How to Duplicate an Event – Save Time by Not Re-Creating Everything from Scratch

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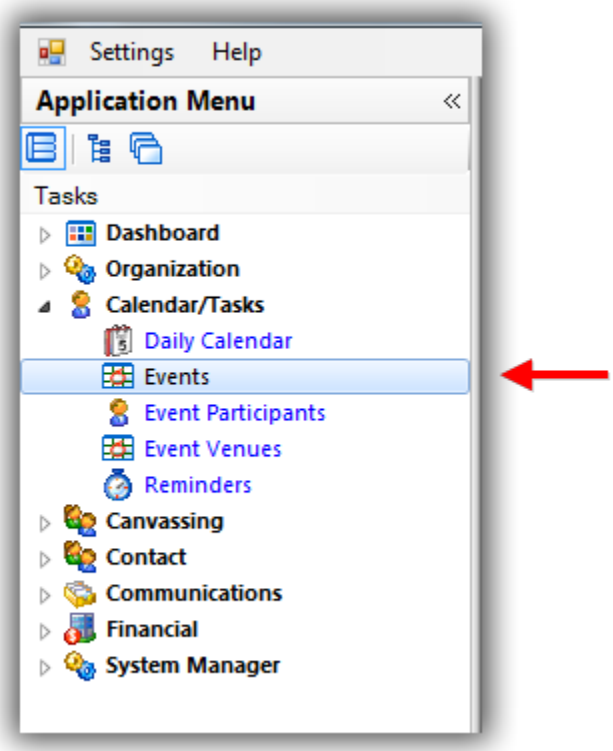
Overview

This article walks through the steps to **duplicate** an event that's already been created. *This can save you a lot of time if you host many events (such as classes).*

💡 **Tip:** Learn about events by watching these videos.

Steps

Navigate to the **Events** list under the **Application Menu**.



Query for the event you want to duplicate and **click** on one of the **hyperlinks** in the list to open the event record. *In my example I opened an event with **ID 28**.*

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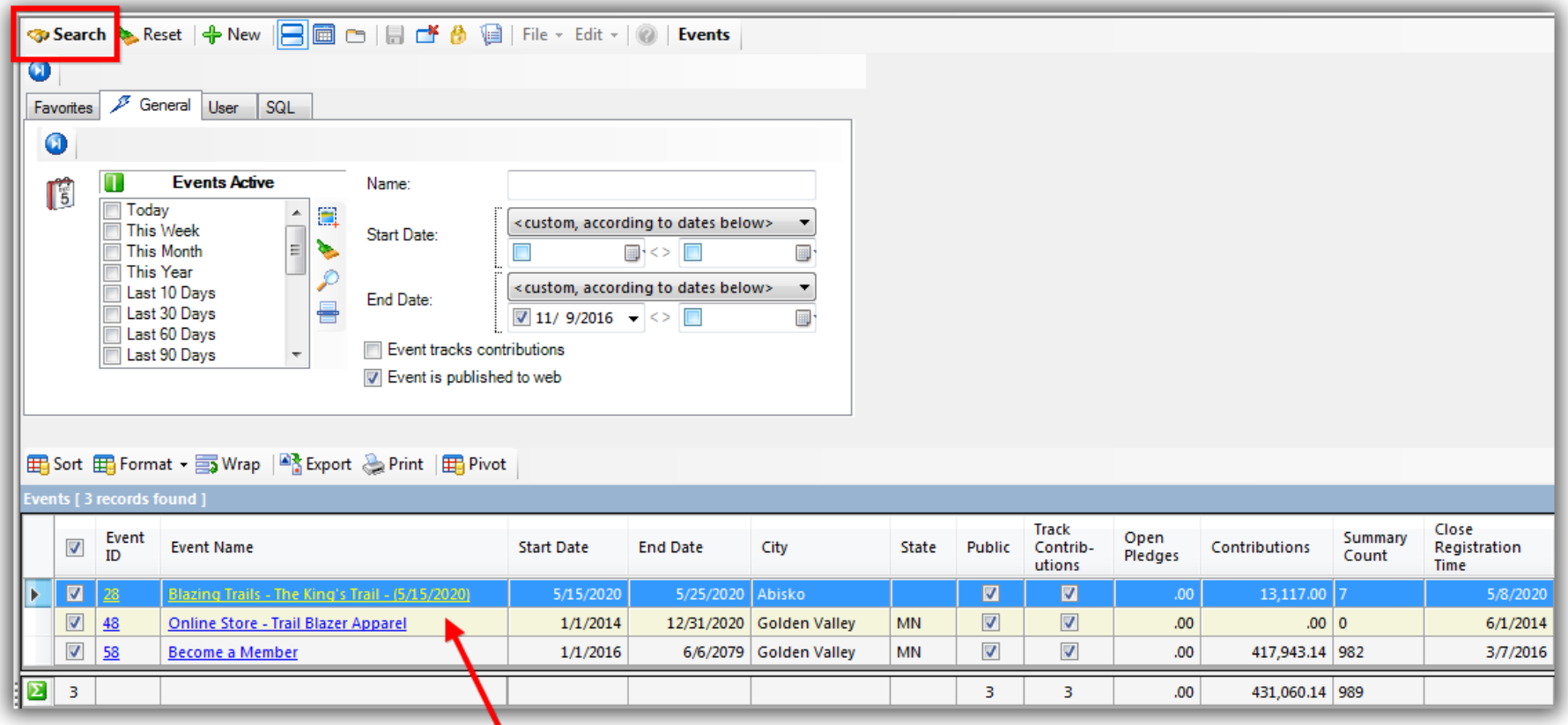
1. Search for and open the event you want to duplicate. In this example it's all events that are in the future that are currently public.



