Copying an Event

This feature can be used to easily make your monthly meetings separate events or to copy an event you hold each year. Copying events also reduces the amount of time you need to spend entering events for your local section.
1. Select Copy from the Action drop-down menu next to the event you intend to copy and click Go.
2. Update the title to reflect the new event.
3. Update or delete any other information that is not related to your new event.
4. Complete the event information by following the directions in the Add Activity section of the user guide.

User Tips

- Information on the Overview and Participation and Assistance Tabs is copied.
- A single event can be copied many times.