

Author: Kristenson, Joel
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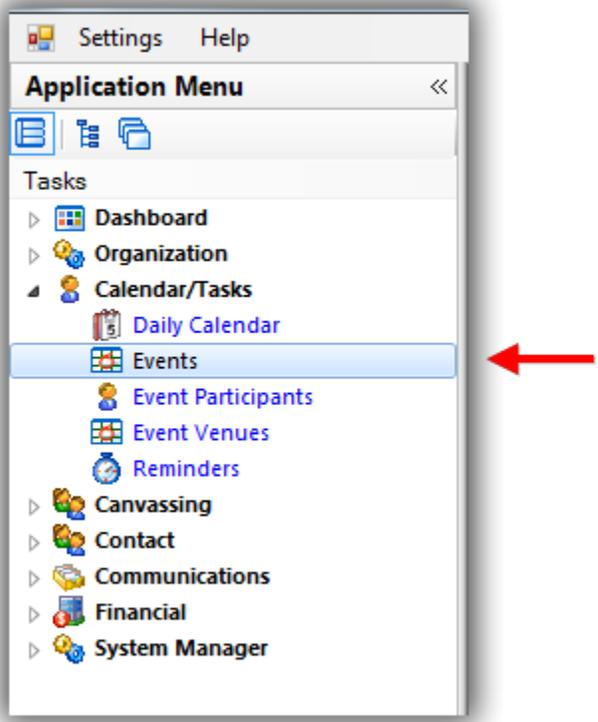
Overview

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](#).

