

# How do I mark a member as a duplicate?

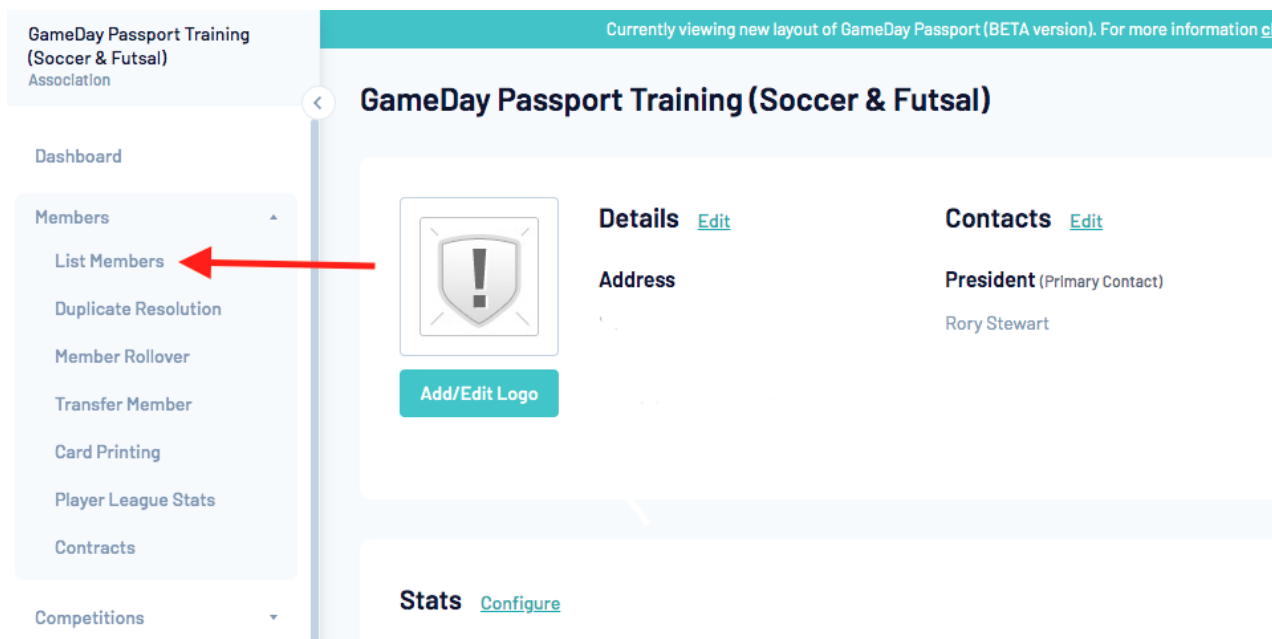
25/09/2025 2:50 pm AEST

While Membership automatically identifies possible duplicate members based on matching the first name, surname and date of birth of two records, it is possible for some duplicates to 'slip through the cracks'. For example, this could occur if any of the three 'duplicate identification fields' (first name, surname, DOB) are not exactly the same, e.g. an incorrect date of birth, or variation or error in the spelling of a name. In such cases, the member can be manually flagged as a duplicate, which can then be resolved by the association.

Both associations and clubs are able to mark a member as a possible duplicate. Firstly, ensure that both records do belong to the same person, then complete the following:

Firstly, login to your [Online Membership Database](#) - If you don't have your login details please contact your State Governing Body or Association.

1. Click on Members in the menu and select List Members.














2. Locate the new member (not the original) record. You may find the search box or 'Advanced Search' options useful for quickly locating a member record.

3. Click on the View Record button next to the name of the member you want to mark as a duplicate.

## Members in Association

Showing Family Name Including  Season 2021 Age Group —All Age ... Status Active Member Type All Gender All Genders


	Family name	Legal Firstname	Active in Associati...	Date of Birth	Suburb	Telephone Numbe...	Email
	Test	John	D				
	Test	John		08/06/1996			johntest@gdtestpl...
	Valencia	Calvin		21/06/1979			tenyxe@mailinator...
	Walker	Malachi		22/05/1991			xocohymeta@mail...
	Wiggins	Ignacia		23/05/2018			raqucevi@mailinat...
	Williamson	Evangeline		08/02/1971			muranadus@smali...


< < > > Showing all 49 rows

Show: [All](#) [Auto](#) [25](#) [50](#) [100](#)

4. The member's record will open. Click on Mark Member as Duplicate on the right hand side.

**John Test**

 [Mark as Duplicate](#) [Member Cards](#)

  
[Add Photo](#)

**Member Summary** [Edit](#)  
Assigned  
Gender at Birth: Male  
Date of Birth: 08/06/1996

**Contact Details** [Edit](#)  
Email: [johntest@gdtestplat.com](mailto:johntest@gdtestplat.com)

**Registered**  
Registered in Current Season:  
2021 as  
Player

**Documents**  
No Documents available  
[Add Document](#)

5. A message will appear, reminding you to only mark the new record (not the original) as a duplicate. Click on Mark as Duplicate.

## Mark as Duplicate

If you believe the Member named below is a possible duplicate, click the **'Mark as Duplicate'** button.

This will mark this Member as a duplicate for your Association to verify and resolve.

**John Test**

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NOTE: Only mark the duplicate Member, not the Member you believe may be the original

Mark as Duplicate

6. A message will appear confirming that the member has been marked as a duplicate. The member has now been added to the list of possible duplicates to be resolved by the association. If you are logged into Membership at the association level, you can click on Resolve Duplicates to go directly to the Duplicate Resolution screen.

## Member marked as a duplicate

Member has been marked as a duplicate

To resolve this duplicate click [Resolve Duplicates](#).