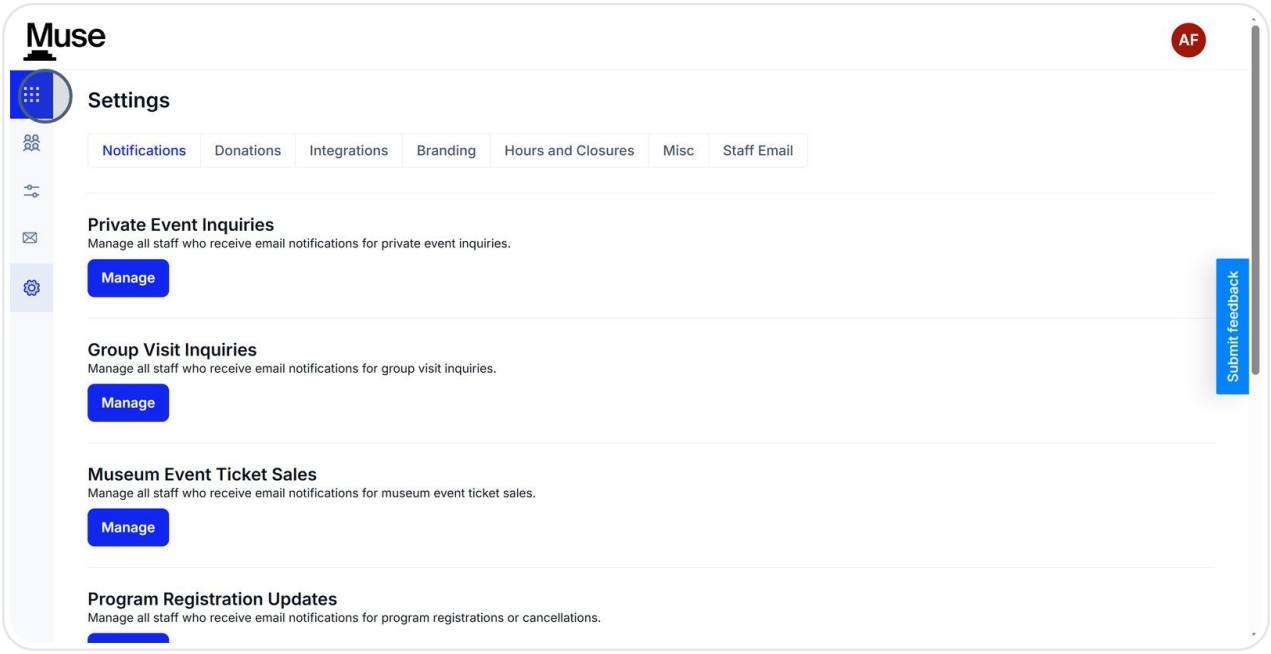
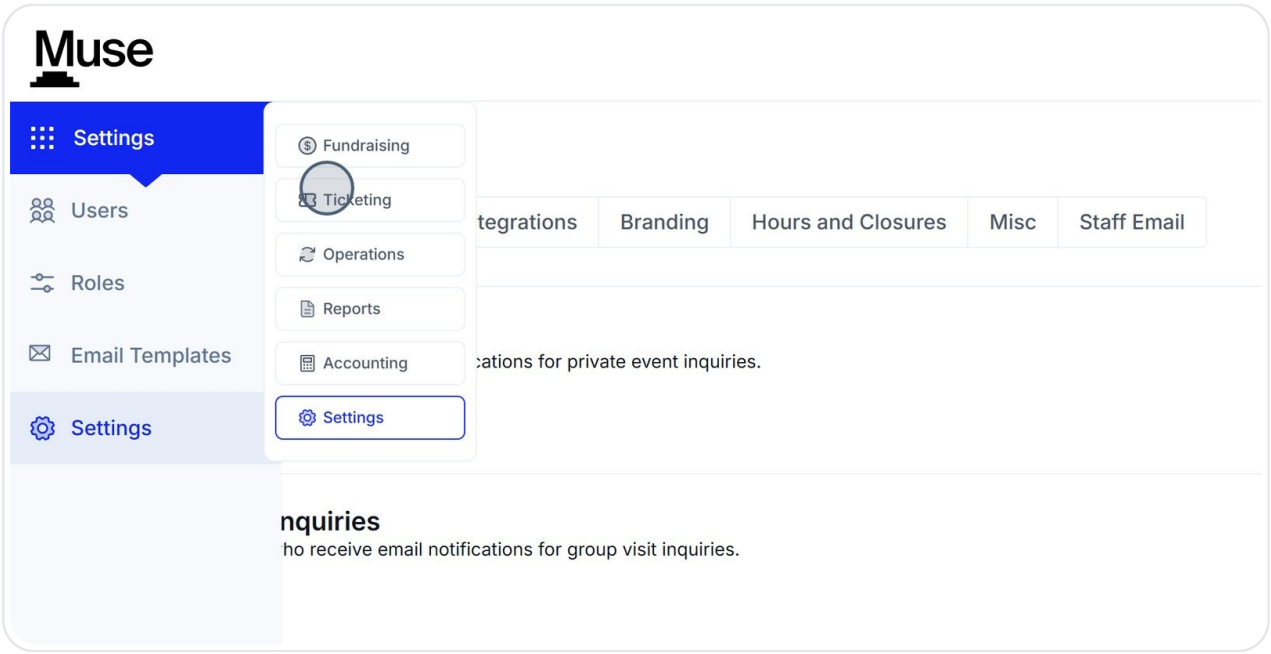
Muse

Merge Duplicate Memberships for a Single Member

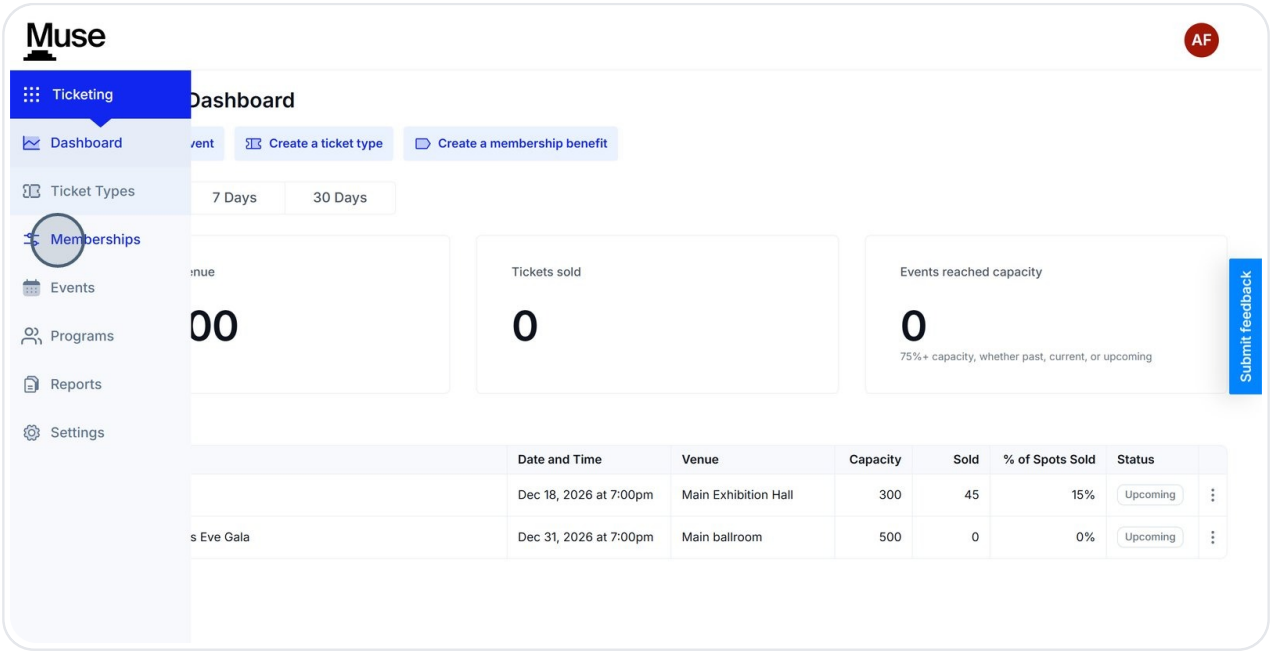
1. Open the main menu to access key features and settings.



