How to Duplicate an Event

Created a great event, and don't want to spend time recreating all of your hard work? Why not just simply duplicate your event!

1. Head to your account administration page, and head to the **Events** page.

2. At the end of the row of the event that you want to duplicate, click on the ⚙️ icon and click Duplicate Event in the popup that appears.
    The event that you want to duplicate doesn't need to be live
3. On the DuplicateExisting Event page that appears, start with giving your new event a title.
    We'd recommend making sure it is different from your original event to prevent confusion
4. Next, decide what elements from the original event you wish to duplicate. Next to each element is a handy pop-up which will explain what exactly is being copied across.
    Copy what you need for your new event
5. When you're done, click the **Duplicate** button at the bottom right.

6. The new event might take a few minutes to be created. Go take a quick coffee break, and refresh the screen when you get and your duplication process should be completed. If not, wait a few more minutes and try again.

When you duplicate an event, not all information copies across, so it's important that you remember to go into your newly created event, and update the following items:

- Logistical info - venue, date, time, number of attendees
- Payment processor
- Scheduled emails
- Onsite settings
- Social Sharing
- Ticket availability dates
- Ticket Boost

Save yourself the hassle of creating multiple events from scratch by simply duplicating your already existing events.