

# SWM National Database: How duplicate members are handled...

A duplicate member is when one member is registered in more than one League/Association. Effectively, this will display as two separate members in Sportzware Membership, with the same National ID. This document explains the process of how the system assigns national ID numbers to both new unique and new duplicate members, when added via Sportzware Membership or Sportzware Central.

## Step 1



- Team/Club Adds Member
- Data Exported to SWC



- Association/League imports new member OR
- Association/League adds a new member directly into SWC

## Step 2

## Step 4

- SWM receives new member and searches for duplicates (same first name, surname, DOB).

- New Member uploaded to SWM

## Step 3

## Step 5

- Possible duplicates resolved via 'Import Problems'
- National IDs assigned (new ID for new unique member, existing ID for duplicate)
- Data Exported to SWC

- Regupdates imported with national ids

## Step 6

## Step 8

- Members displayed with National ID online

- Member with national ID uploaded to SWM

## Step 7