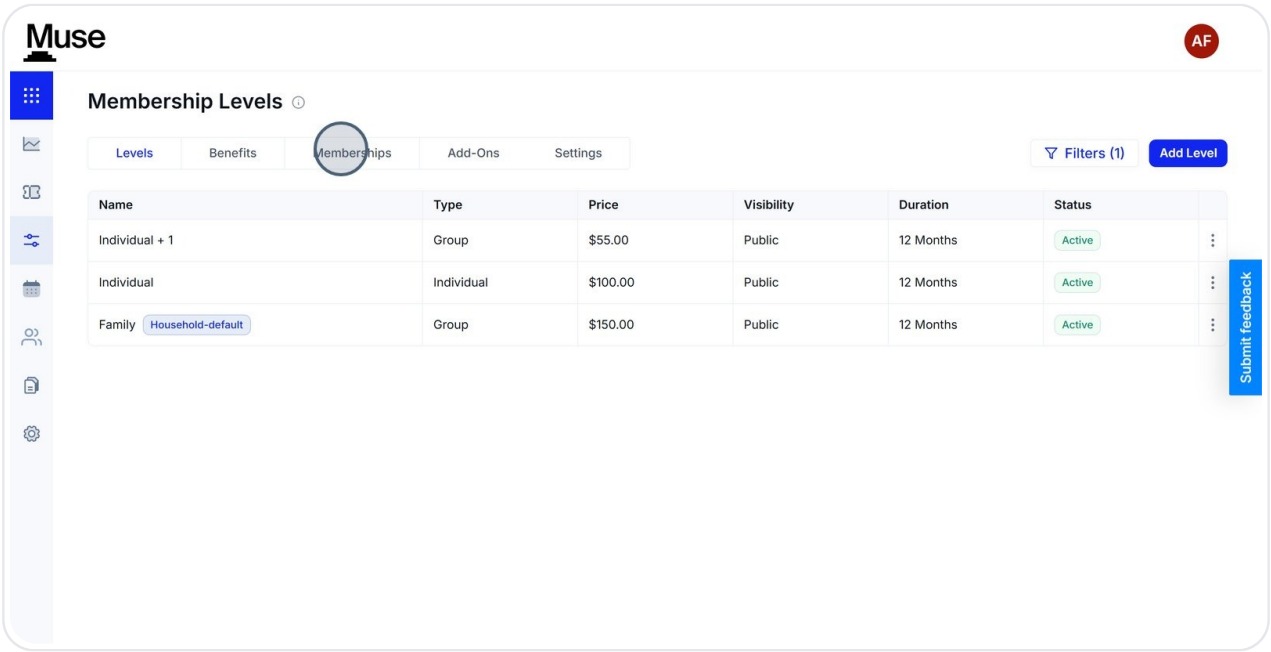
2. Navigate to Ticketing to manage ticket-related options or review settings.



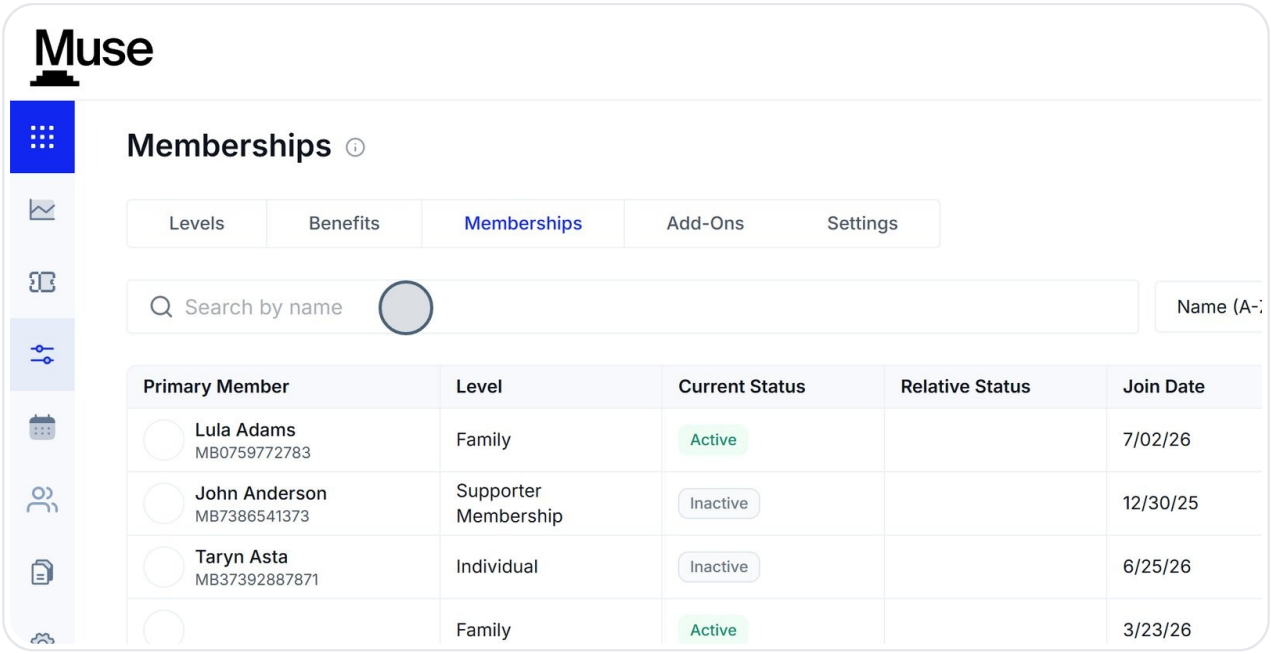
3. Select Memberships from the sidebar to view and manage all member records.



