



Family Maintenance Guide

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

Table Of Contents

Copyright.....	3
Purpose.....	3
Family Maintenance Utility.....	4
Overview.....	4
Locating Players And Staff To Merge.....	5
Merging Duplicate Players.....	6
Merging Duplicate Staff.....	7
Finding Duplicate Records.....	8

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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.

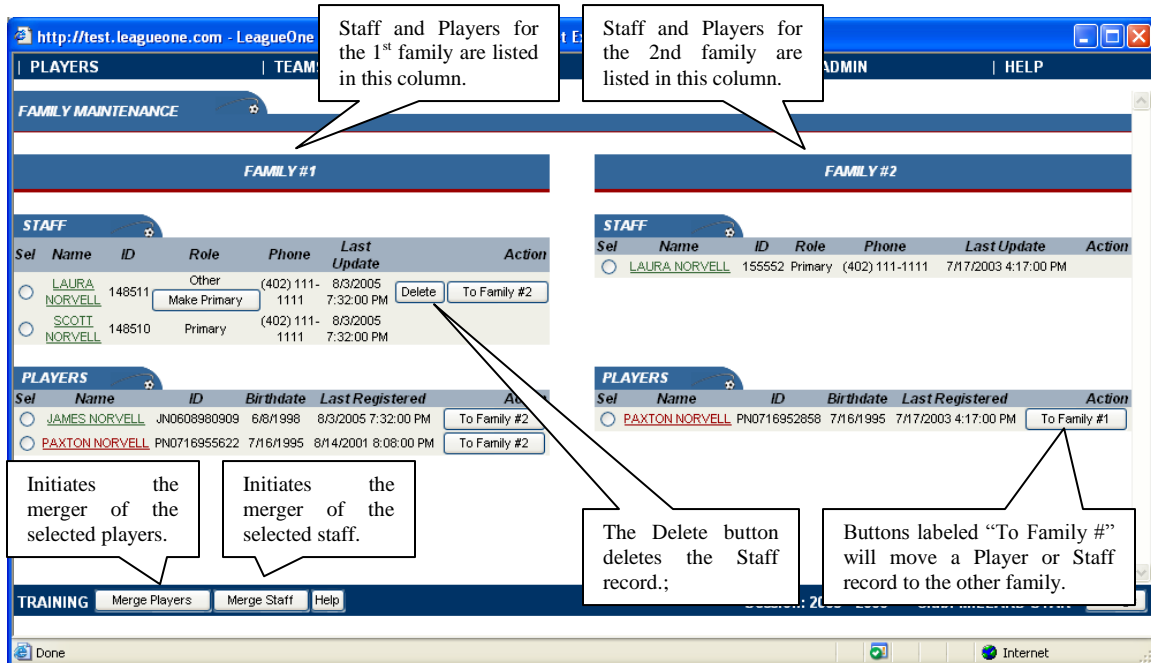


Figure 1

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 2nd family.

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

Last Name	First Name	Address	Phone	Id	
NORD	RILEY	11110 ECHO HILLS DR, Omaha, NE	(402) 111-1011	RN0704953719	Select
NORDSTROM	SARAH	110 SO 110 ST, OMAHA, NE	(402) 111-1110	SN0515914227	Select
NORONHA	MITHILA	1111 S.101ND STREET, OMAHA, NE	(402) 101-0111	MN0309968517	Select
NORRIS	DAVID	11111	(402) 111-0111	DN1014883918	Select
NORRIS	EMILY	11111	(402) 111-0111	EN1008901752	Select
NORRIS	IAN	11111 OLIVE ST, OMAHA, NE	(402) 111-1111	IN0526931685	Select
NORRIS	SYDNEY	11111 OLIVE ST, OMAHA, NE	(402) 111-1111	SN0307962663	Select
NORTH	MARISA	1101 B ST, OMAHA, NE	(402) 111-1111	MN0416957563	Select
NORTON	ALLISON	1101 S 111 ST, OMAHA, NE	(402) 111-1111	PN04028979306	Select
NORTON	ANDREA	1101 SO 111 ST, OMAHA, NE	(402) 111-1111	AN0903944088	Select
NORVELL	PAXTON	1111 S 111 CIR, OMAHA, NE	(402) 111-1111	PN0716952858	Select

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).

Here'."/>

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

MERGE PLAYER

Which Player Would You Like To Keep?

Family #1 **Family #2**

PAXTON NORVELL PAXTON NORVELL

Which Values Would You Like To Use?

Birth Date / Player ID:

7/16/1995 / PN0716955622 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).

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

MERGE STAFF

Which Staff Would You Like To Keep?

Family #1: LAURA NORVELL

Family #2: LAURA NORVELL

Which Values Would You Like To Use?

Address:

Family #1: 1111 S 111 CIR, OMAHA NE 68130

Family #2: 1111 S 111 CIR, OMAHA NE 68130

Phone:

Family #1: H:402 1111111

Family #2: H:402 1111111

Email:

Family #1:

Family #2: alexandoz@aol.com

User Id:

Family #1:

Family #2:

Merge Close

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

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 (1st 5 digits), Similar First And Last Names (Soundex)
- Same First And Last Names