

Duplicate Verification for Members

Last Modified on 14/09/2016 3:47 pm AEST

Quick Steps: **Members** > **Options** > **Duplication**

Duplicate Verification allows you to prevent the same member signing up twice and creating a duplicate record in your Members Listing. The verification means that if a member with matching information in the fields designated tries to register again it will prevent them from doing so and instead lead them to login with their current registration details.

1. Within the Management Console, select **Members** from the top menu, then **Options** from the left menu.

2. Click **Edit** at the top of the page, then select the **Duplicate** tab.

3. Select the appropriate verification option. There are four options available:

- **None:** the system will not check to see if member is already in system
- **Name & Date of Birth:** the system will check to see if there is already a member in the system with the same name and date of birth
- **Email Address & Date of Birth:** the system will check to see if there is already a member in the system with the same email address and date of birth
- **Name, Email Address & Date of Birth:** the system will check to see if there is already a member in the system with the same name, email address and date of birth

Portal

Where a member tries to register through MemberDesq with the same matching information as set in 'Duplicate Verification', the following message will display.

Members will be directed to the password retrieval page if they are an existing member or can use the Contact Details if they are a new member.

Console

If an administrator tries to add a member in the console with the same matching

information the following message will display.

Member Import

On completion of an [Member Import](#), a list of the records you have created will appear. Members that are highlighted in yellow have been flagged as member's already appearing in your membership database based on thr Duplication Verification settings.

STG SAMPLE - Club Logged in as: System Administrator [Log Out](#)

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Details
Users
Membership Data Import
Data Transfer
Custom Fields
Credit Card Gateway

Data Transfer

[Transfer All Records](#) [Delete All Records](#)

Please review the member details below to ensure all information is correct. Once this data has been transferred, SportsTG is unable to remove the data imported. Please ensure the data file is only transferred once to ensure duplicate records are not created.

Records: 1-3 of 3

Last Name	First Name	View	Transfer	Delete
Johnson	Bob			
Johnson	Martin			
Sample	May			

Records: 1-3 of 3

29:26 SportsTG

Note: Setting duplicate verification enables you to ensure that you don't have multiple records of the same member in your database, and minimises the amount of manual checking that is required in updating your members.

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