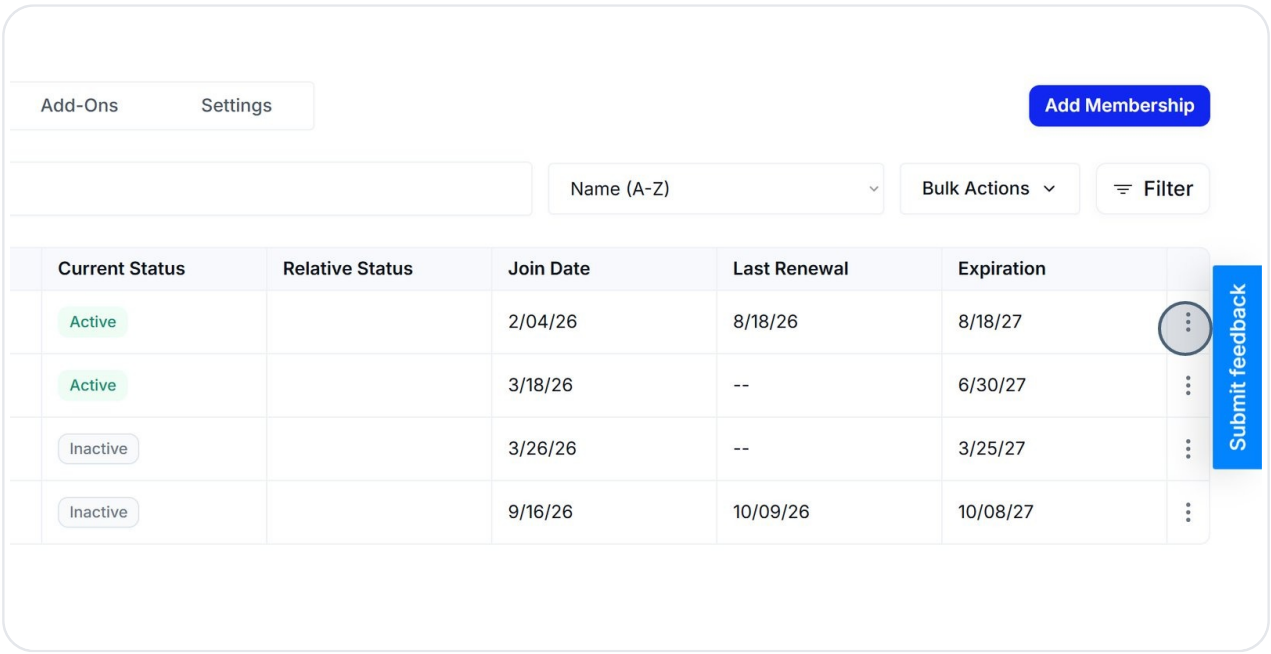
4. Click the Memberships tab to work directly with active and past memberships.



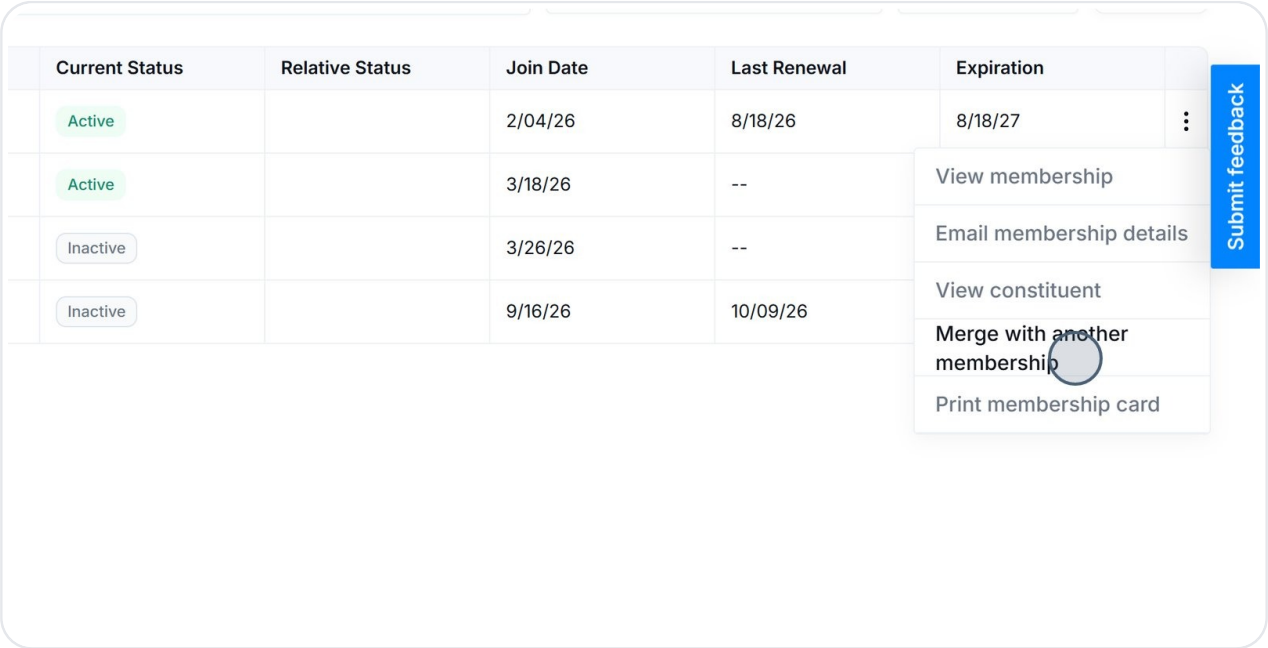
5. Use the Search by name box to quickly find a specific member.



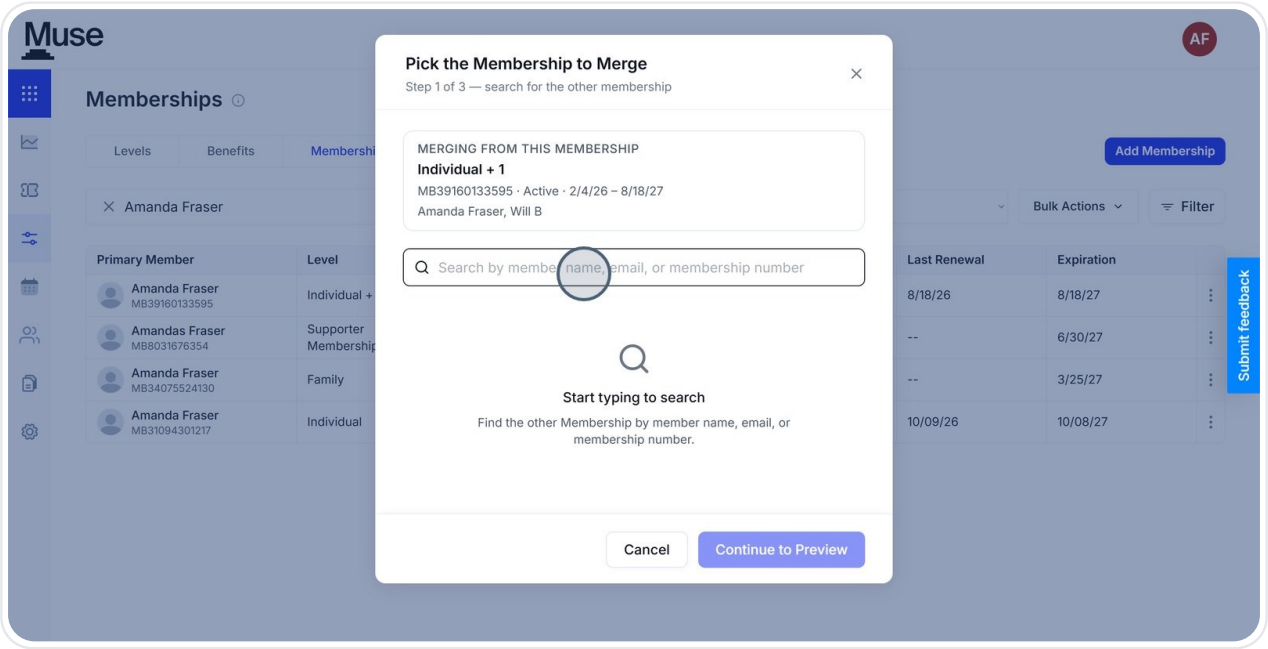
6. Open more options for Amanda Fraser's membership to reveal advanced actions.



