**Match an Applicant Record to a Prospect Record**

ACES² allows you to match an applicant record to a prospect record if your applicant record was created first. This feature allows you to copy information from the Contact Log, Interests, Mailings, Notes, and Recruit Events sections of the prospect record to the applicant record. This ensures that the applicant record will always have up-to-date information.

Matching will only occur for current applicant records, not for applicant records you have archived. An applicant record cannot be linked to multiple prospect records.

**Matching Criteria**

When matching an applicant record to a prospect record, ACES² will try to match the information you enter with prospects in your database for the current year, using the matching criteria listed below. If it cannot find a match using the first set of criteria, ACES² will move to the next set of criteria.

For example, if ACES² cannot find a match using LSAC account number and last name, it will then try LSAC account number and date of birth, continuing through the list in the order shown below until a match can be made.

- LSAC account number and last name, or
- LSAC account number and date of birth, or
- LSAC account number and email addresses, or
- Last name & first four letters of first name and date of birth and email addresses, or
- Email addresses and date of birth

If ACES² cannot match the applicant record to a prospect record using your information and the criteria listed above, a message will be displayed stating no results were found.
Searching for Matching Records

1. From the **Search** tab, select **Applicants**, then **Applicant/Prospect Match Resolution**.

2. Enter your search criteria, and select **Search**.

3. When search results are displayed, select the applicant record you want to match a prospect record with.
   - Details for that applicant record will be displayed at the top of the screen.
   - Possible matching prospects will be listed below it.

4. Select the magnifying glass icon to match the desired prospect record to the applicant record.

5. A message will display to confirm that the match was completed.