

Technology: Duplicate an Event

Last Modified on 04/22/2022 11:59 am CDT

Note: This feature is only available for users with Publisher level access. Editors are unable to duplicate events.

1. While on the main **Your Events** screen, check the box next to the event(s) you want to duplicate.
2. At the top of the screen under the "With checked items..." dropdown, select "**Duplicate**" and click "**Go**".
3. Your event(s) will now appear as copies of the original on your list of events. Don't forget to update the event to remove "Copy of" from the title.
4. Click the event title to [edit the event as needed](#).

Note: Your duplicated event(s) will be hidden until made live.

Manage Events



With checked items..

Go

Select all



Live
Preview



Test DCO

8:45am on January 21 Event types: Training and Workshops, Open to the Public



Live
Preview



Art Show Test

January 21 Event types: Campus Life, Open to the Public, Arts and Entertainment



Live
Preview



8th Annual Jig's Up Blugold Ice Fishing Contest

7:00am on February 6 Event types: Recreation and Sports, Open to the Public