Copying Events

Security and Permissions Notes

- *You need to have security permissions that allow you to access and copy the original event and create a new event.*

- *You must have security permissions for the location(s) associated with the originating event for those to be copied into your new event.*
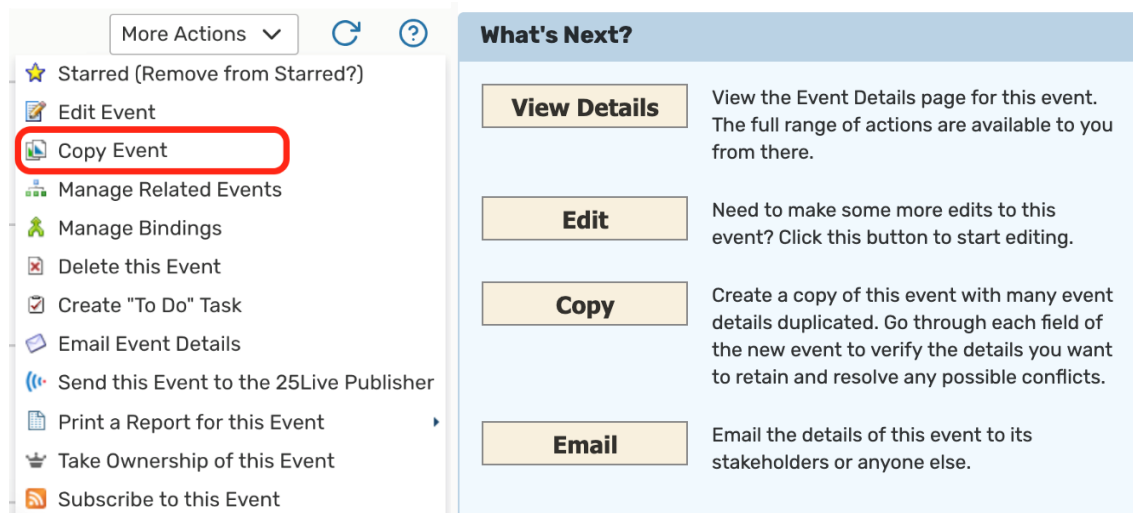
If you're unable to access or copy an event you think should be available to you, contact your system administrator.

To Copy an Event

1. Search for the event to copy.

Search for the event you want to copy, then click the event name to open the event Details view.

2. Choose to Copy Event.

Images: You can copy an event from the event details view or from the What's Next section after creating or editing the event.

Choose **Copy Event** from the **More Actions** menu in the event Details view.
You can also copy an event from the What's Next section displayed when you save a new or edited event by using the **Copy** button.

When you choose to copy an event from the Event Details tab (with appropriate security permissions), you will see a Copy Related Events dialog box.

Copy Related Events   ⑦ ✕

Wednesday Brown Bag Lectures (2014-AABFMQ) is in a related event set

	Copy Only This Event

Create an independent copy of this event without relating it to any event sets.

	Copy and Relate

Create a copy of this event and relate it back to the original event or the original related event set.

	Copy and Create New Set

Create copies of each of the selected events and relate them in a new related event set.

☐	Name ∨	Title	Reference	Type	Start Date	Start Time	State
☐	Brown Bag Lecture Series	Brown Bag Lecture Series: Van Gogh	2022 – AACJCR	Training	Wed Mar 06	12:00 pm	Confirmed
☐	Wednesday Brown Bag Lectures		2023 – AABFMQ	Lecture / Seminar	Wed Mar 28	12:00 pm	Confirmed

Image: The Copy Related Events dialog box displays for users with appropriate security permissions.

You have the option to copy only this event or to copy the event and relate it to other events to create a related events set. If the event you are copying is already in a related events set, you can see its related events in the dialog box and choose to copy any of them or to create a new set. See Creating Event Relationships and Copying Related Events for more information.

3. Edit your copied event.

The event request form loads with many fields pre-populated for you from the originating event. In the event editor, go through each tab and field to verify which details you want to retain and which you need to edit for the copy. Be sure to "touch on" every field to be sure you're getting the results you want.

In addition, along with many other event details, the dates/times from the original event are retained in the event copy, so location requests may be flagged as conflicts with the original or removed. You will need to specify new dates/times and you may need to search for and request the location(s) again.

4. Save your copied event.

When you've finished making changes, use the **Save** button to save the event and open a set of options for continuing.

If the original event was starred as a favorite, the copy is automatically starred too. You can unstar the event in the Event Options ("Remove from Starred?") displayed when you save the copy.