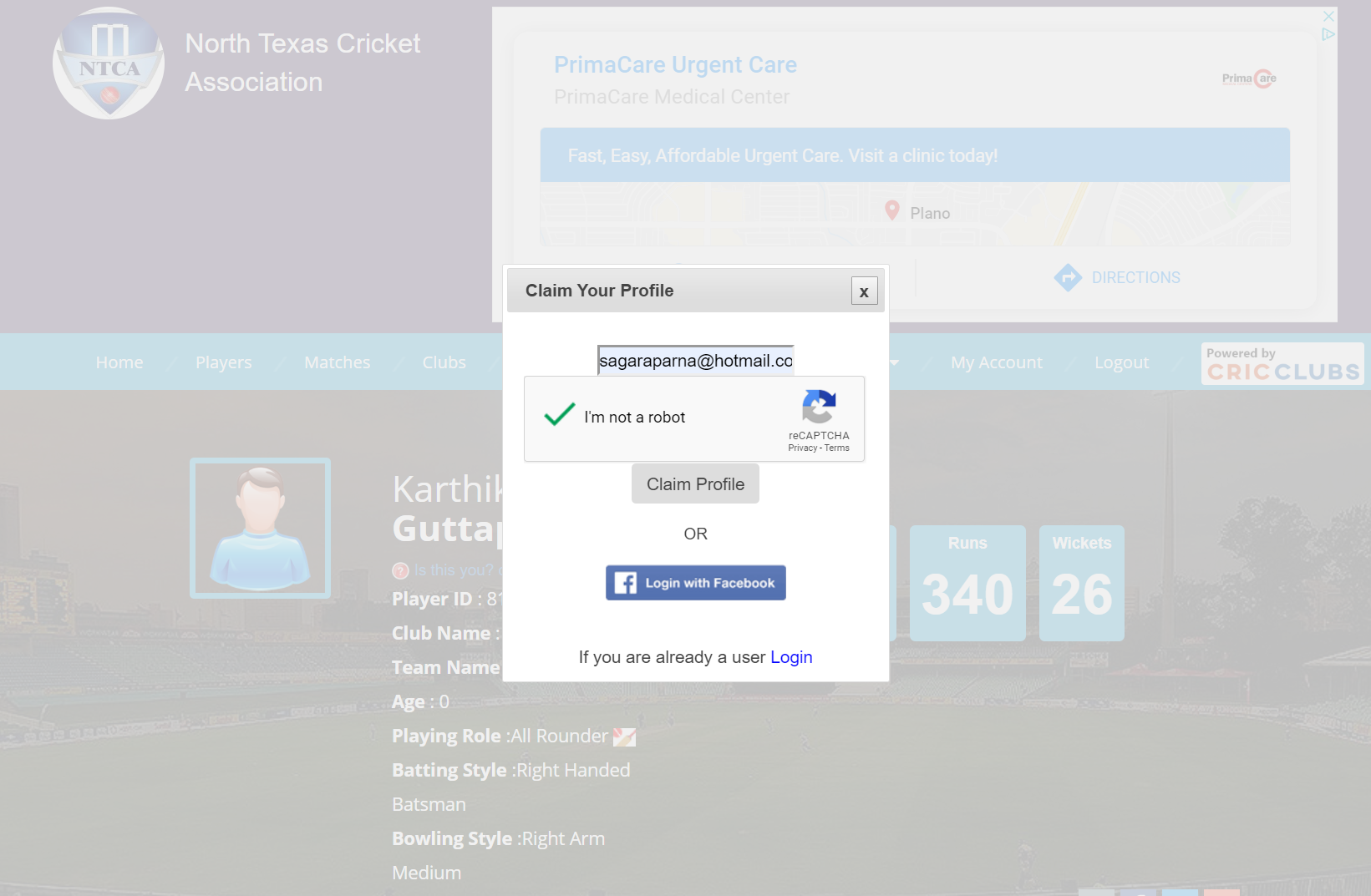
**Cricclubs – How to Merge Duplicate Player Profile**