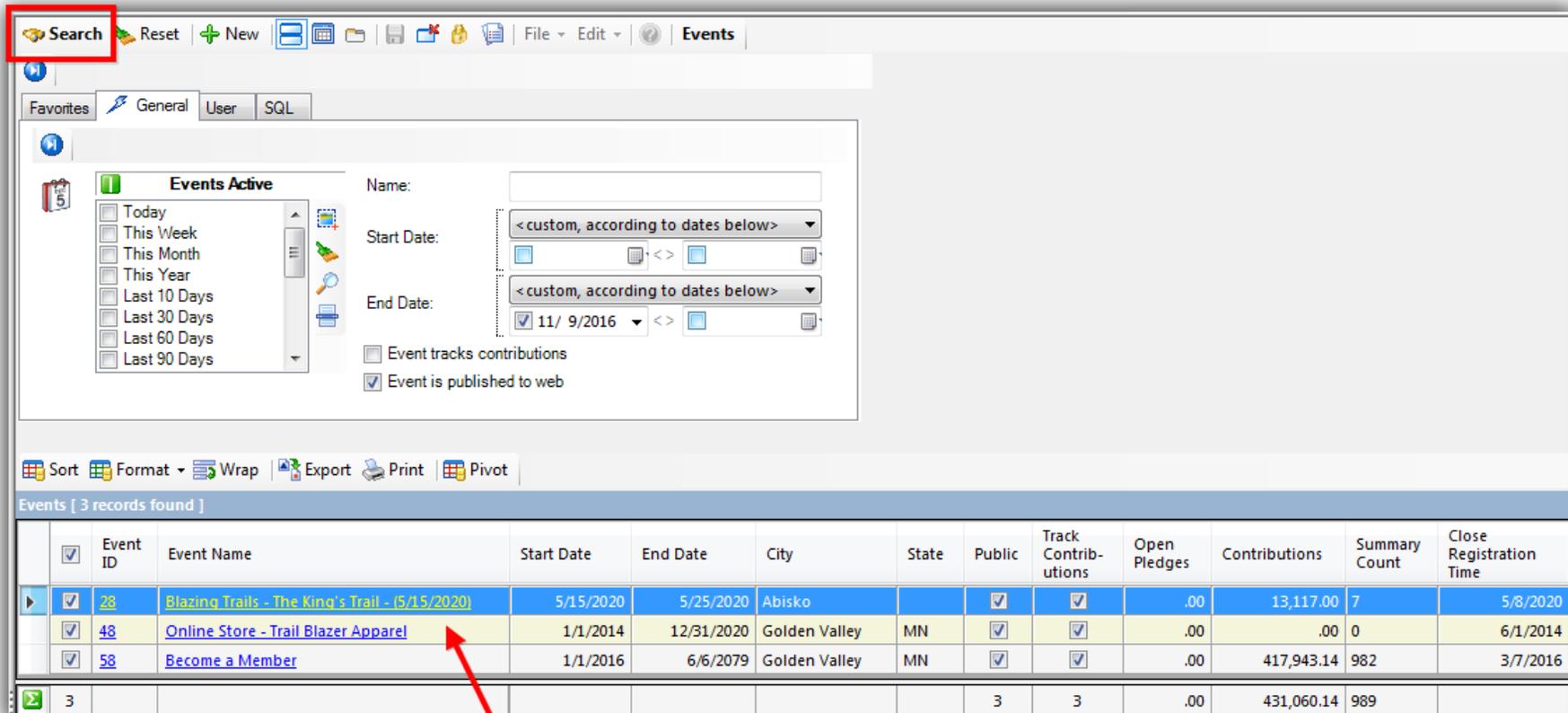
Steps

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.*

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.



The screenshot shows the TrailBlazer software interface. At the top, there is a menu bar with 'Search' highlighted in a red box. Below the menu bar, there are tabs for 'Favorites', 'General', 'User', and 'SQL'. The main area is divided into a search filter section on the left and a search results section on the right. The search filter section has a 'Name' field, 'Start Date' and 'End Date' dropdowns, and checkboxes for 'Event tracks contributions' and 'Event is published to web'. The search results section shows a table with 3 records found. A red arrow points to the hyperlink 'Blazing Trails - The King's Trail - (5/15/2020)' in the table.