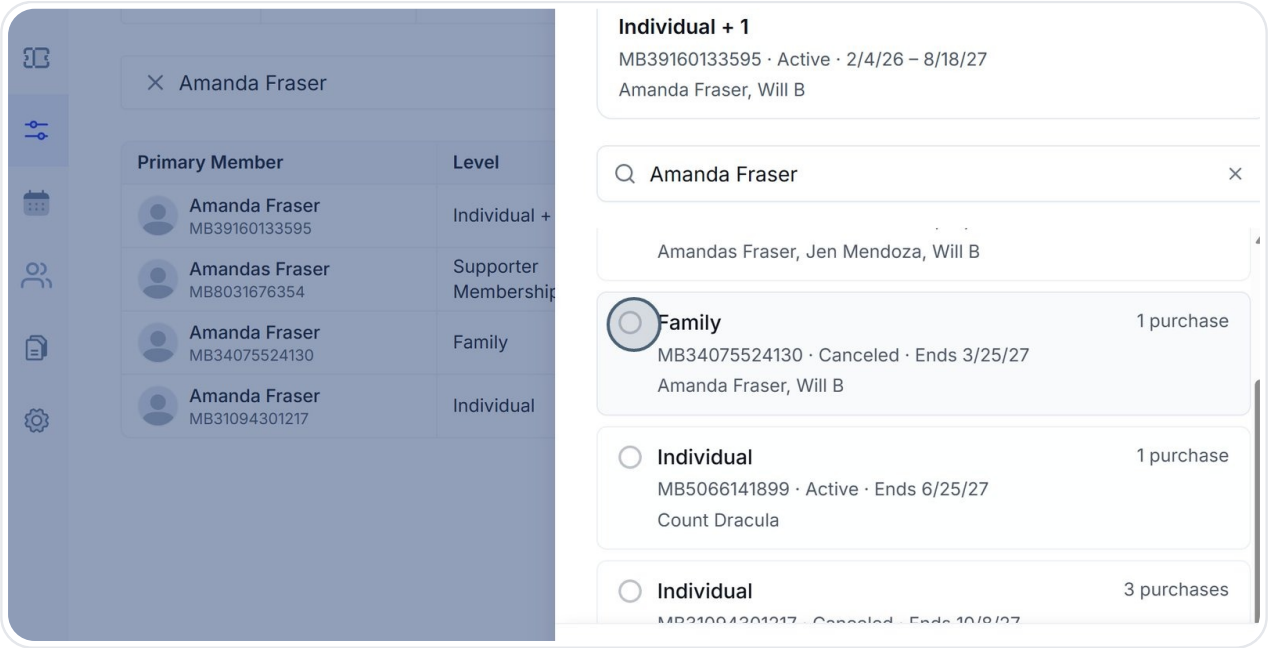
7. Select 'Merge with another membership' to start combining duplicate records.



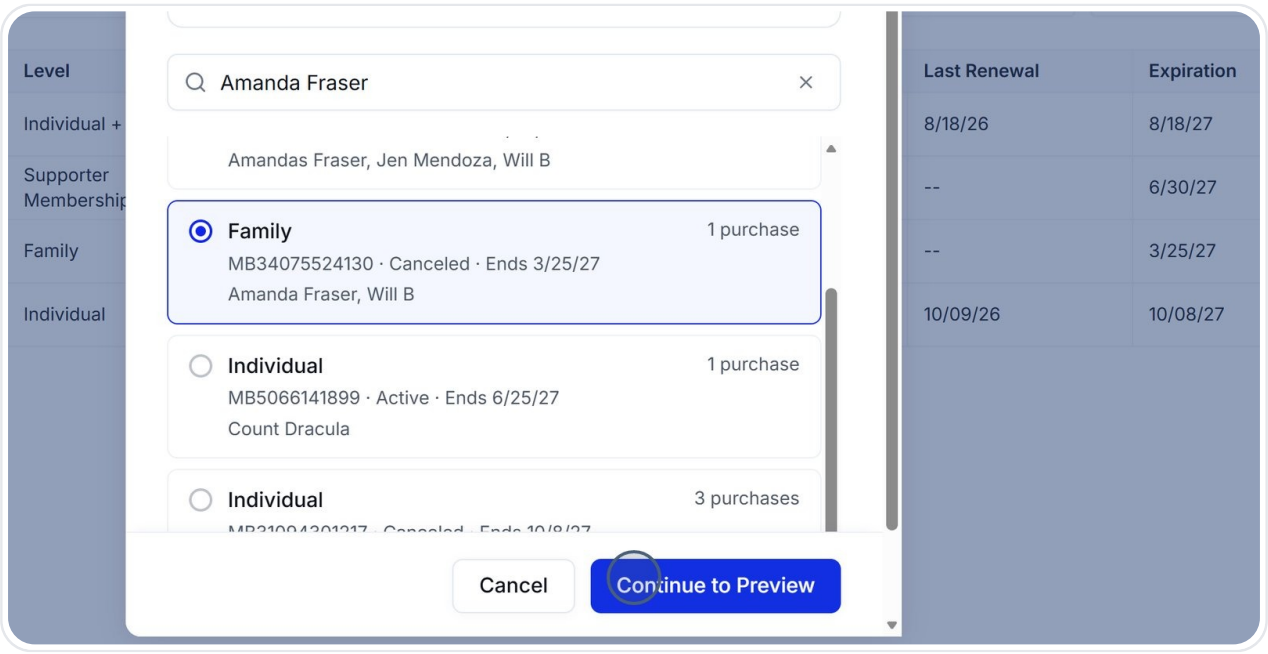
8. Search for the membership you want to merge using name, email, or membership number.



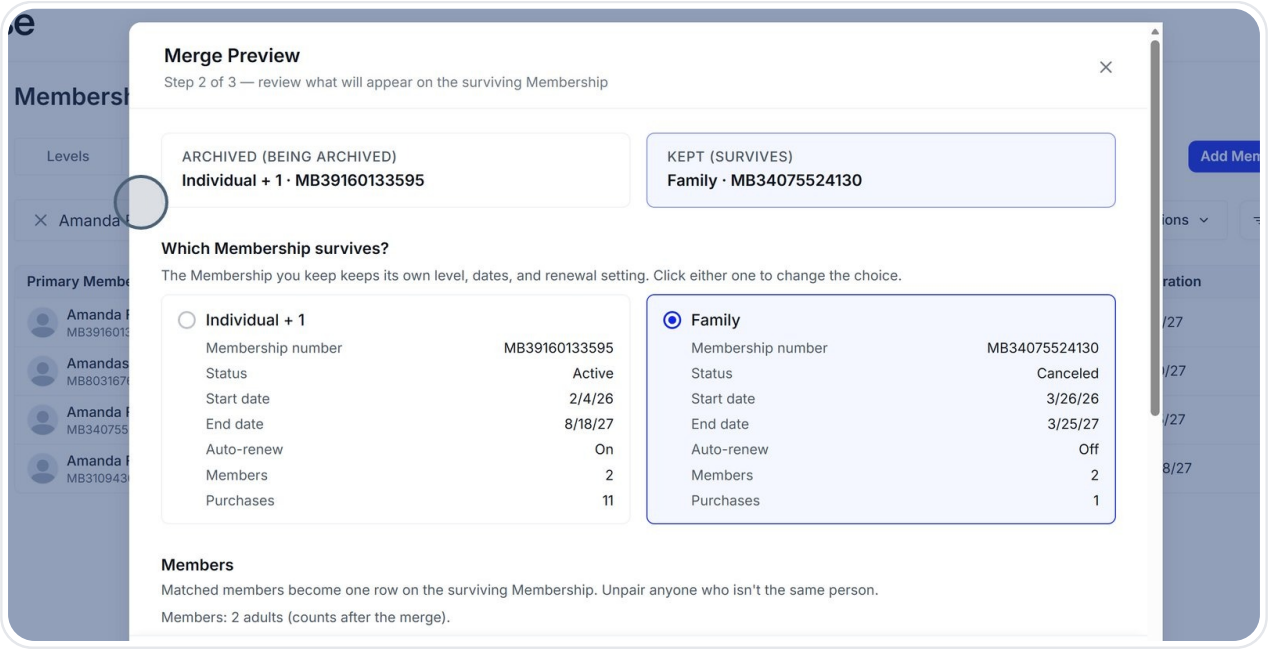
9. **Select the membership you want to merge, ensuring you've picked the correct one.**