2. Click on the hyperlink to open the event record.

Once the event record is open click **File** in the upper-left and select **Duplicate**.

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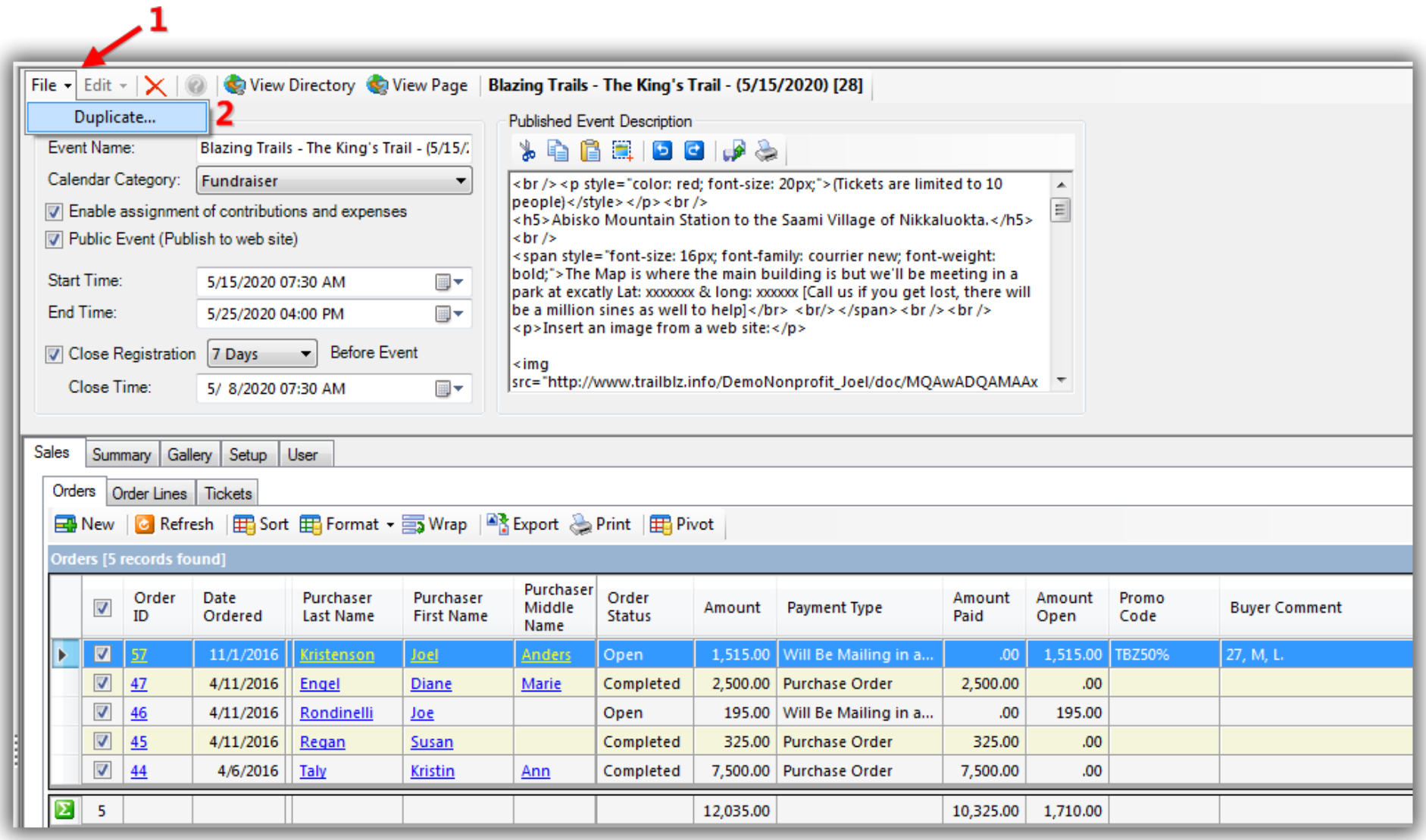
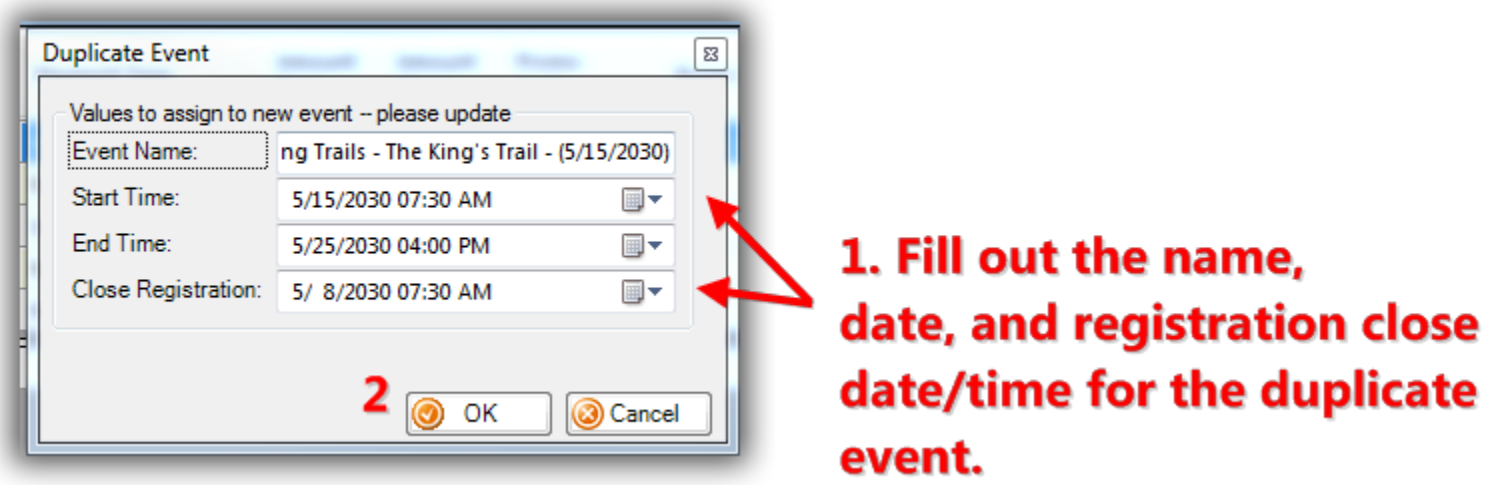
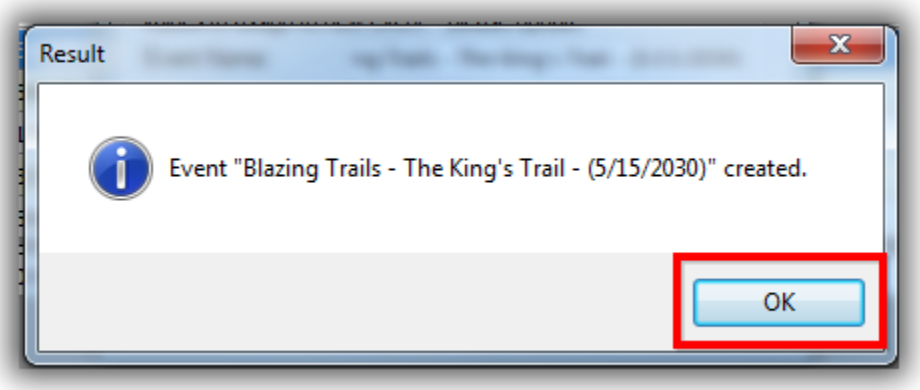