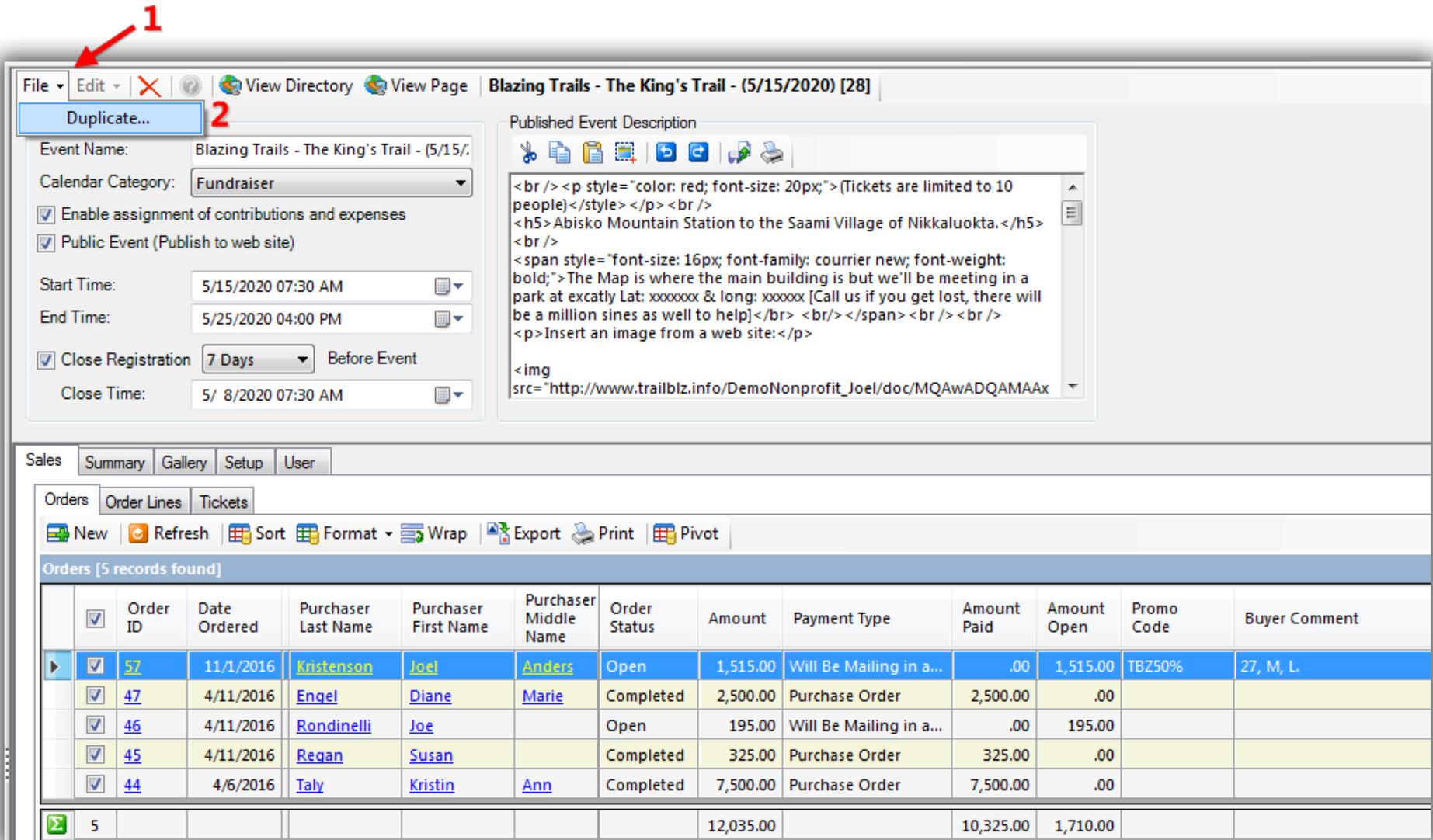
Event ID	Event Name	Start Date	End Date	City	State	Public	Track Contributions	Open Pledges	Contributions	Summary Count	Close Registration Time
28	Blazing Trails - The King's Trail - (5/15/2020)	5/15/2020	5/25/2020	Abisko		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	.00	13,117.00	7	5/8/2020
48	Online Store - Trail Blazer Apparel	1/1/2014	12/31/2020	Golden Valley	MN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	.00	.00	0	6/1/2014
58	Become a Member	1/1/2016	6/6/2079	Golden Valley	MN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	.00	417,943.14	982	3/7/2016
3						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	.00	431,060.14	989	