**Step by Step (Self Guided process for NTCA Members)**

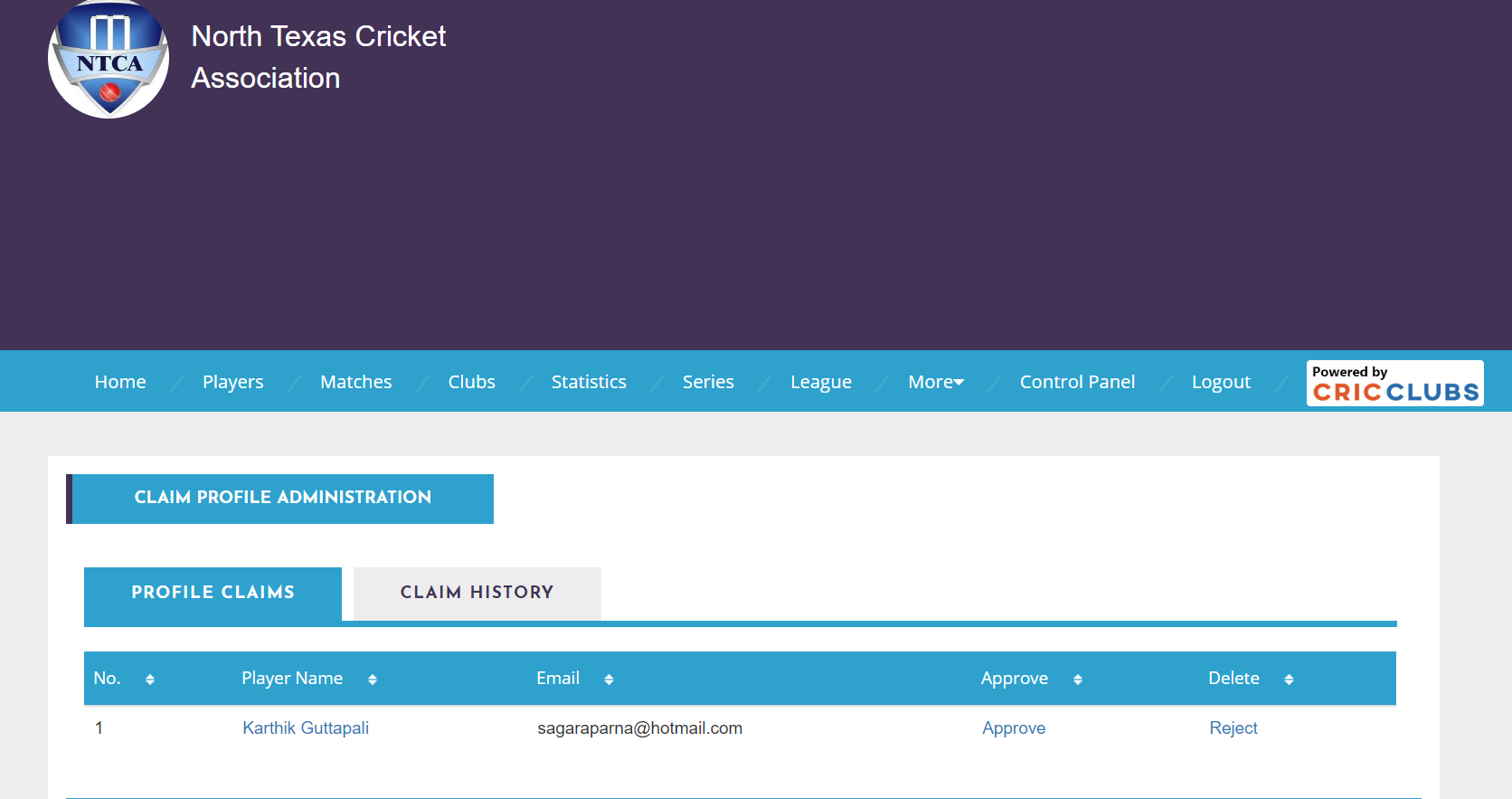
1. Go to NTCA Cricclubs (<http://www.cricclubs.com/ntca>)
2. Login to your primary profile
3. Go to Players 🡪 Player Search
4. Enter Player name. Find the duplicate player profile and go to player profile page. Right under player name if you see – Is this you? Claim your profile Click on it.
5. On the pop up window, proceed to claim profile. **(Screenshot 1)**
6. Profile Claim request is sent to League admins for approval. (League admins approve claims on a periodic basis (not every day 😊), feel free to contact admin (all EC members are admins) **(Screenshot 2 – for cricclubs admin)**
7. Once the Profile claim is approved, you should receive email notification depending on your preferences.
8. In the cricclubs website you will see Merge Profiles page appear (if required re-login).
9. Click Merge button, you will receive an email with verification code in the primary email associated to this profile. (**Screenshot 3**)
10. Enter the verification code and submit to complete Profile Merge. (**Screenshot 4**)