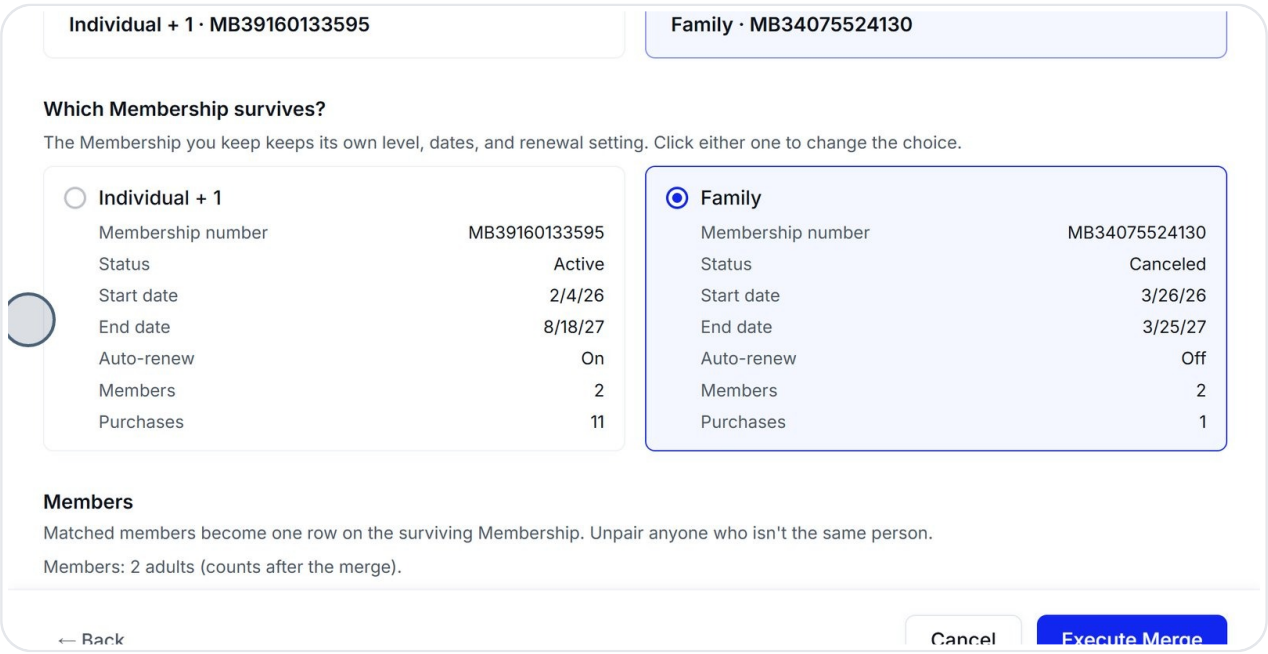
10. **Click Continue to Preview to review the selected memberships before merging.**



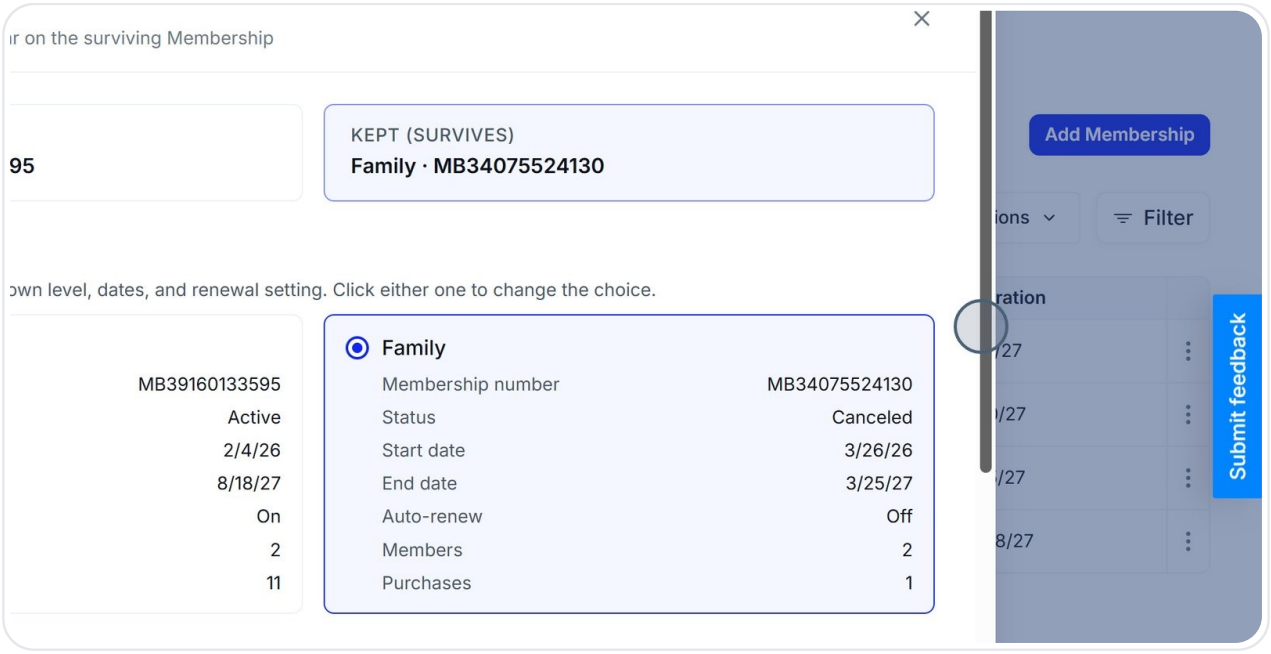
11. Review the details of each membership to decide which record should be kept.