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**.

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

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



The screenshot shows the TrailBlazer software interface. At the top, the title bar reads "Blazing Trails - The King's Trail - (5/15/2020) [28]". The "File" menu is open, and the "Duplicate..." option is highlighted with a red box and the number "2". A red arrow points to the "Duplicate..." option with the number "1".

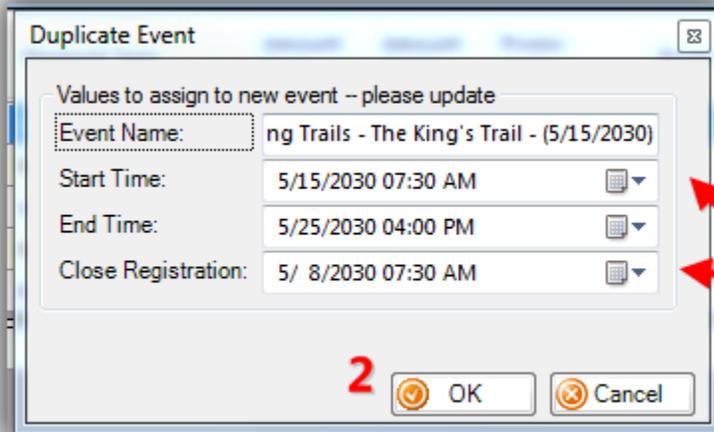
The "Published Event Description" field contains the following HTML code:

```
<br /> <p style="color: red; font-size: 20px;">(Tickets are limited to 10 people)</style></p><br /> <h5>Abisko Mountain Station to the Saami Village of Nikkaluokta.</h5> <br /> <span style="font-size: 16px; font-family: courier new; font-weight: bold;">The Map is where the main building is but we'll be meeting in a park at excatly Lat: xxxxxx & long: xxxxxx [Call us if you get lost, there will be a million sines as well to help]</br> <br/> </span> <br /> <br /> <p>Insert an image from a web site:</p> <br /> 
```

The "Orders" section shows a table with 5 records found. The table has the following columns: Order ID, Date Ordered, Purchaser Last Name, Purchaser First Name, Purchaser Middle Name, Order Status, Amount, Payment Type, Amount Paid, Amount Open, Promo Code, and Buyer Comment.