Order ID	Date Ordered	Purchaser Last Name	Purchaser First Name	Purchaser Middle Name	Order Status	Amount	Payment Type	Amount Paid	Amount Open	Promo Code	Buyer Comment
57	11/1/2016	Kristenson	Joel	Anders	Open	1,515.00	Will Be Mailing in a...	.00	1,515.00	TBZ50%	27, M, L.
47	4/11/2016	Engel	Diane	Marie	Completed	2,500.00	Purchase Order	2,500.00	.00		
46	4/11/2016	Rondinelli	Joe		Open	195.00	Will Be Mailing in a...	.00	195.00		
45	4/11/2016	Regan	Susan		Completed	325.00	Purchase Order	325.00	.00		
44	4/6/2016	Taly	Kristin	Ann	Completed	7,500.00	Purchase Order	7,500.00	.00		
5						12,035.00		10,325.00	1,710.00		

Fill in the new information (**name**, **date**, **registration close date/time**) and click **[OK]**. *My example is below where I duplicated the event for 10 years in the future and updated the name to reflect the new date.*



After you click **[OK]** you'll get a popup notification that the process has finished. Click **[OK]** again to close this message.



You can now close the original event that has been duplicated. You can either use the black **[x]** in the upper-right, the **[Cancel]** button in the bottom-right, or the **[Close Active Window]** button on the left under **Open Windows**. *In my example I used the black **[x]** in the upper-right.*

