Copying An Event

Copying online sign ups is easy. The Copy button will copy the Event's settings and signup sheet design, without carrying over any volunteers from the previous event. This is useful for events that happen annually, or if you like the way that signup works on one event and would like to use it for all of your events without having to recreate the signup sheet every time. Copying can save you time and effort and give you a few less things to worry about.

To copy a sign up sheet:

1. Select the desired Event.
2. Click on the **Copy** button, located above the Event list between the **Add** and **Remove** buttons. (The **Reuse** button at the top of your Event settings serves the same function.)
3. If you have made many changes outside of the New Event Wizard, you can choose to copy the event "as is." However, if you are setting up many new task and slot dates, it is best to select **Use the New Event Wizard**. This option will pop up the Wizard with the last saved version of your setup in the template.
   NOTE: If you created your original signup Event the "Classic" way, you will not see the option to copy with the New Event Wizard.