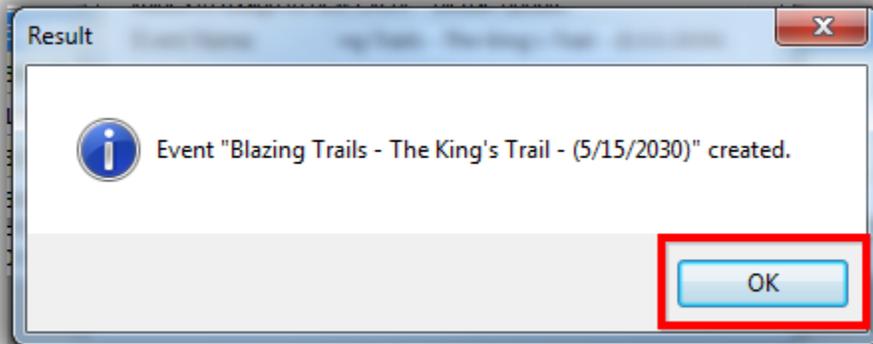
Order ID	Date Ordered	Purchaser Last Name	Purchaser First Name	Purchaser Middle Name	Order Status	Amount	Payment Type	Amount Paid	Amount Open	Promo Code	Buyer Comment
57	11/1/2016	Kristenson	Joel	Anders	Open	1,515.00	Will Be Mailing in a...	.00	1,515.00	TBZ50%	27, M, L.
47	4/11/2016	Engel	Diane	Marie	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.*



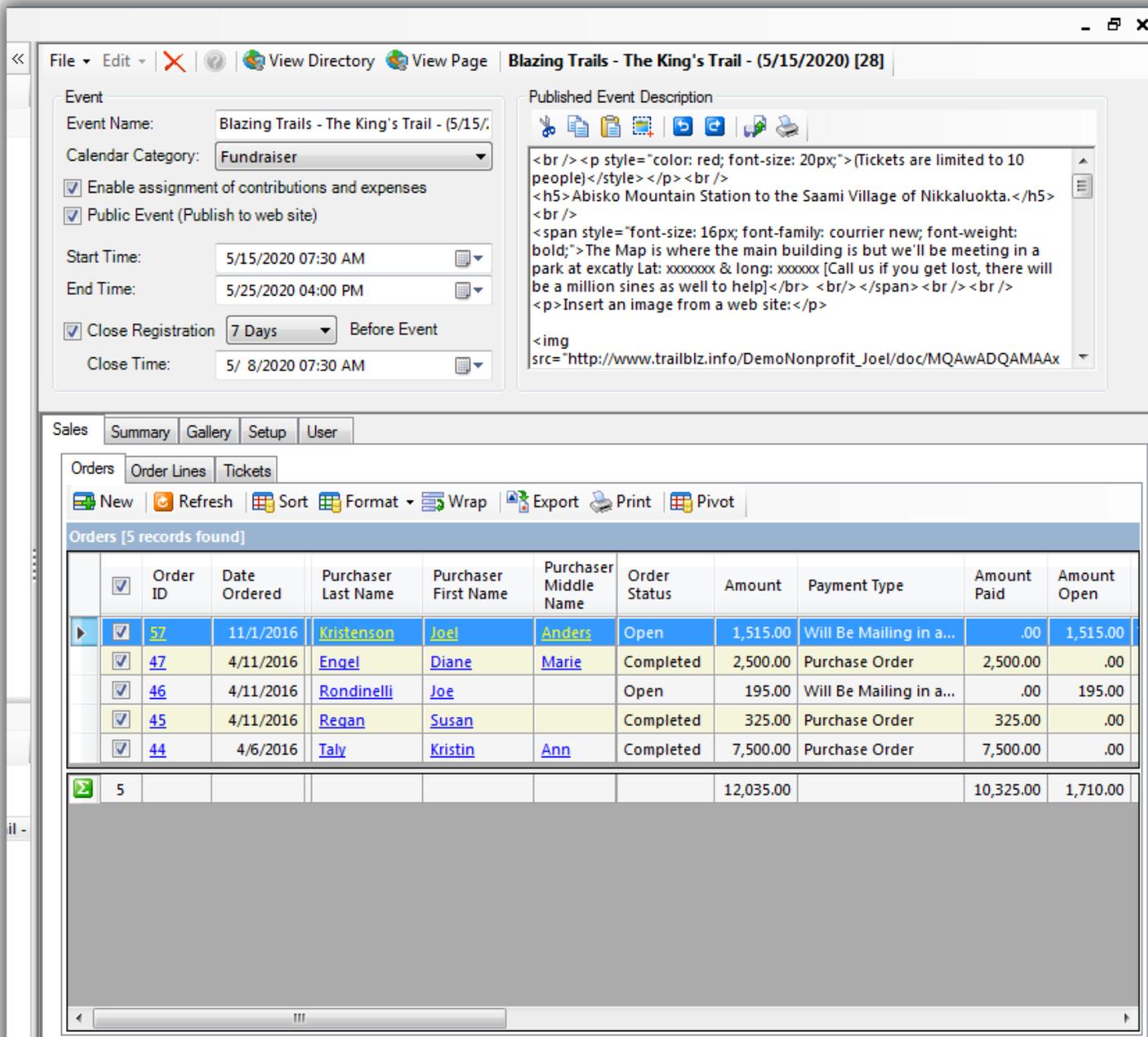
1. Fill out the name, date, and registration close date/time for the duplicate event.

