BU | Events & Conferences

Copying Events

You can copy an event in 25Live if it will be happening again on a different date or because your new event is similar to another event and you want to save some time filling out the Event Form.

Sign in to 25Live at https://25live.collegenet.com/pro/bu using your personal BU login and Kerberos password.

To copy an event, follow the steps outlined in this guide.

Step 1: Find the Event to be Copied

Find the event you want to copy by searching for it via its unique reference number or by keyword in the event name. Use the event search in the **Quick Search** feature on the 25Live dashboard to find your event with either option.
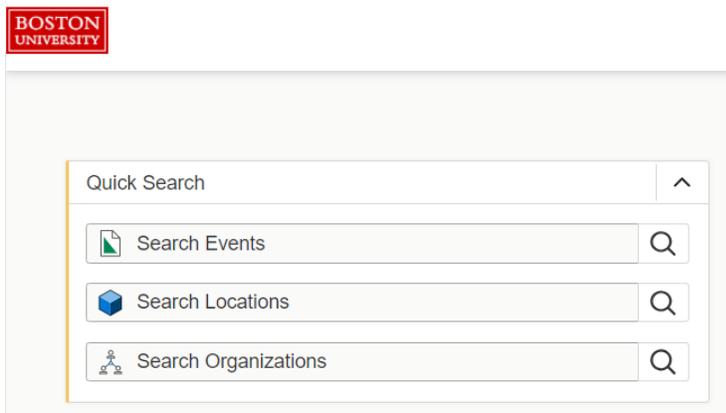
You can also find your event by clicking on the link in the **Your Upcoming Events** section on the 25Live dashboard. If you haven't customized your dashboard, this section will be below the **Create an Event** button. If you have requested events, there will be a number before the word "events" and this is a clickable link that will return a list of your events.
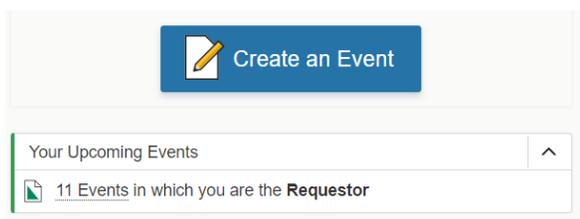
Step 2: Copy

Once you have located and opened your event, click on **More Actions** button near the top right of the page to open a menu of actions you can take on your event.
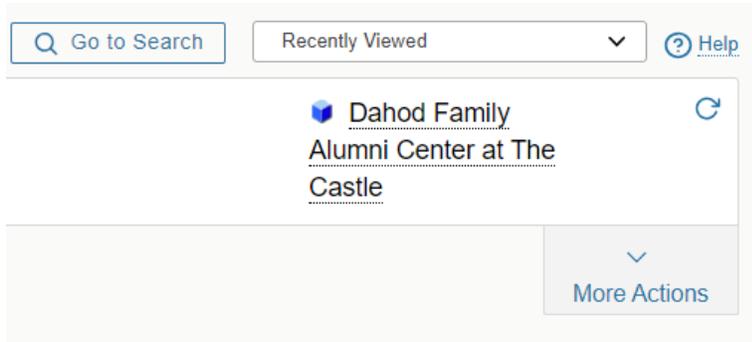
Once the actions appear, you'll see **Copy Event** on the far left.

When you click the **Copy Event** button, the **Copy Event** screen will expand, and you will either get a message that your event is not in a related event set or it is. If your event is not in a related event set, you have the options to **Copy Only This Event** or **Copy and Relate** by toggling between **Related** and **Stand-Alone**.
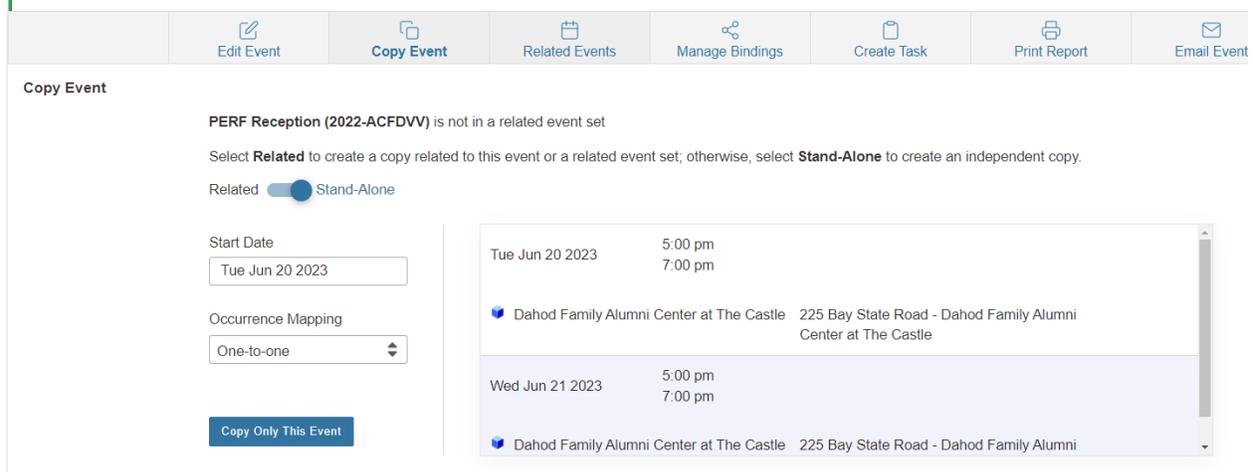
Copy Only This Event: selecting this option creates an independent copy of the event without relating it to any other events or event sets. This is the option you want to choose if your event repeats each year.

Copy and Relate: selecting this option creates a copy of the event and relates it back to the original event or the original related event set. This is the option you want to choose when you need to have multiple reservations but they are all for the same event.

If your event is in a related event set, please refer to the guide "Copying Related Events" for more information.

Select the option you want.

Step 3: Edit

Once you've selected your copy option, 25Live will open the **Event Form**. The form will be pre-populated with all the details from the original event.

You'll want to delete the word "COPY" from the event name. If your event is an annual event and you are copying to make your request for next year, you can leave the rest of the event name the same.

Review all the fields in the event form to see if any adjustments need to be made.

The date will default to the date of the original event, so you will need to change that to the new date.

The location copied from the original event, so if you want to request the same location and there are no conflicts showing for your new date, you can leave the location as is. Or you can remove the location and request an entirely different one.

Continue reviewing and editing the rest of the fields in the **Event Form**.

Step 4: Polices and Responsibilities

Read the **Policies and Responsibilities** paragraph and then click the box for "**I agree.**"

Step 5: Save

If all the information in the form is complete and you have requested all the locations that you want, click the **Save** button.

25Live will save your event request and then bring it up on the screen so you can see exactly what you submitted and what is waiting to be approved by the **Scheduler**.

IMPORTANT: All requests are subject to approval and a location is not confirmed for use until a Scheduler has assigned it to your event. Do not send out any invitations, advertise your event, or book any special guests until a location has been assigned to your event as you may not get the original location you requested.

You will know your request has been approved and a location assigned to your event when you get an emailed confirmation with your reservation from the **Scheduler**. You may also get an automatic email from 25Live when the location is initially assigned, but this email will not provide complete information about your event, so you should only refer to the reservation confirmation that will be emailed to you separately.

For More Information

For more information, additional assistance with using 25Live, or general questions about event locations, please feel free to contact the Reservations team in BU Events & Conferences at roomres@bu.edu or 617-353-2932. We are available to assist you Monday through Friday between the hours of 9 AM and 5 PM.