


Copy Event

From the Dashboard:

1. Select the icon you chose for the Event Calendar.
2. Click on the corresponding radio button next to the event you

wish to copy.

Event Image	Select	Event Title
	<input checked="" type="radio"/>	July 4th Celebration

3. Select 'Copy' on the right.

4. Enter a new name for your event.

Enter a new name:

5. Click 'Continue'.

6. You may edit your event if you wish.
7. If you enter an expiration date, the system will automatically archive your event on the date entered.

* Expiration Date & Time : AM

8. Choose if you would like to include any action buttons.

☒ Display Call Button
☒ Display Contact Us Button

9. Choose whether you would like to display it on your App or keep it private for internal use by clicking the appropriate radio buttons. ☐ Private ☒ Publish

10. If you chose Public choose a date you would like to publish it.

* Publish Date: (MM/DD/YYYY)

11. **Important!** If you auto share and do not wish to share this event, uncheck the appropriate boxes.

- ☐ Auto post on facebook
- ☐ Auto post on twitter

12. Click 'Submit'.

13. If you chose to keep it Private click 'Save'.