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.*

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



The screenshot shows the TrailBlazer software interface. At the top, there is a menu bar with 'File', 'Edit', and 'View Directory'. The main window title is 'Blazing Trails - The King's Trail - (5/15/2020) [28]'. Below the menu bar, there are two main sections: 'Event' and 'Published Event Description'.

The 'Event' section contains the following information:

- Event Name: Blazing Trails - The King's Trail - (5/15/2020)
- Calendar Category: Fundraiser
- Enable assignment of contributions and expenses:
- Public Event (Publish to web site):
- Start Time: 5/15/2020 07:30 AM
- End Time: 5/25/2020 04:00 PM
- Close Registration: 7 Days Before Event
- Close Time: 5/ 8/2020 07:30 AM

The 'Published Event Description' section shows HTML code for the event description, including a paragraph about ticket limits and a heading for the location.

Below the event details, there is a 'Sales' section with tabs for 'Summary', 'Gallery', 'Setup', and 'User'. The 'Orders' tab is selected, showing a table of orders with columns for Order ID, Date Ordered, Purchaser Last Name, Purchaser First Name, Purchaser Middle Name, Order Status, Amount, Payment Type, Amount Paid, and Amount Open.

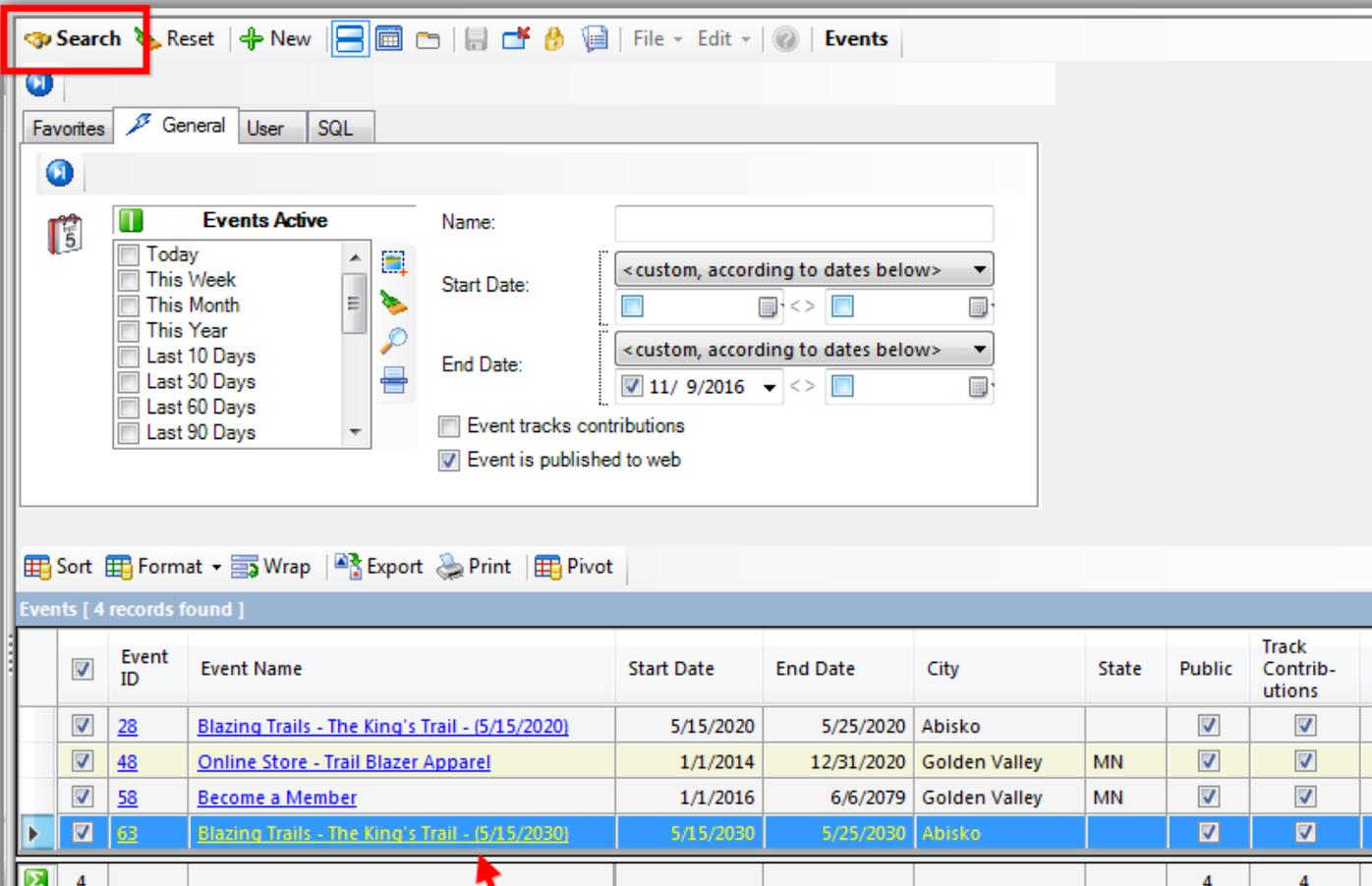
Order ID	Date Ordered	Purchaser Last Name	Purchaser First Name	Purchaser Middle Name	Order Status	Amount	Payment Type	Amount Paid	Amount Open
57	11/1/2016	Kristenson	Joel	Anders	Open	1,515.00	Will Be Mailing in a...	.00	1,515.00
47	4/11/2016	Engel	Diane	Marie	Completed	2,500.00	Purchase Order	2,500.00	.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

Close the current event which has now been duplicated.

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

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.

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



The screenshot shows the TrailBlazer Events management interface. At the top, the 'Search' button is highlighted with a red box. Below the search filters, a table displays 4 records. The last record, 'Blazing Trails - The King's Trail - (5/15/2030)', is highlighted in blue. A red arrow points to this record.

