	Glenn	Wallace	1505 Cleveland Dr.	(716) 534-9698	(716) 534-9698	glenn@manageyourleague.com	
<input type="radio"/>	<input checked="" type="checkbox"/>	11419	Glenn	Wallace	1505 Cleveland Dr.	(844) 442-0400	(844) 442-0400	glenn@manageyourleague.com	glenn@manageyourleague.com

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.

# Admin Site

myldev.netsos.com/MYL/EMO/admin/duplicate\_resolution.php?season=2010&pid=11361

Make selections below as to which player entries to keep and which to merge.

ID	Merge/Keep Selection	Name	Date of Birth	address1	phone1	email1
14325	--Keep--	1) Player, Test	9/20/2000			

Make Player Selections

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.

Unique solution ID: #1067

Author: MYL

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