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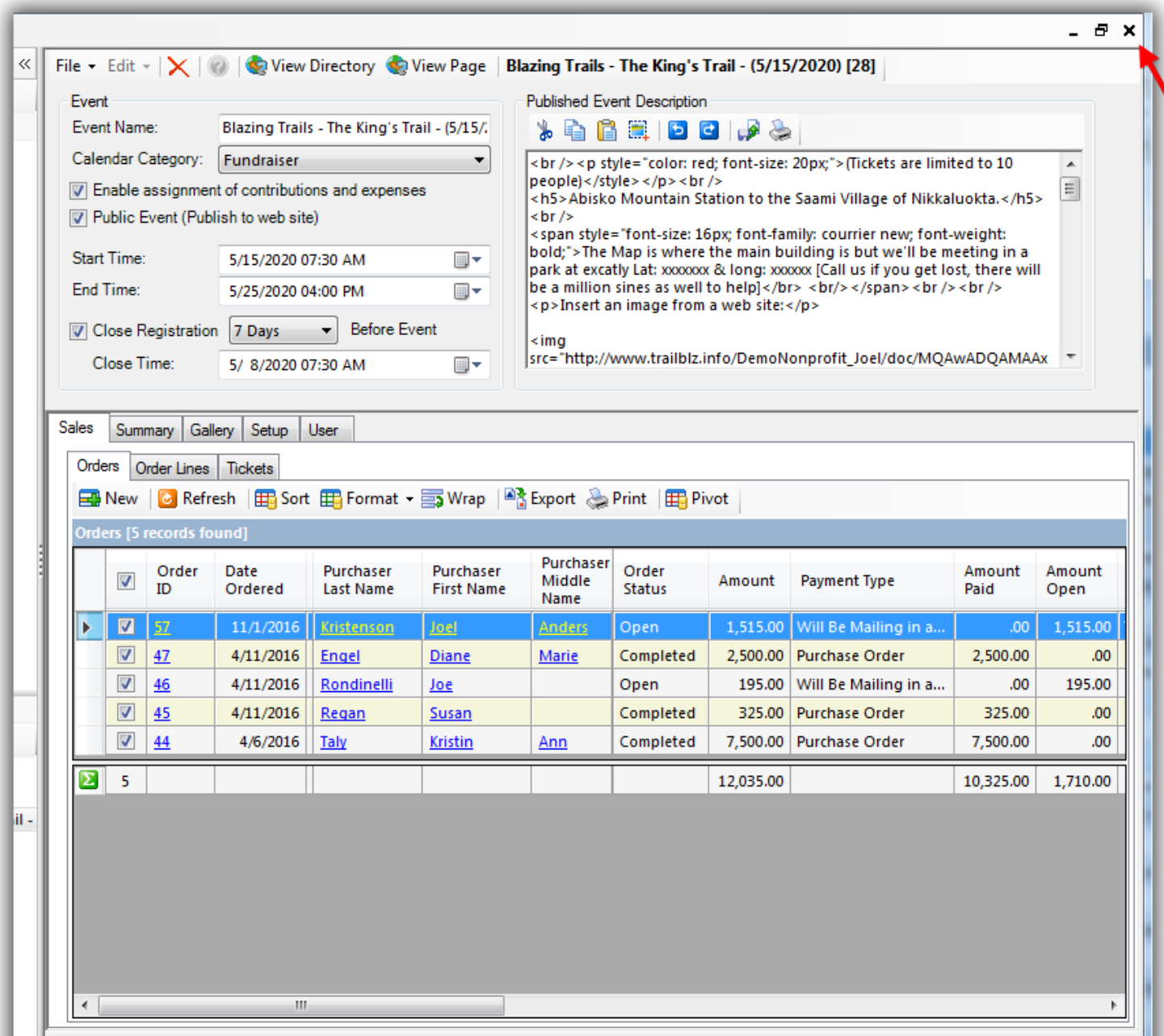

Close the current event which has now been duplicated.

Once you're back in the **Events** list click **[Search]** to refresh the results and your new **duplicated** event should display in the list of results.

