Merging duplicate member records

Administrators can easily consolidate 2 member records that relate to the same person within the same database. Duplicate member records are created when a member is added to the system new member even though they have an existing record. It is important to merge duplicate member records to create a single consolidated member record.

The following steps outline how to merge duplicate member records:

1. After logging in to your revSPORT portal, click **members** in the left-hand menu.

![Dashboard menu with members highlighted](image1)

2. In the members area, click **utilities**.

![Utilities menu with members highlighted](image2)

3. In Members utilities, click on the **Member merge** option.

![Member merge option highlighted](image3)
4. In the **Members merge area** you can search for the member records you want to merge and add them to the **Member 1** and **Member 2** fields. Note: there is a number next to the name – disregard this number, it is not the Australian Sailing Number. A list of **Possible duplicates** appears at the bottom of the page.

5. After you have added the name of a member record in the **Member 1** and **Member 2** field, click **Check details**.

6. You will be given the option of which data you want to carry forward against the consolidated member profile. You can also select which Australian Sailing Number is carried forward.
7. Click **Merge records** to complete the merge.

For additional support using the revSPORT system, please contact [onlineservices@sailing.org.au](mailto:onlineservices@sailing.org.au)