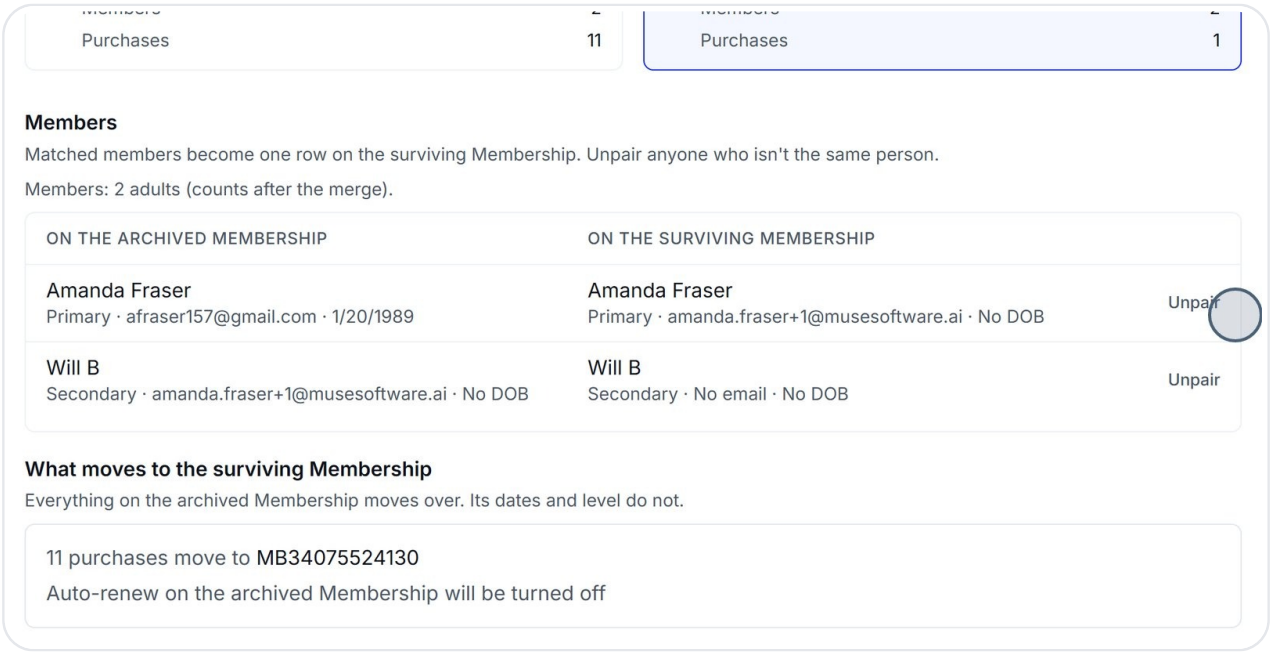
12. Select the surviving membership so your records remain clean and accurate.



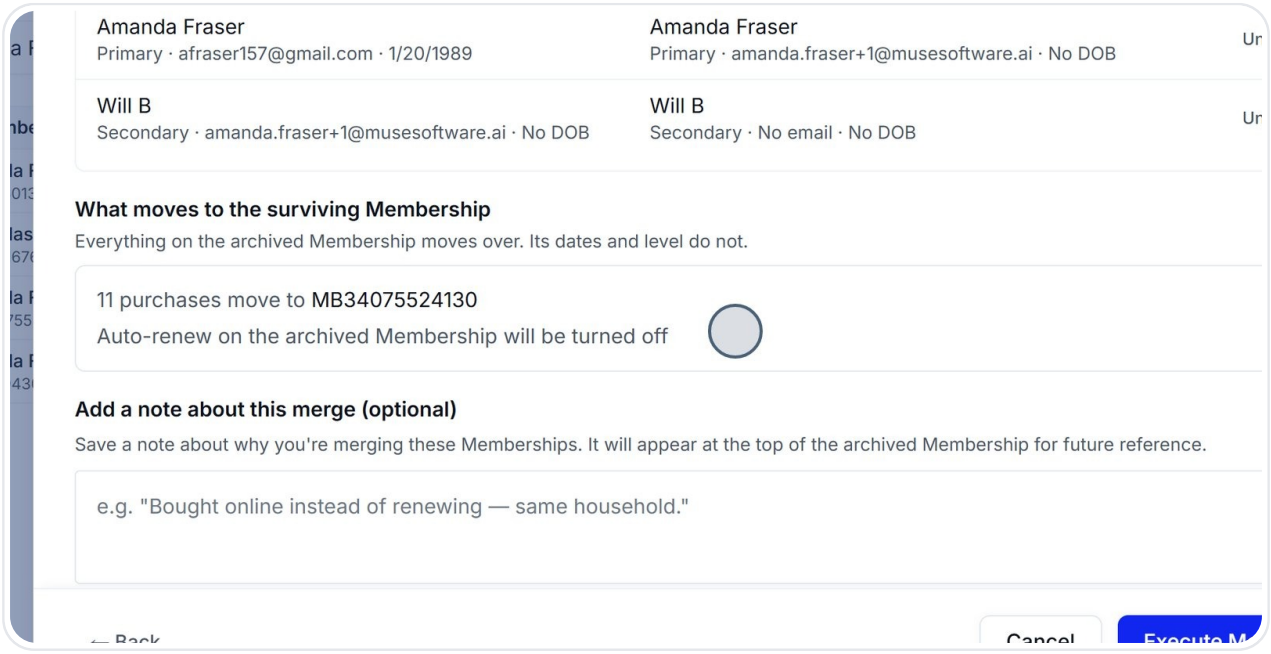
13. Scroll through the preview to make sure all information transfers correctly.



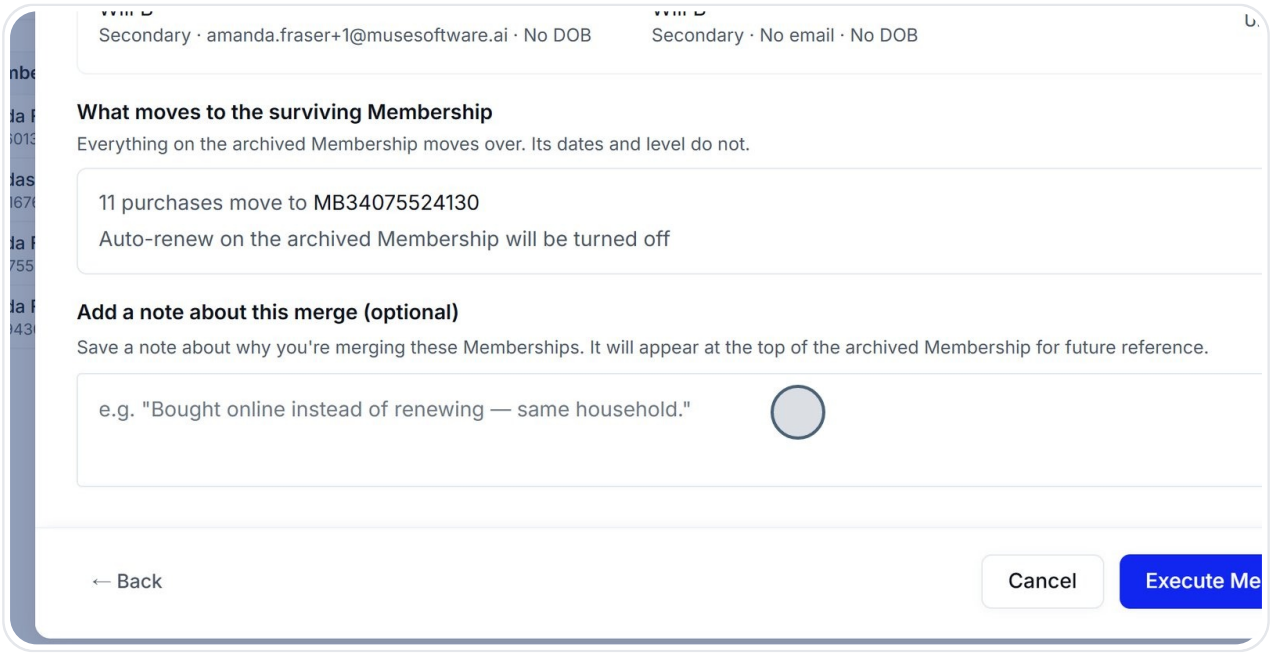
14. Double-check member details or unpair if anything needs adjusting before merging.



