



# Family Maintenance Guide

March 12, 2014 11:56 AM

LeagueOne Soccer Registration  
3000 Danville Blvd #224  
Alamo, CA 94507

WHAT'S YOUR ACTIVE?

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## Copyright

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## Purpose

This document describes how to use the new Family Maintenance features in LeagueOne. This document will be incorporated into the LeagueOne User Guide shortly. This document was created so that users did not need to reprint the entire LeagueOne User Guide.

## Family Maintenance Utility

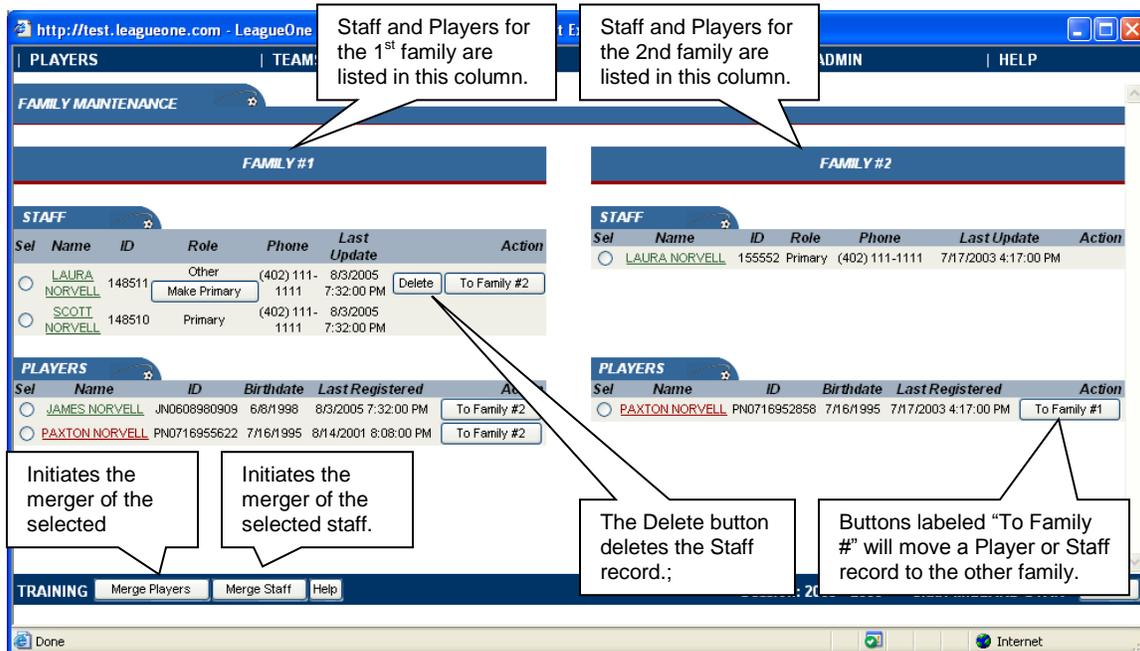
### Overview

The new Family Maintenance Utility allows you to:

- Merge duplicate players.
- Merge duplicate staff.
- Move a player from one family to another.
- Move a staff record from one family to another.
- Switch guardian roles within a family.
- Delete staff records (when there are no jobs, disclosures, etc. for that person).

These features will help you deal with changes to families (marriage, divorce, etc.) as well as resolving duplicate records.

The Family Maintenance screen provides the ability to perform these changes. This screen allows you to view two families at once and initiate mergers, deletions, and movement between families. See the descriptions in Figure 1 on page 4.



