
Copy an Event in Events

Article Number: 23 | Rating: Unrated | Last Updated: Tue, Sep 23, 2014 at 8:33 AM

It is not necessary to manually reenter data for each new instance of past events.

Using the **Copy Single** or **Copy [Recurring](#)** Mode in the [Add/Edit/Archive Page](#), you can copy the information from an existing event to a new event, which can then be edited to meet your specific needs.

To copy the data from an event, just click **Copy Single** or **Copy [Recurring](#)** (depending on the type of event you chose). Note the circled areas in the photo below.

Both **Copy Single** and **Copy [Recurring](#)** follow the same process as the [Add an Event](#) mode. The only difference is that the information from the original event is preloaded. All you need to do is edit the information you want to change (date, time, location, ect).

Note that **Copy Single** and **Copy [Recurring](#)** also provide Administrative Information that is not available in [Add an Event](#) mode. This provides you information as to when the original event was
Custom Fields Applicable To: All Users**Attachments:** No**Summary:** Copy Single or Copy Recurring
feature to save time on future event entries.

Online URL: <https://kb.demcosoftware.com/article.php?id=23>