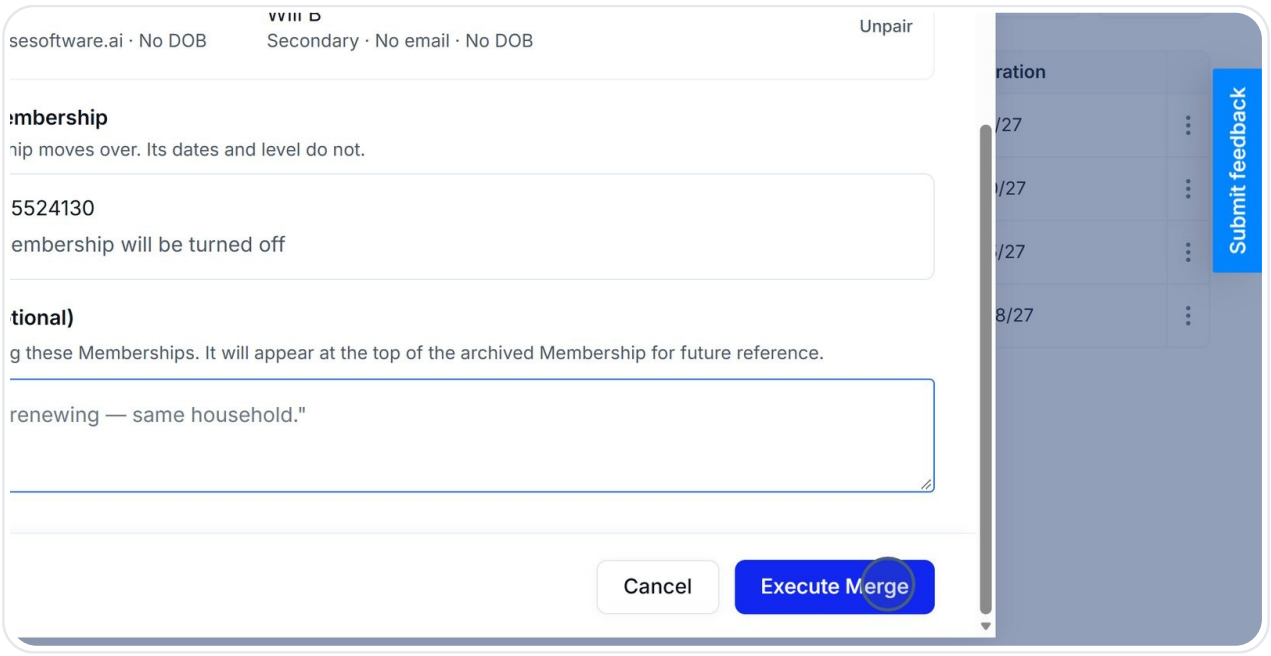
15. Understand auto-renew changes, ensuring no unwanted renewals on archived records.



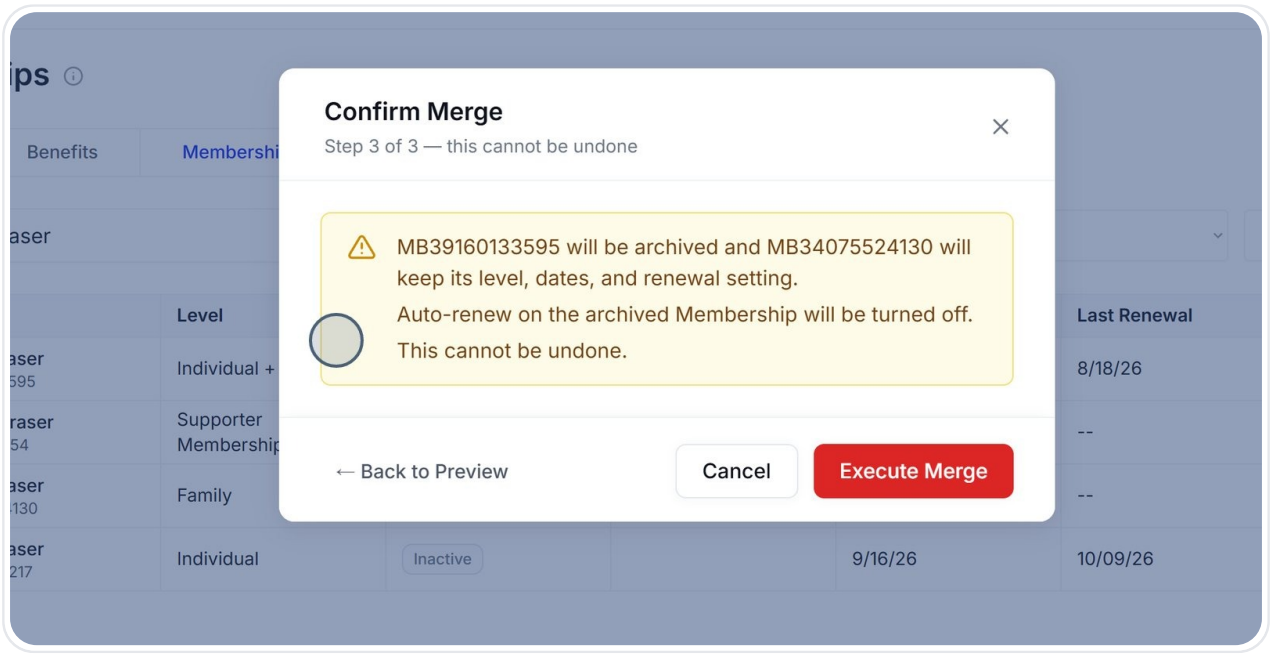
16. Optionally, add a note to document the reason for merging these memberships.



