When an athlete has a profile already in the system, but during their registration process they somehow circumvent all of the processes in place and create a second profile. As the system administrator, you have the ability to combine those records into one.

Begin by going through the menu to get to the combine records feature.

| | | | 1 |
|----------|----------------------------------|--------------|--|
| Adı | nin Windows Help | | |
| 2 | Site Info | | |
| 2 | Add/Update Teams & Organizations | • | |
| <u>e</u> | Users | • | |
| ø | Maintenance | • | |
| | Dashboard Statistics | | |
| ര | Athlete Security | • | |
| Ø | Drug Testing | • | |
| Ç | Athlete Utilities | • | |
| | Injury Utilities | • | |
| 27 | Scheduling Utilities | • | |
| 97 | Inventory Utilities | • | |
| 1 T | Update Athlete Years | | |
| 0 | Import/Export | • | |
| | Transaction Logs | • | |
| ð | Data Miner | | |
| 8 | Injury Analytics Reporting | | |
| | Search All Athlete Records | | |
| _ چ | Vear-End Processing | • | |
| 9 | Combine Athlete Records | | |
| * | Set Required Fields | | |
| I | Custom Reports | | |
| | ATS | | |
| | | | |
| | This process with | combine inj | juries & related information, but will NOT combine |
| | address or other | jeneral info | like phone #, etc. This must be done manually. |
| | Deserversetter | | |
| | Do you want to c | ontinue: | |
| | | | |
| | | | V., N. |
| | | | Yes No |
| | | | |

Selecting an the Athlete to Move:

Select the Athlete to **MOVE**. That is the athlete you wish to purge from the system. Double check you select the correct athlete, we suggest adding an easy identifiable middle initial, or changing the first name. **This process is not reversible.**

| 🙀 Choose the athlete to 'MOVE' | | | | | | | |
|--------------------------------|----|--------|---|--|--|--|--|
| Choose the ATHLETE to 'MOVE' | | | | | | | |
| | | Search | | | | | |
| Allen, Shannon | | | ^ | | | | |
| Balbaoa, Rocky | | | | | | | |
| Bateman, Daniel | | | | | | | |
| Beechum, Claire | | | | | | | |
| Billingsley, Don | | | | | | | |
| Brown, Barry | | | | | | | |
| Campbell, Julius | | | | | | | |
| Clark, Billy | | | | | | | |
| Davis, Crash | | | | | | | |
| Davis, Crashy J | | | | | | | |
| Engelland, Ashley | | | | | | | |
| Falco, Shane | | | | | | | |
| Franklin, Clifford | | | | | | | |
| Grant, Kierra | | | | | | | |
| Gruff, Nigel | | | | | | | |
| Hinson, Dottie | | | | | | | |
| Hooch, Marla | | | | | | | |
| Jefferies, Jamal | | | | | | | |
| Keller, Kit | | | | | | | |
| LaLoosh, Nuke | | | | | | | |
| Miles, Boobie | | | | | | | |
| Murphy, Doris | | | | | | | |
| O'Riley, Heather | | | | | | | |
| Palledorous, Michael | | | | | | | |
| Porter, Hamilton | | | | | | | |
| Rodriguez, Benny | | | | | | | |
| Ruth, Baby | | | ~ | | | | |
| | ок | Cancel | | | | | |

Selecting an the Athlete to Keep:

Select the athlete to **KEEP**. This is the athlete profile you want to merge the previous selection with. Doing this will migrate paperwork, emergency contact, any forms them have completed, and other information. As the message says, it will not combine some general information.

| Choose the athlete to 'KEEP' | | | | | | | |
|------------------------------|----|--------|---|--|--|--|--|
| Choose the ATHLETE to 'KEEP' | | | | | | | |
| | | Search | | | | | |
| Allen Shappon | | | • | | | | |
| Balbaca Bocky | | | | | | | |
| Bateman Daniel | | | | | | | |
| Beechum Claire | | | | | | | |
| Billingsley, Don | | | | | | | |
| Brown, Barry | | | | | | | |
| Campbell, Julius | | | | | | | |
| Clark, Billy | | | | | | | |
| Davis, Crash | | | | | | | |
| Davis, Crashy J | | | | | | | |
| Engelland, Ashley | | | | | | | |
| Falco, Shane | | | | | | | |
| Franklin, Clifford | | | | | | | |
| Grant, Kierra | | | | | | | |
| Gruff, Nigel | | | | | | | |
| Hinson, Dottie | | | | | | | |
| Hooch, Marla | | | | | | | |
| Jefferies, Jamal | | | | | | | |
| Keller, Kit | | | | | | | |
| LaLoosh, Nuke | | | | | | | |
| Miles, Boobie | | | | | | | |
| Murphy, Doris | | | | | | | |
| O'Riley, Heather | | | | | | | |
| Palledorous, Michael | | | | | | | |
| Porter, Hamilton | | | | | | | |
| Rodriguez, Benny | | | | | | | |
| Ruth, Baby | | | ~ | | | | |
| | ок | Cancel | | | | | |

After Combining Steps:

After combining you will see the message popup, showing a successful migration.