Event ID	Event Name	Start Date	End Date	City	State	Public	Track Contributions
28	Blazing Trails - The King's Trail - (5/15/2020)	5/15/2020	5/25/2020	Abisko		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
48	Online Store - Trail Blazer Apparel	1/1/2014	12/31/2020	Golden Valley	MN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
58	Become a Member	1/1/2016	6/6/2079	Golden Valley	MN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
63	Blazing Trails - The King's Trail - (5/15/2030)	5/15/2030	5/25/2030	Abisko		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

1. Click on the name of the event to open the event record.

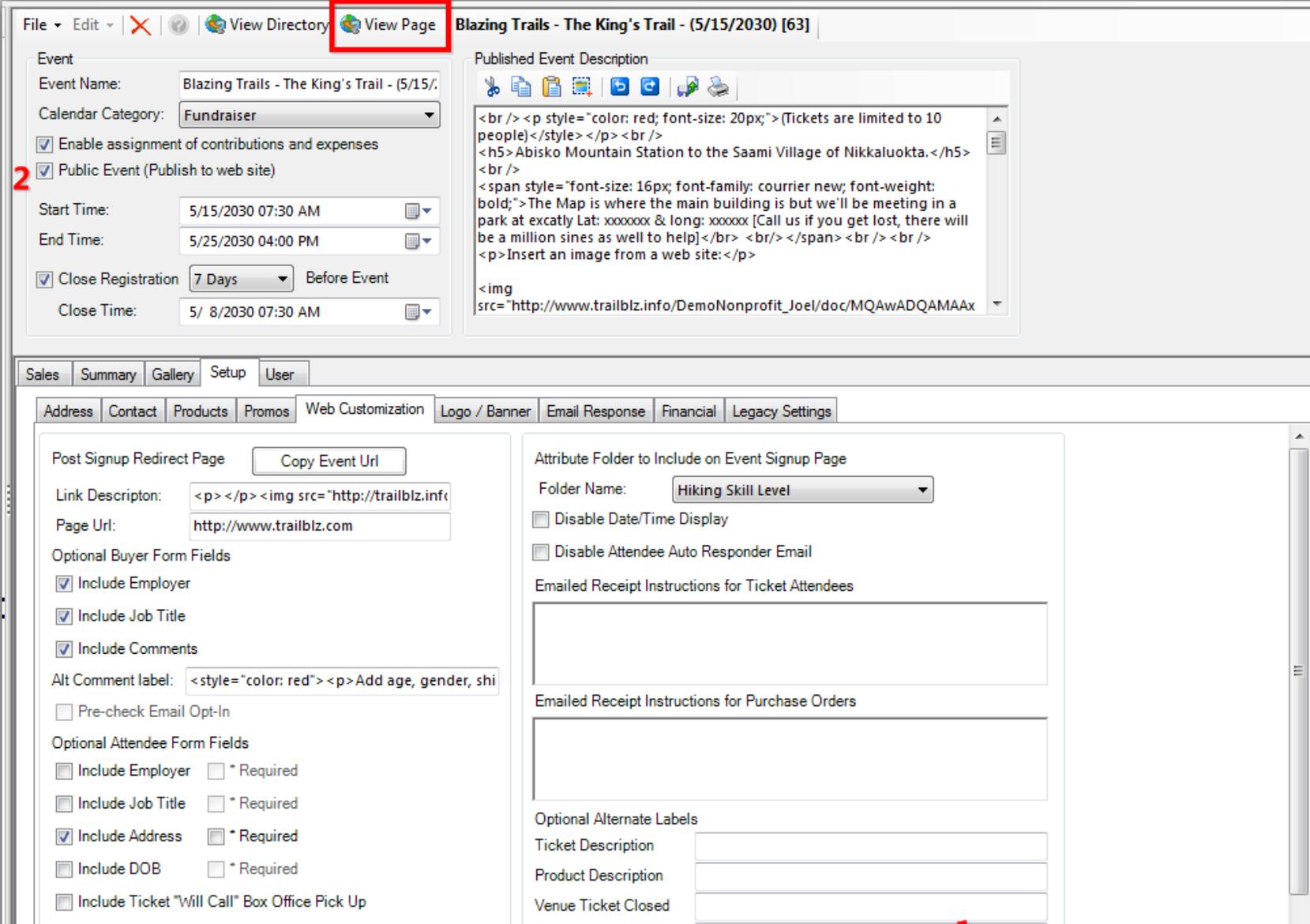
You can now modify the event as needed, some common changes would include:

