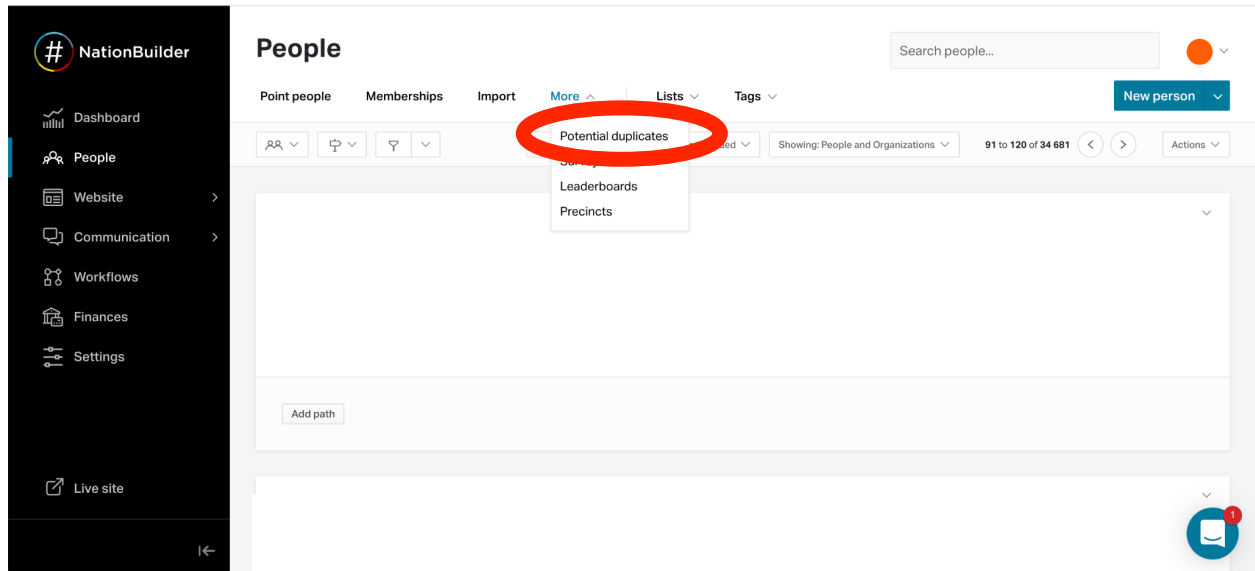


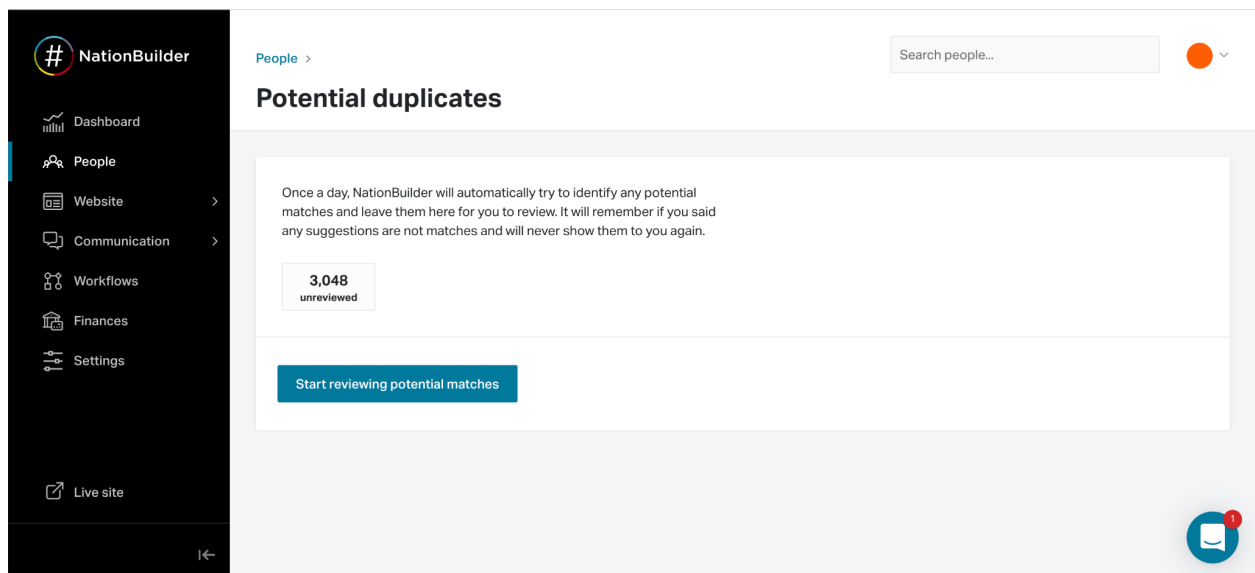
NationBuilder Merge Duplicates

Step 1: Access the control panel of the Nationbuilder and click “People”

Step 2: On the People page click the header entitled “more”. From the drop down menu, select “potential duplicates”



Step 3: Click “Start reviewing potential matches” to begin merging duplicates



Step 4: Begin Merging.

Yes, this is the same person

No, this is not the same person

Skip

If you believe that the two profiles listed are indeed the same person, you may click the “Yes, this is the same person” button.

Once you do this, either ...

1. The Merge will be successful and you will be sent to the next pair of potential duplicates
2. There will be a conflict of some kind that prevents a merging from occurring

If there is a difference in information (ie Phone Numbers or Address) Nationbuilder will alert you. Choose which of the conflicting data you would like to keep, but please make very sure that the duplicates you’re merging are the same person, as this cannot be undone.

Use your best judgment when deciding whether or not two potential duplicates are the same person. Sometimes it helps to right click and open both profiles in new tabs, to investigate date of profile creation or how the data got entered. Don’t be afraid to use your other available data tools, ask for help, or skip a tricky case.