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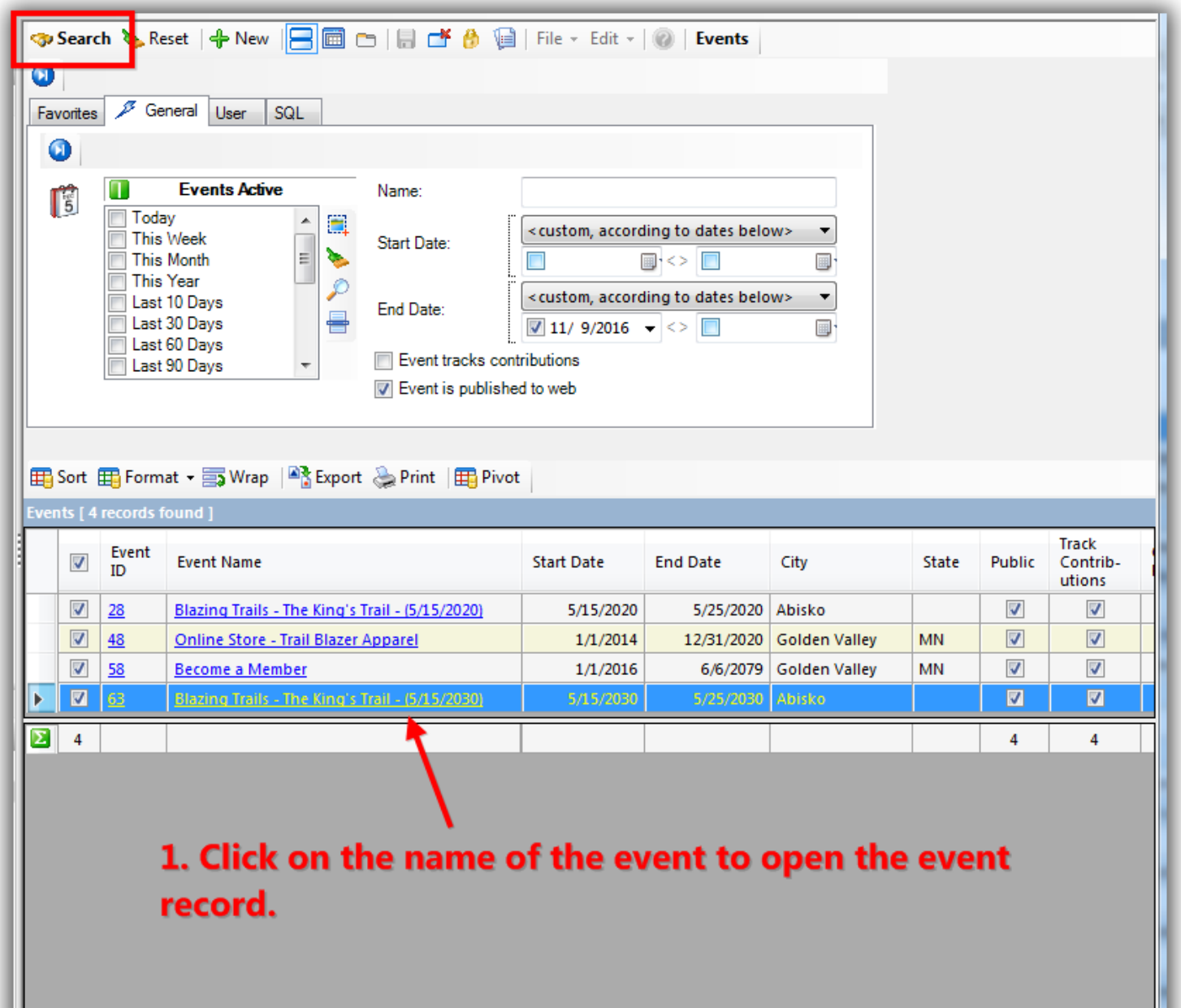
1. Click [Search] to refresh the list and your new duplicated event will display.



You can now modify the event as needed, some common changes would include:

- New description
- New tickets/products
- Updated location/contact info
- New auto-responder email
- Changing labels, redirect page, etc. under the **Setup > Web Customization** tab

Once you're finished making your changes you can **[Save]**, make the event **Public**, and **view** it by clicking the **[View Page]** button at the top. *My example is below.*