- 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.*

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

3



The screenshot shows the TrailBlazer event management interface. At the top, the browser title is "Blazing Trails - The King's Trail - (5/15/2030) [63]". The "View Page" tab is highlighted with a red box. The "Event" section on the left includes the following details:

- Event Name: Blazing Trails - The King's Trail - (5/15/2030)
- Calendar Category: Fundraiser
- Enable assignment of contributions and expenses
- Public Event (Publish to web site)
- Start Time: 5/15/2030 07:30 AM
- End Time: 5/25/2030 04:00 PM
- Close Registration: 7 Days Before Event
- Close Time: 5/ 8/2030 07:30 AM

The "Published Event Description" area contains HTML code for styling and content:

```
<br /><p style="color: red; font-size: 20px;">(Tickets are limited to 10 people)</style></p><br /><h5>Abisko Mountain Station to the Saami Village of Nikkaluokta.</h5><br /><span style="font-size: 16px; font-family: courier new; font-weight: bold;">The Map is where the main building is but we'll be meeting in a park at excatly Lat: xxxxxx & long: xxxxxx [Call us if you get lost, there will be a million sines as well to help]</br> <br/> </span><br /> <br /><p>Insert an image from a web site:</p></p><p>Add age, gender, shi
- Pre-check Email Opt-In
- Optional Attendee Form Fields:
  - Include Employer  \* Required
  - Include Job Title  \* Required
  - Include Address  \* Required
  - Include DOB  \* Required
  - Include Ticket "Will Call" Box Office Pick Up
- Attribute Folder to Include on Event Signup Page: Hiking Skill Level
- Disable Date/Time Display
- Disable Attendee Auto Responder Email
- Emailed Receipt Instructions for Ticket Attendees: [Empty text area]
- Emailed Receipt Instructions for Purchase Orders: [Empty text area]
- Optional Alternate Labels:
  - Ticket Description: [Empty text area]
  - Product Description: [Empty text area]
  - Venue Ticket Closed: [Empty text area]

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.**

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## Blazing Trails - The King's Trail - (5/15/2030)

Wednesday May 15, 2030 7:30 AM to Saturday May 25, 2030 4:00 PM  
Abisko Mountain Station  
Meet at the Trail Head Abisko, 98107



Ticket Information

| DESCRIPTION                | PRICE      | QUANTITY               |
|----------------------------|------------|------------------------|
| Single - 7 Day Guided Hike | \$2,500.00 | 0 <input type="text"/> |
| Roll of 4 Tickets          | \$400.00   | 0 <input type="text"/> |

Product Information

| DESCRIPTION                    | PRICE   | QUANTITY               |
|--------------------------------|---------|------------------------|
| Trail Blazer Hooded Sweatshirt | \$65.00 | 0 <input type="text"/> |

Payment Options







Order and Register

Description

(Tickets are limited to 10 people)

When and Where



Abisko Mountain Station  
Meet at the Trail Head  
Abisko, 98107

Wed, 15 May 2030 7:30 AM to  
Sat, 25 May 2030 4:00 PM  
Central Standard Time

Add to my Calendar

Organizer

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



**Trail Blazer™**

- YouTube Channel
- Knowledge Base Articles
- 3rd Party Resources

## 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](#)

## Trail Blazer Live Support

📞 **Phone:** 1-866-909-8700

✉️ **Email:** [support@trailblz.com](mailto:support@trailblz.com)

📘 **Facebook:** <https://www.facebook.com/pages/Trail-Blazer-Software/64872951180>

🐦 **Twitter:** <https://twitter.com/trailblazersoft>

*\* As a policy we require that you have taken our intro training class before calling or emailing our live support team.*

*[Click here](#) to view our calendar for upcoming classes and events. Feel free to sign up other members on your team for the same training.*

*\* After registering you'll receive a confirmation email with the instructions for how to log into the [GoToMeeting](#) session where we host our live interactive trainings.*

*\* This service is included in your contract.*