25Live Event Management

COPY AN EVENT
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NOTE: You can copy an event any time you wish to create a close to identical event to one of your existing events. Once copied, you can make any edits necessary. For more information about editing an event, look up our Event Management – Edit an Event training manual.

1. Sign into 25Live. What you can see and do depends on your security privileges. The Home screen will populate. You will be either on the Dashboard on the Calendar view.

2. Find the event you wish to copy.
   a. Use the Quick Search box and enter the Event Preference Number or at least the first two letters of the title and click Go.

   A result list or the event will open up.

   b. Go to Your Starred Events and find the event that needs to be edited.
c. Go to **Your Events** or **Event Drafts**.

Click on the bolded link. The **Events tab** will open with your events listed as search results.

3. Once the **Individual Event** tab opened, find and click on the **More Actions** drop down arrow. Select **Copy this Event**.

The **Event Creation and Editing** tab will populate with the information of your existing event.

4. Make any edits necessary to create this new event.

**Congratulations, your event has been copied!**