The screenshot displays the 'FAMILY MAINTENANCE' utility interface. It is divided into two main columns: 'FAMILY #1' and 'FAMILY #2'. Each column contains a 'STAFF' table and a 'PLAYERS' table. The 'STAFF' tables list individuals with columns for Name, ID, Role, Phone, Last Update, and Action. The 'PLAYERS' tables list individuals with columns for Name, ID, Birthdate, Last Registered, and Action. Action buttons include 'Merge Players', 'Merge Staff', 'Delete', and 'To Family #1'/'To Family #2'. Callout boxes provide the following descriptions:

- Staff and Players for the 1<sup>st</sup> family are listed in this column.
- Staff and Players for the 2<sup>nd</sup> family are listed in this column.
- Initiates the merger of the selected
- Initiates the merger of the selected staff.
- The Delete button deletes the Staff record.;
- Buttons labeled "To Family #" will move a Player or Staff record to the other family.

Figure 1

### Locating Players And Staff To Merge

If your Job has Family Maintenance rights, you will see a new Merge button on the bottom bar of each Player and Staff record that you are authorized to maintain. Pressing that button will bring up the Merge Search screen (see Figure 2 on page 5).

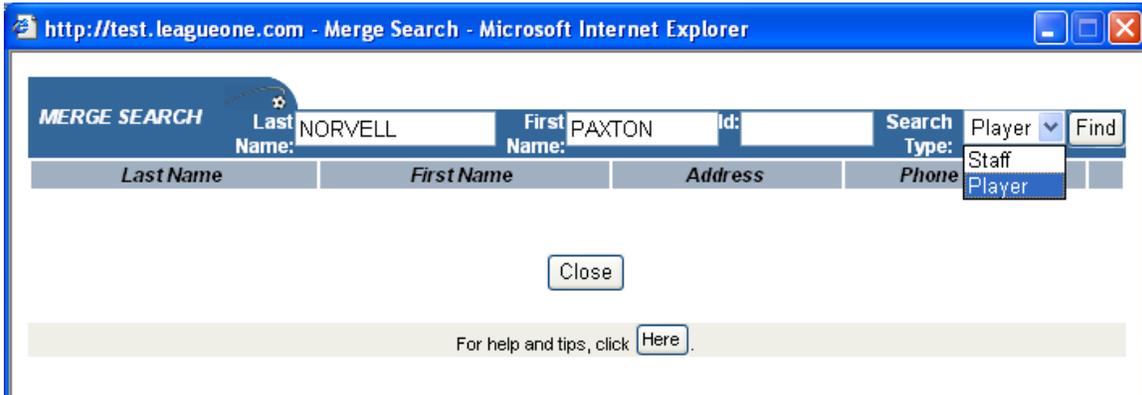


Figure 2

Since Family Maintenance compares two families, the Merge Search screen allows you to search for a Player or Staff record that belong to the 2<sup>nd</sup> family.

After you perform the search, the results will be returned as in Figure 3 on page 5.

