

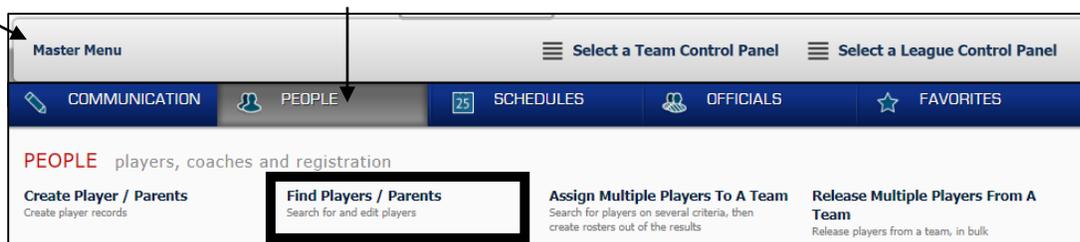
## Merging Duplicate Profiles

This user guide explains how merge duplicate profiles in Goalline.

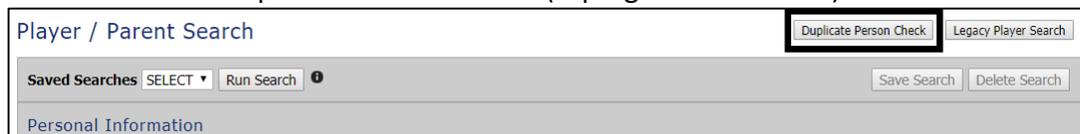
1. Go to [wpc.goalline.ca](http://wpc.goalline.ca) and select your PSO site from the dropdown menu. Then login using the "Admin Login."



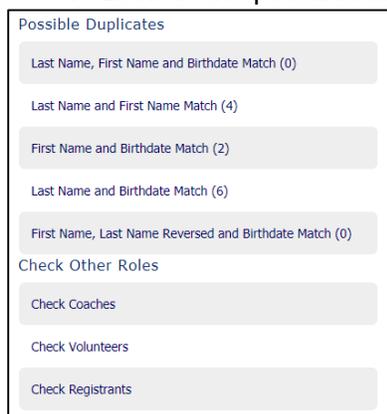
2. Go to "Master Menu," then the "People" tab and select the "Find Players/Parents" tool.



3. Click on "Duplicate Person Check" (top right hand corner).



4. Look at the possible duplicates (listed on the right hand side of the page).



5. If you determine that the person listed is a duplicate, take note of their lowest Person ID (this means that record was created first and should be the record everything reconciles into). Do not edit this profile.

6. Click "Edit" beside the person's other duplicate profile(s).

Last Name, First Name and Birthdate Match (26)						
Edit	Person ID	Last Name	First Name	Birthdate	Organization	Club
<input type="button" value="Edit"/>	3780518			2000-	Wate...	Waterpolo
<input type="button" value="Edit"/>	3780517			2000-	Wate...	Waterpolo

7. Once in their profile, look at their registrations (right hand side of the page).

Teams **Registration** Family (0) Roles

If they have registrations, click "Change Person" (top right hand side of the registration box). This will allow you to move the registration data into the person ID you identified as the original record.

2018-2019 Membership Categories >

**WPC Membership Fee - Provincial**

GOALLINE Transaction ID: 2649864  
 Date Submitted: 2018-10-01 10:10 am  
 Transaction Type: Offline  
 Transaction Status: Paid in Full

Total Amount: **\$20.46**  
 Total Paid: **\$20.46**   
 Total Due: **\$0.00**

**Payments and Refunds**

WPC Membership Fee - Provincial  
 Amount Due: 2018-10-01 10:10 am **\$20.46**

Uploaded Transaction  
 Amount Paid (Other) 2018-10-04 9:53 am **\$20.46**

**Programs and Products**

Item	Qty	Price
WPC Membership Fee - Provincial - WPC Membership Fee - Provincial	1	20.46

When you click on "Change Person," a dropdown menu will allow you to select the right person to move it to. Select the right person and click "OK."

**Move Registration Record**

Below is a list of players that have a similar name to the one currently being viewed.

Choose the person this registration record should now belong to:

If there is no registration data, skip to step 9.

8. Look at their family connections.

Teams Registration **Family (1)** Roles

If there are any family connections, remove them from the duplicate profile.

Players			
Name	Birthdate	View	Remove
	2005	<input type="button" value="View"/>	<input type="button" value="Remove Connection"/>

9. Move to the roles tab.



If there are any role connections, disconnect them. There may be both a "Remove" option and a "Disconnect" option. Select to "Remove."

Name	Role	Profile	Connection
Quinn, Grace	Referee	<a href="#">View</a>	<a href="#">Remove</a> ←

10. Remove the email address from the profile.

11. Add the word "Duplicate" to the beginning or end of the last name (beginning is preferred), change the year of birth to 1920.

12. Click "Save Changes" at the bottom of the person's profile.



13. Go back to the duplicate search to confirm that the duplicate for this person is no longer listed.

14. Repeat steps 4-12 for all of the duplicates listed. Check all of the roles (see the link for "Check Coaches," "Check Referees," "Check Volunteers," and "Check Registrants" on the right hand side of the duplicates page).