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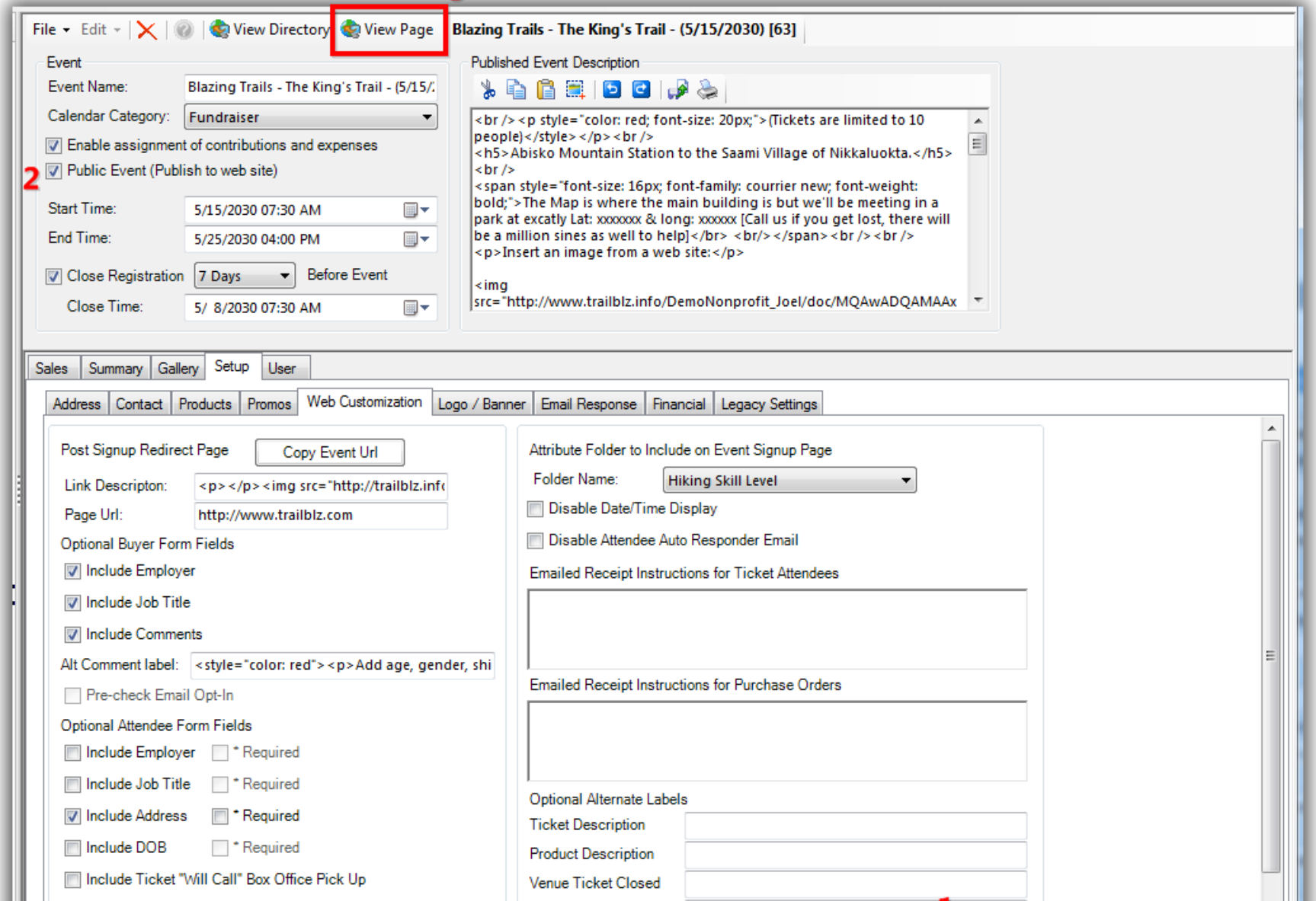
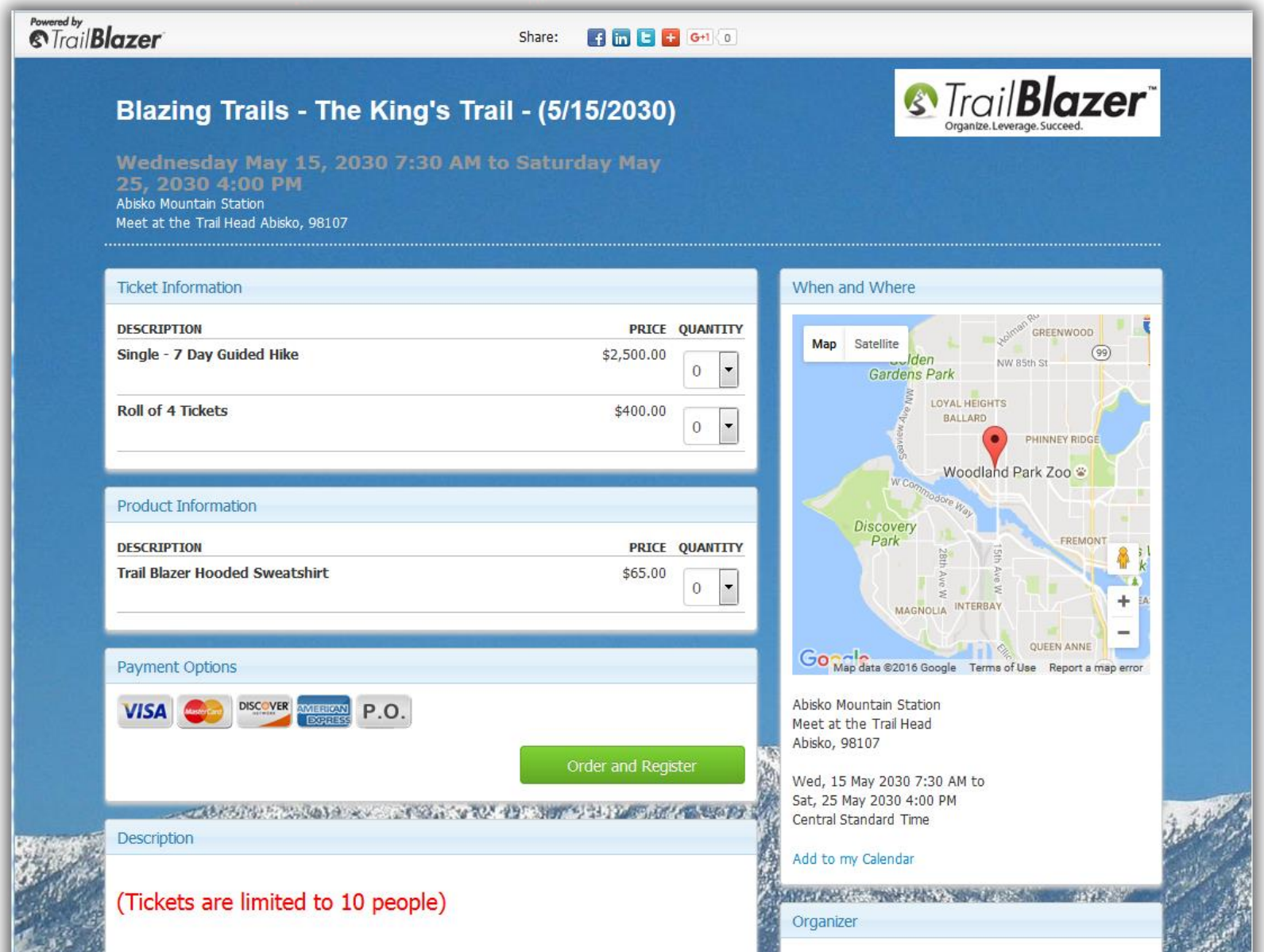
After making all your updates to the new event you can save it, publish it, and preview it.