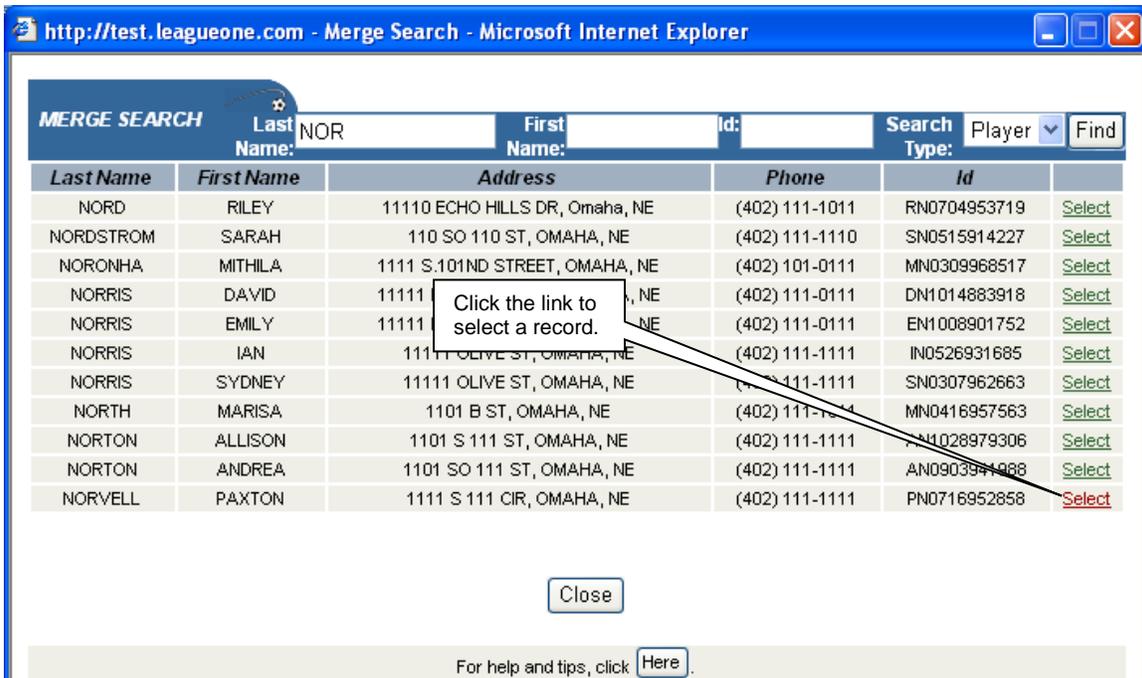


Figure 3

To select one of the records, click the Select link on the right. The two families will be displayed as in Figure 1 on page 4.

### **Merging Duplicate Players**

To merge players, select a player in Family #1 and a Player in Family #2 and then press the Merge Players button (see Figure 1 on page 4). The Merge Player window will open (see Figure 4 on page 6).

http://test.leagueone.com - Merge Player - Microsoft Internet Explorer

**MERGE PLAYER**

	Family #1	Family #2
Which Player Would You Like To Keep?	<input type="radio"/> PAXTON NORVELL	<input type="radio"/> PAXTON NORVELL
Which Values Would You Like To Use?		
Birth Date / Player ID:	<input type="radio"/> 7/16/1995 / PN0716955622	<input type="radio"/> 7/16/1995 / PN0716952858

Merge Close

For help and tips, click [Here](#).

**Figure 4**

You have two choices to make:

1. Which player to keep.
2. Which Birth Date and Player ID to use for the merged player.

Press the Merge button to merge the players.

There are three conditions that require a "Merge Override". They are:

1. If the players have different genders.
2. If the players have different Play Age's.
3. If both players have a registration record with the same registration type (Primary, Secondary) in the same year (i.e. 2004-2005).

Usually the only users with Merge Override rights are the state office.

### Merging Duplicate Staff

To merge staff, select a Staff in Family #1 and a Staff in Family #2 and then press the Merge Staff button (see Figure 1 on page 4). The Merge Staff window will open (see Figure 5 on page 7).

Here'." data-bbox="144 219 848 526"/>

Figure 5

You have five choices to make:

1. Which Staff record to keep.
2. Which Address to use.
3. Which Phone Number to use.
4. Which Email address to use.
5. Which User ID to use (if they have a LeagueOne user id).

Press the Merge button to merge the staff records.



### ***Finding Duplicate Records***

Two new reports have been added to the system:

- Duplicate Player Report
- Duplicate Staff Report

These reports use a variety of criteria to locate duplicates. Many of the criteria include an algorithm called Soundex. Soundex attempts to eliminate differences between words that have a similar sound. For example, Soundex considers Smith and Smyth to be the same.

You can run the Duplicate Player Report with the following options:

- Same Birth Date, Similar First And Last Names (Soundex)
- Same Phone Number, Similar First And Last Names (Soundex)

You can run the Duplicate Staff Report with the following options:

- Same Phone Number, Similar First And Last Names (Soundex)
- Same Address (1<sup>st</sup> 5 digits), Similar First And Last Names (Soundex)
- Same First And Last Names