


Copy Events

You can copy an existing event to create a similar event with minor changes or to create a new instance of the event.

When you copy an event registration, everything about the event is copied except the individuals who were registered for the original event and any money paid towards the original event.

To copy an event

1. Point to **Events**, and click **Events Setup**.
2. For the event you want to copy, click .
3. Click **OK**.
4. The **Event Setup Expert** displays. Follow the Expert's instructions to rename the event and make any other necessary changes. If you do not change the name of the event in the Event Expert, the copy of the event displays in the Event Setup Expert grid as **Copy of <Event Name>**.

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