

Data Tips: Avoiding Duplicate Records

Don't spend time entering more data than you need to! Many participants are in the database already, and you do not need to re-enter them. Follow the steps below when entering new participants to avoid the hassle of accidentally making a duplicate record.

***Important*:** All SPPS students are in the database. You should never need to add an SPPS student as a new person.

Sprockets

View Persons Add Participant Add Staff Add Volunteer

ASSIGN PERSON TO SITE

Search By Last Name Initial

A	B	C	D	E	F
G	H	I	J	K	L
M	N	O	P	Q	R
S	T	U	V	W	X
Y	Z				

Person Type: Youth Participants

First Name: Ge

Last Name: Wa

Date of Birth:

Find Person

Name	DOB	School	Grade	Action
Walker Bush, George	6/13/2004	Webster Elementary	4	Assign
Washington, George	4/4/2002	Washington Technology Secondary	5	Assigned

[Click here to add new person.](#)

Click the Add Participants tab under Participants & Staff

Type **only the first few letters** of the new participant's first and last name.

Click "Find Person"

Is this your participant, with the word "Assign" in blue beside the name? Check the birthdate, to make sure!

No

Yes!

Is this your participant with "Assigned" in black beside the name?

Click "Assign" next to the name

No

Yes!

The person is probably not in the database, so click on "Click here to add new person" to add them.

Click the person's name to go to their participant record and add information and enrollment.

Name	DOB	School	Grade	Action
Walker Bush, George	6/13/2004	Webster Elementary	4	Assign
Washington, George	4/4/2002	Washington Technology Secondary	5	Assigned

[Click here to add new person.](#)

Be Extra Careful With:

* Nicknames, especially if they start with a different letter like "Bobby" vs. "Robert". Always use the youth's full name to search.

* Youth with Americanized nicknames as well as official names in their home language. Search both if you know them!

* Multiple first names ("Pa Chia" vs. "Pachia") or last names ("Juan Garcia" vs. "Juan Garcia Rodriguez")

* Names that may contain punctuation ("De'Shawn" vs "DeShawn" or "Smith-Jones" vs "Smith Jones")

Oops! I created a duplicate record!

* If you catch it before much data has been entered, delete the duplicate record and re-enter the data on the existing record.

* If lots of data has been entered on both records, contact Megan (megan.chmielewski@wilder.org or 651-280-2737) to merge the records.