

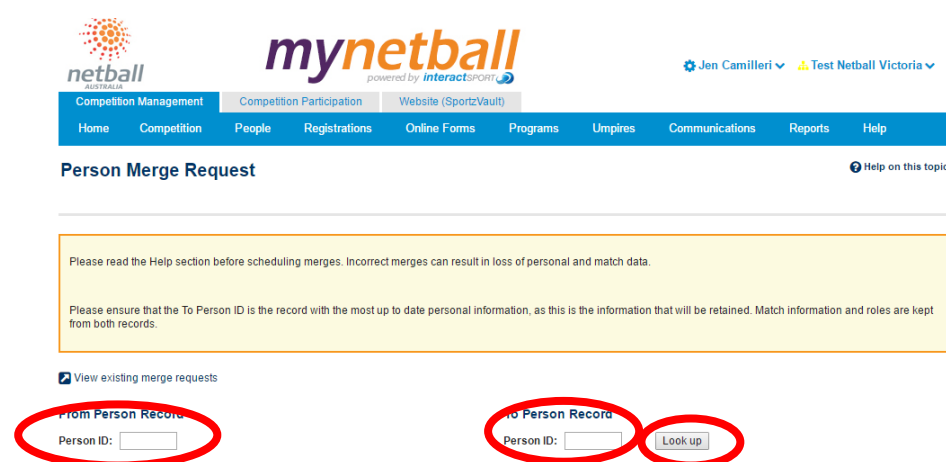
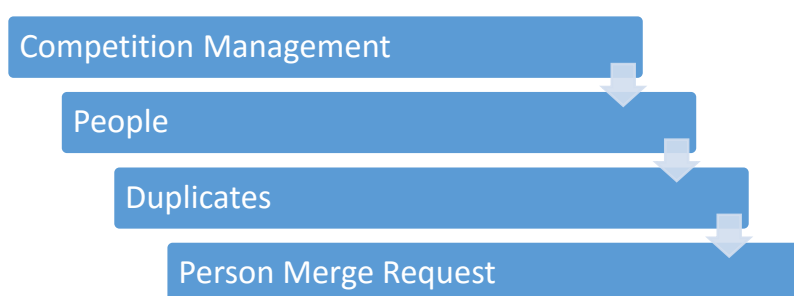
Merging Records in MyNetball

A Person Merge involves the combination of two person records with two different IDs into one ID. In a person merge the “from” ID records are transferred to the “To” ID. The basic person information (Name, address, contact information) of the “To” ID is kept and the “from” is discarded. It is very important you check the ID you are keeping has the most up to date information.

Note – Merges are mostly processed overnight however depending on the number of merges there are to process a schedule merge may not occur for several days.

Very Important! *There is no automated process to de-merge records that have been merged in error. You should make absolutely sure that the two IDs relate to the same person before adding it to the merge list. The system has no way of knowing this and does not prevent adding of two completely different names.*

If you identify a member who has two records and follow the path below to merge the records.



1. Enter the “From” and “To” person IDs in the boxes
2. Click on the “Look Up” button
3. The following screen will appear, carefully check the correct records are being merged.
4. Click on the green “Submit Merge”



Person Merge Request

Help on this topic

Please read the Help section before scheduling merges. Incorrect merges can result in loss of personal and match data.

Please ensure that the To Person ID is the record with the most up to date personal information, as this is the information that will be retained. Match information and roles are kept from both records.

View existing merge requests

From Person Record

Person ID: 3092958

Name	Org	DOB	Record Last Updated
Test MyNetball	Test Netball Victoria	01/01/1970	15/04/2016 6:15:06 PM

To Person Record

Person ID: 3092962

Name	Org	DOB	Record Last Updated
Message Test	Test Netball Victoria	01/01/1970	15/04/2016 6:15:06 PM