

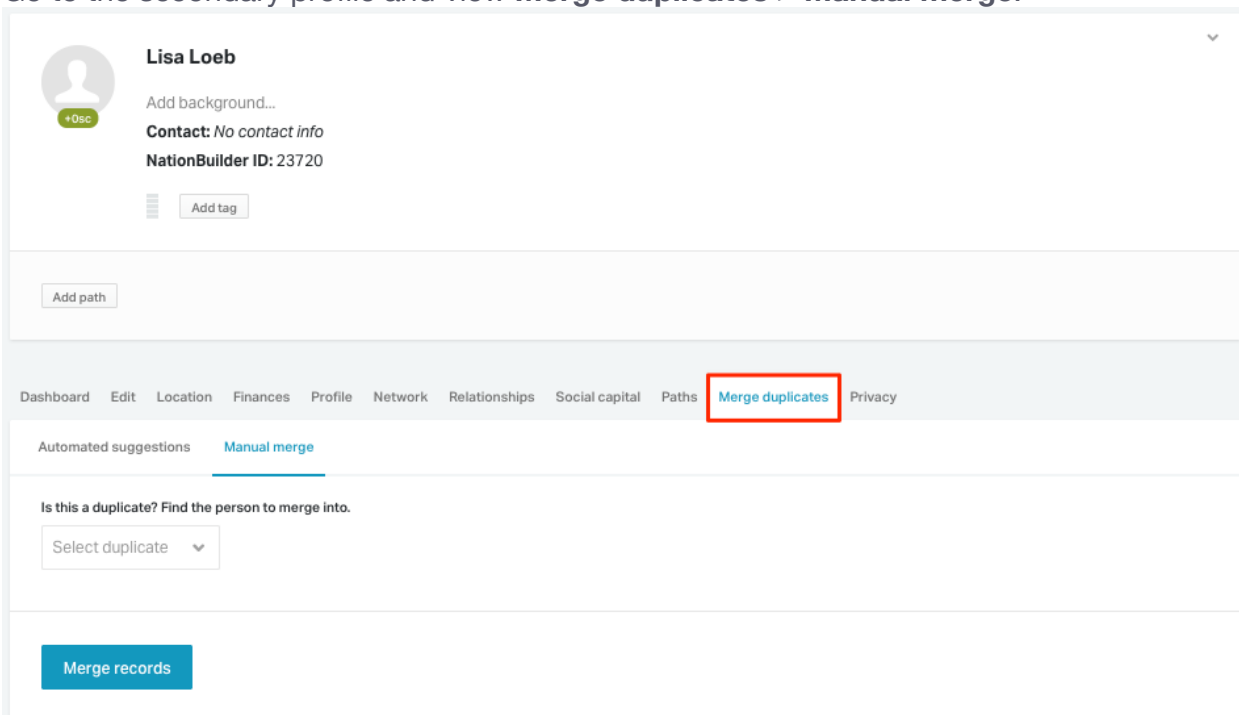
Instructions for manually merging duplicate profiles in NationBuilder

Manual merge

If you know that two profiles represent the same person or organization, you can manually merge them.

Decide which profile has the most correct information (up-to-date addresses, phone numbers, etc.). This more accurate profile is the primary profile. You'll want to merge the secondary profile into this primary profile.

Go to the secondary profile and view **Merge duplicates > Manual merge**.



The screenshot shows a profile page for Lisa Loeb. The profile information includes a name, a placeholder for a background image, contact information (No contact info), and a NationBuilder ID (23720). Below the profile information are buttons for 'Add tag' and 'Add path'. The navigation menu at the bottom includes 'Dashboard', 'Edit', 'Location', 'Finances', 'Profile', 'Network', 'Relationships', 'Social capital', 'Paths', 'Merge duplicates', and 'Privacy'. The 'Merge duplicates' menu is open, showing 'Automated suggestions' and 'Manual merge'. The 'Manual merge' sub-menu is active, displaying the text 'Is this a duplicate? Find the person to merge into.' and a dropdown menu labeled 'Select duplicate'. A 'Merge records' button is visible at the bottom of the sub-menu.

Click on the **dropdown menu** below the statement "Is this a duplicate? Find the person to merge into."

This dropdown menu includes all profiles in your nation. Find the correct primary profile by typing in:

- **Full name**
- **Email address**
- **Twitter handle, beginning with "@"**

When the correct primary profile is displayed, press **enter**. Then, click on the **Merge records** button.

When manually merging profiles, the profile you want to keep is not the profile where you perform the merge.