

## Duplicate Records in Arena

Dear Arena Users-

As we continue to Connect people to Christ and Christian community, our campus wide Arena database continues to grow!

Often, I will find a person in there twice, but with different addresses but the same phone or email. When I see this, I will dig a little deeper to verify this is the same person and then merge the two records together. This merging process keeps all the information, attendance, tags, giving, etc. of both records and creates a new combined record.

I now have a simple way for you to let me know when you see records that need to be combined!

When searching for a record and you see what might be a duplicate entry, please send a *"Merge Member Request."*


Simply check the box to the right of the names you are requesting to be merged.

Then click the *"Merge Member"* icon in the bottom right.







This will send me a notification to go look at these records and merge them.

**First Name: jill**  
**Last Name: chance**

[Add Person/Family](#)  
[Search Again](#)

<input type="checkbox"/>	Name	Status	Campus	Gender	Age	Home Phone	Distance from ArenaChMS	Small Group	Serving	E-Mail
<input type="checkbox"/>	 <a href="#">Chance, Jill</a>	Non-Member	Brentwood	F	39		4.35	-	-	<a href="mailto:jchance@bumc.net">jchance@bumc.net</a>
<input type="checkbox"/>	<a href="#">Chance, Jill</a>	Non-Member	Brentwood	-				-	-	

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Thank You for joining me in keeping our Arena database as accurate as possible.

-Jill

4/7/2016