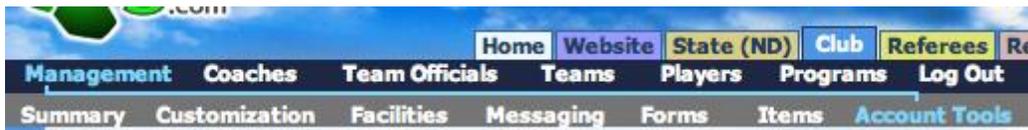


Account Tools / Merging Duplicate Accounts

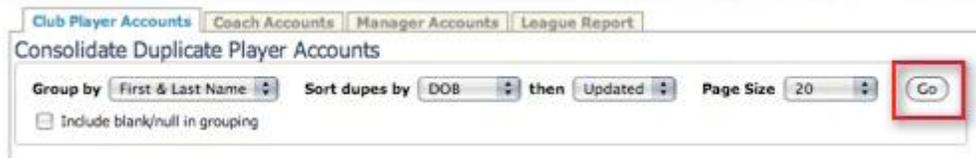
“Account tools” is where you will merge duplicate player, coach and manager accounts.

This needs to be done prior to the roll over of the system on Aug 1, so that you are not billed for duplicate accounts.

To get to account tools click on the **CLUB** tab and then on **ACCOUNT TOOLS** in the grey menu bar.



To merge player accounts, leave the settings to their default and click the **GO** button.



Club Player Accounts Coach Accounts Manager Accounts League Report

Consolidate Duplicate Player Accounts

Group by First & Last Name Sort dupes by DOB then Updated Page Size 20 **Go**

Include blank/null in grouping

This will bring up a list of all of the duplicate player accounts who are affiliated with the state. To merge duplicate accounts into one, select the account to keep by clicking on the radio button in the green box column.

Support Tip

Make sure to check the player data such as **DOB** and email address to make sure they are the same player as you might have several players in the state with the same name.



ID#	F.Name	M.L.Name	Gender	DOB	Email	Phone	Updated	Mem	Team	Club	R
N/A	Marie	Meagher	Girls	4/11/1996	bill@gotsport.com			<input checked="" type="radio"/>	Blue	GotSoccer	
N/A	MARIE	MEAGHER	Girls	4/1/1996				<input type="checkbox"/>		GotSoccer	
N/A	Marie	E Meagher	Girls	2/4/1991	kathym@gra.midco.net	701-775-8280	7/28/2008	<input type="checkbox"/>			

Put check marks in the boxes next to the accounts you want to eliminate. The contents of these will be merged into your green selected account. Please remember to look for memberships in the **MEM** column and keep those accounts if possible so player do not lose their paid memberships. Also look for accounts with photos attached as photos cannot be merged. You can optionally move the selected account to another team or club by selecting the radio button next to the team or club that the consolidated account should belong to.

You can select the merge settings for all the players on your page and then click the **MERGE SELECTED** button at either the top or the bottom of the list.

Merge Selected

NEXT PAGE >>

#1) Meagher, Marie (3 players)													
✓	☐	ID#	F.Name	M L.Name	Gender	DOB	Email	Phone	Updated	Mem	Team	Club	R
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Marie	Meagher	Girls	4/11/1996	bill@gotSPORT.com				<input type="radio"/> Blue	<input checked="" type="radio"/> GotSoccer	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	MARIE	MEAGHER	Girls	4/1/1996					<input type="radio"/> GotSoccer		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Marie	E Meagher	Girls	2/4/1991	kathym@gra.midco.net	701-775-8280	7/28/2008				
#2) ABERNATHY, MATTHEW (2 players)													
✓	☐	ID#	F.Name	M L.Name	Gender	DOB	Email	Phone	Updated	Mem	Team	Club	R
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Matthew	Abernathy	Boys	10/29/1999	cabernathy@austin.rr.com	512-458-1512	8/23/2009		<input checked="" type="radio"/> Bullets 00	<input checked="" type="radio"/> GotSoccer	1
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	MATTHEW	ABERNATHY	Boys	1/2/1999					<input type="radio"/> GotSoccer		
#3) Abi Habib, Matthew (2 players)													
✓	☐	ID#	F.Name	M L.Name	Gender	DOB	Email	Phone	Updated	Mem	Team	Club	R
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Matthew	A Abi Habib	Boys	6/27/2003	hope@austin.rr.com	512-467-1811	6/30/2009		<input checked="" type="radio"/> GOTBHAYS U6 - E	<input checked="" type="radio"/> GotSoccer	1
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	MATTHEW	ABI HABIB	Boys	6/2/2003					<input type="radio"/> GotSoccer		

*****Support Tip*****

Once a player/coach/manager has been rostered to a team during the seasonal year, it is important to keep the account that was used for rosters and passes. If that account is merged into a different account, the player/coach/manager will be removed from the roster as the system uses these accounts to track history.

It is also important to keep the account that has any documents. Look Carefully at the accounts before doing a merger.

The same steps are taken for Coach and Manager accounts. Make sure you check their DOB and address to verify that it is the same person. You can also consolidate Coach and Manager accounts directly from one of their accounts.