**Some Screenshots below:**

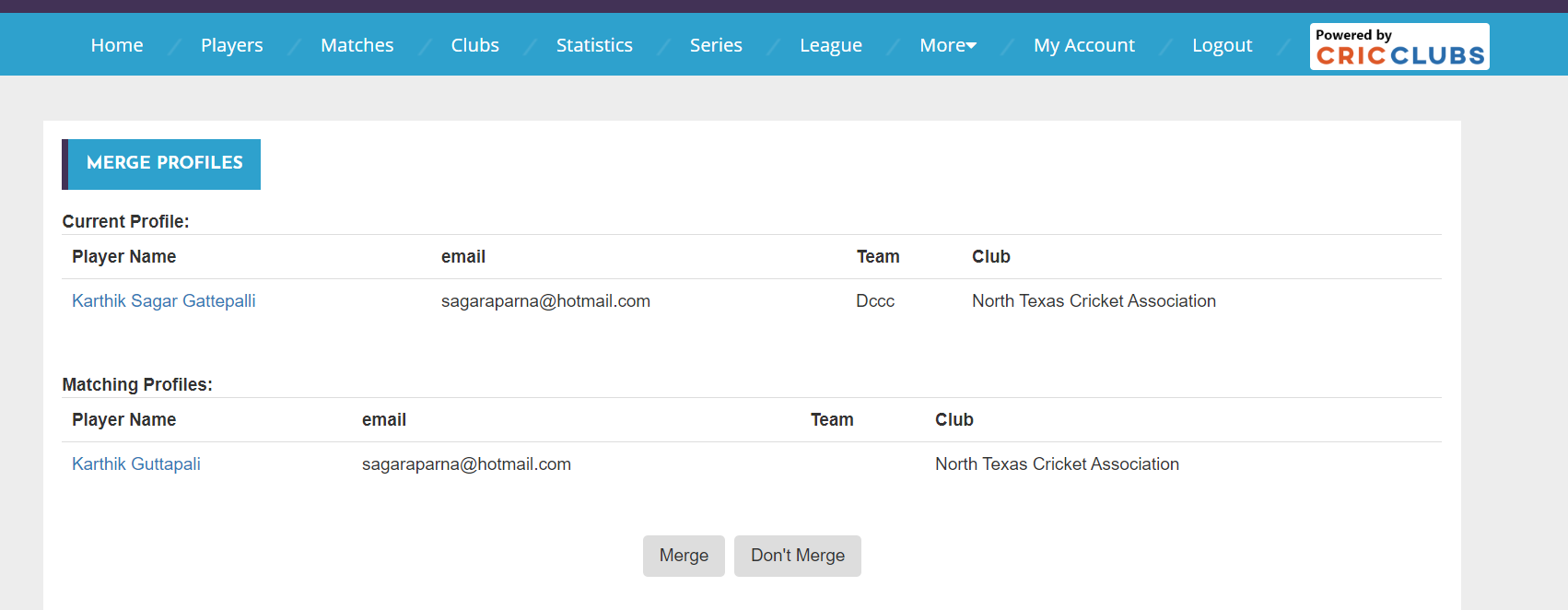
**Screenshot 1**



**Screenshot 2 (LEAGUE Admins will approve all claims)**



**Screenshot 3: (Merge page shows up after login once admin approved profile claim)**



**Screenshot 4: (Enter Verification code to finish Merge)**

