

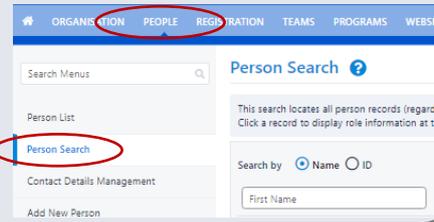
# Cheat Sheet



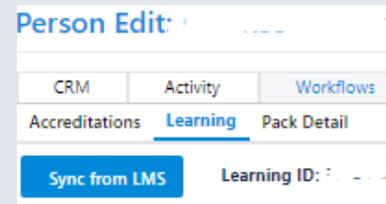
When using the merge function in MyNetball you need to be careful with records that have MyNetball Learning attached to their accounts. If the player profile has learning records, there is a risk of losing them and they may not be recoverable. These merges will be completed by Netball Victoria. The learning records may include info on umpiring badges, coaching accreditations and other online learning certificates. See notes below.



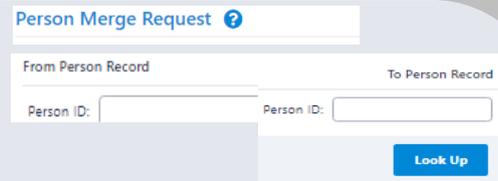
Check to see if the player has learning in their profile. People → Person Search → (Search both Netball Victoria Membership records) → Edit Profile → Workflows → Accreditations and Learning Tabs.



Click on the pen edit icon. If there are no learning records for either NV Memberships these two profiles are clear to merge. Please read the notes below on merging records with learning attached.



To submit a merge request, go to People → Person Merge Request. Enter the NV Membership numbers you wish to merge. Click 'Look Up', confirm details and then click 'Submit Merge'. Netball Vic will process these merges.



- Remember the 'From Person Record' is the ID number you wish to remove and the 'To Person Record' is the one you intend on keeping.
- When merging records with learning attached, you should take a screenshot or download the pdf. Go ahead and submit the merge request. Once you have notification that the merge has been successful go back and check the learning is still attached. If there are any issues you can send the screenshot to Netball Vic to have it reinstated.