My *example* duplicated event is below. **All** of the settings (colors, tickets/products, location, etc.) will be carried over from the previous event.

Example event. All the settings (ticket/products, location, description, etc.) will be carried over from the event you created a duplicate from.



The **related resources** below link to a wide variety of articles and videos on the event tools.

Related Resources

Article: How To Setup And Use Promo Codes With Events (All Available Options)
Article: How to Use the Event Contribution Total Merge-Field in a Mass Email to Thank Attendees for the Total Amount they Gave at a Specific Event – 2016 Upgrade
Article: How to Setup Different Payment Schedules for Events or Memberships – Ex (Monthly, Quarterly, or Bi-Weekly)
Article: How to Create Custom Email Responders for Specific Events – New 2016 Feature Upgrade
Article: How to Print or Re-Print Event Tickets and Event Order Receipts from your Database
Article: How to Print Name Badges for Event Registrants – Using Avery 5392 Name Badge Paper
Article: Purchase Orders – Manually Enter an Order for Tickets, Products, or Memberships from within an Event, and Record the Related Contribution Record
Article: How to Add a New 'Event' to the Drop-Down List for Entering Contributions
Article: Manually Assigning Tickets to Specific Event Attendees (Ticket Holders) after the Original Purchase Order has been Created
Article: Membership Management – Creating & Selling Memberships Online & Manually – Tracking Renewals, Sending Out YE 'Statements' & Renewal E-Mails, and More (Nonprofit Only)
Article: Add a Background Image to an Event
Article: How to Style your Event Pages – 4 Example Mock Events – Sample CSS Code with Descriptions
Article: Events 2014 – Part I
Article: Events 2014 – Part II
Article: Display your Logo as a Redirect Link for an Event
Article: Events 2013 | Coupon promo code error messages
Article: Events 2013 | How to Create an Event with Tickets and Merchandise
Video: Events – pay for an event online
Video: Events – Remove Person from Event

Video: Filtered Contribution Columns in Format
Video: Events 2013

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