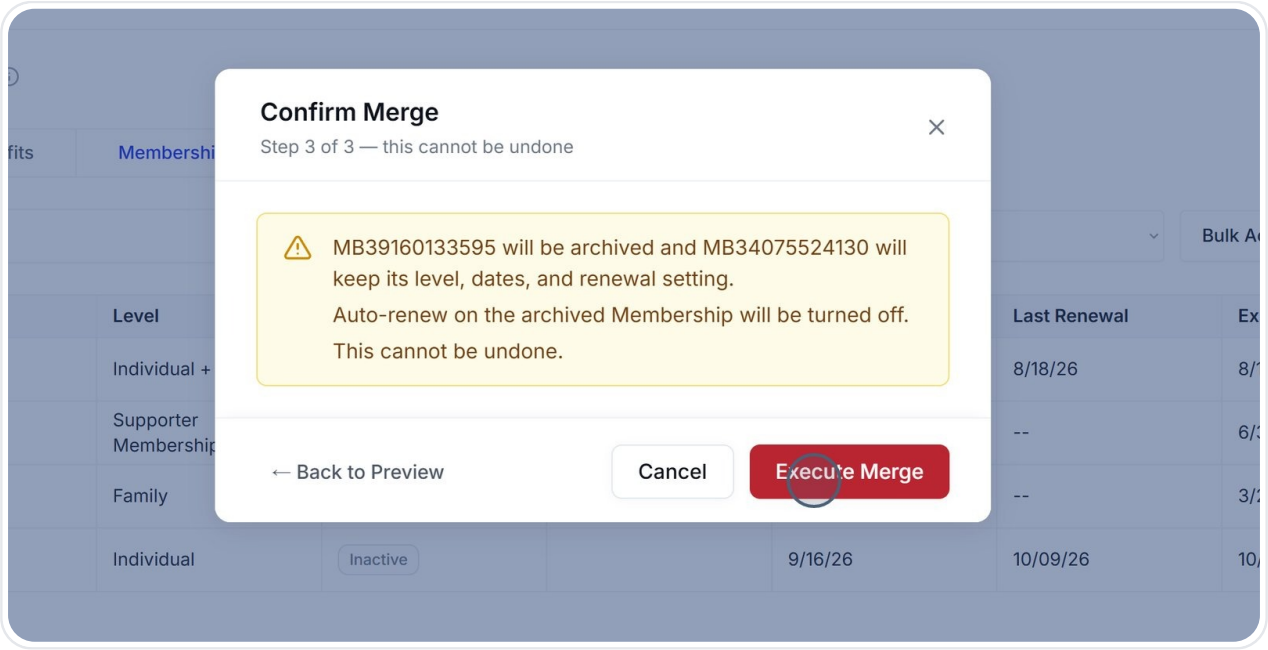
17. Click Execute Merge to combine the memberships into a single, unified record.



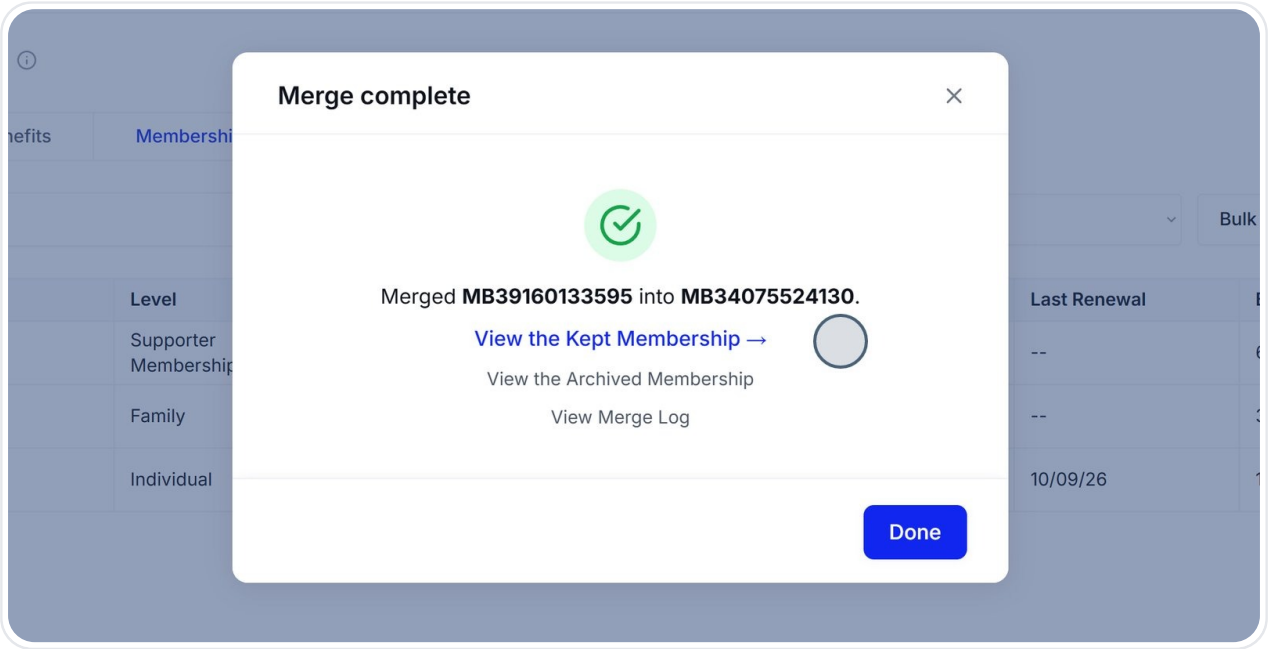
18. Confirm and finalize the merge, preventing duplicate records going forward.



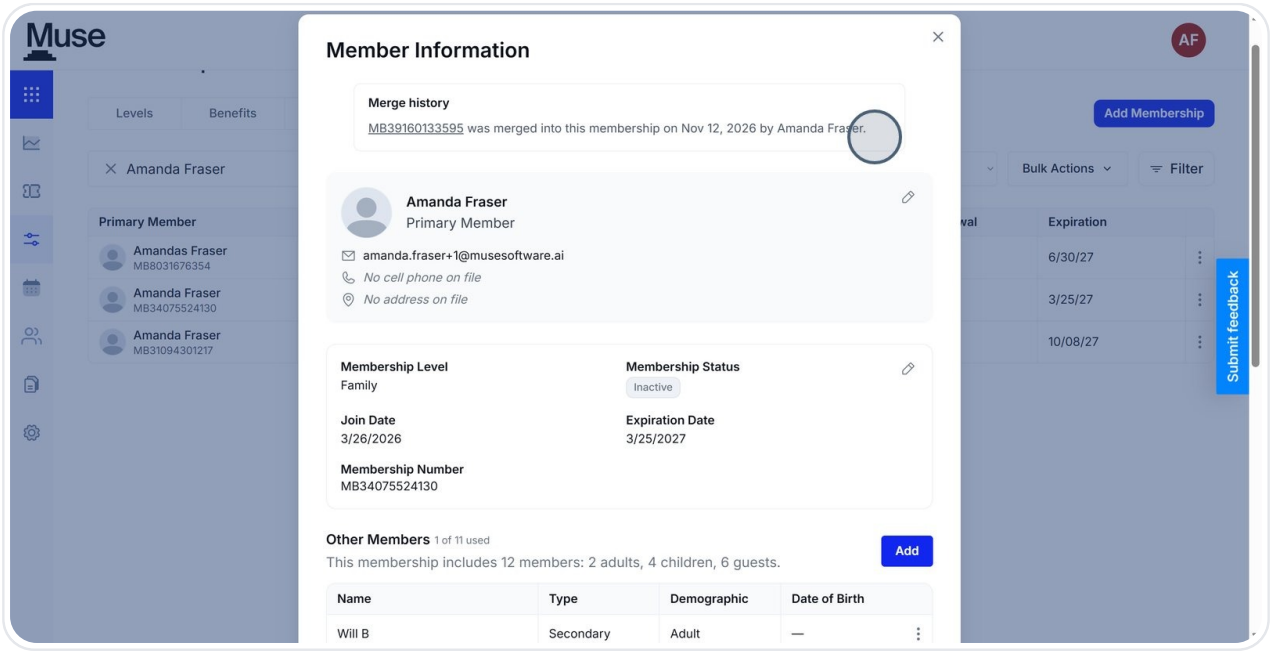
19. Merging memberships streamlines your records and will automatically archive duplicates.



20. View details of the kept membership to confirm data after merging.



21. Check merge history to ensure all past merges have been completed accurately.



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