You will see duplicate teams once the move has been completed. You can mark one of the entries as Inactive in the status dropdown. The other alternative is to remove one of the entries, either expand the athlete screen, or scroll to the right in the team box. The red button will allow you to delete one of the teams, so they do not show multiple times on a roster.

| 😫 Athlete - Davis, Crash | | | | | | | | | |
|---|--|---|------------|--|--|--|--|--|--|
| | Cleared to Play 9/15/2020 V CL | CTP Status: Cleared | | | | | | | |
| Name: Crash Davis | Team/Sport/Event | Status A Position/Dis As Of CTP Date Jersev # Clearance Notes | | | | | | | |
| (First) (MI) (Last) | | | | | | | | | |
| Nickname | Joe Tech Men Baseball | Active | | | | | | | |
| Phone: Year: Grad 2021 V | Joe Tech Men Baseball | Active | | | | | | | |
| Gender: Male V DOB: 1/14/1998 V CL | <u> </u> | | | | | | | | |
| Email: Age 22 | Record: 1 of 2 b bit bit | | | | | | | | |
| | | | | | | | | | |
| | | Cognitive Concuss Delete Athlete Team | X ard View | | | | | | |
| Injury Notes/Staff/Msg General Concuss Evals Medical | listory Insurance Emergency eFiles/Docs/Date | es Additional Info Medica | | | | | | | |
| Injuries Modalities Rehabs Limitations Service Referral | FM Evals Evaluations Cost Log | | | | | | | | |
| Injury Date 👻 Status Body Part Injury Type | Side Athletic Trainer Report Date | Docs Description Are you sure you want to delete this entry? | ies | | | | | | |
| 11/16/2020 Current N/A Maintenance | N/A Joe Streckfus 11/16/2020 | Default Injury | esolve | | | | | | |
| 10/8/2020 Current Elbow Ulnar nerve | s Right Joe Streckfus 10/8/2020 | | New | | | | | | |
| 9/28/2020 Current Biceps Strain | Right Joe Streckfus 9/28/2020 | | | | | | | | |
| 8/24/2020 Current Infectious Di Other Infecti | p N/A Joe Streckfus 8/24/2020 | | Print | | | | | | |
| 7/29/2020 Current Abdomen Abdominal C | o N/A Joe Streckfus 7/29/2020 | V N | -t-ile | | | | | | |
| 7/29/2020 Current Head/Face Concussion | N/A Joe Streckfus 7/29/2020 | Yes INO | etalis | | | | | | |
| 7/28/2020 Current N/A Maintenance | N/A Joe Streckfus 7/28/2020 | Default Injury | Add | | | | | | |
| 7/27/2020 Current Chest/Ribs Chest Contu | sion Left Joe Streckfus 7/27/2020 | | Default | | | | | | |
| 7/15/2020 Resolved Shoulder/Cla Anterior Sub | u Right Joe Streckfus 7/15/2020 | | Show All | | | | | | |
| After removing the team, they are listed only on a single team. They will not show up twice on rosters. | | | | | | | | | |
| 💈 Athlete - Davis, Crash | | | | | | | | | |
| Archived | Cleared to Play 9/15/2020 V CL | CTP Status: Geared | | | | | | | |
| Name: Crash Davis | Team /Seet /Event | Status A Resider /Dis As Of CTP Date James # Classrees Nates | D M | | | | | | |
| (First) (MI) (Last) | ream/ sport/ Event | Status - Position/Dis As of CTP Date Jersey # Clearance Notes | | | | | | | |
| Nickname | | | | | | | | | |
| Phone: Year: Grad 2021 | Joe Tech Men Baseball | Active | | | | | | | |
| Gender: Male | | | | | | | | | |
| | | | | | | | | | |
| Age 22 | | | | | | | | | |
| | Mark for review Paperwork Comp | Cognitive Concuss Complete 👔 | Card View | | | | | | |

Once you are certain that you moved your combined your athlete in the correct way, you are able to purge the remaining duplicate entry from the Purge list. Please review the help doc on how to <u>Permanently Delete an Athlete</u> for more information on clearing the purge list.