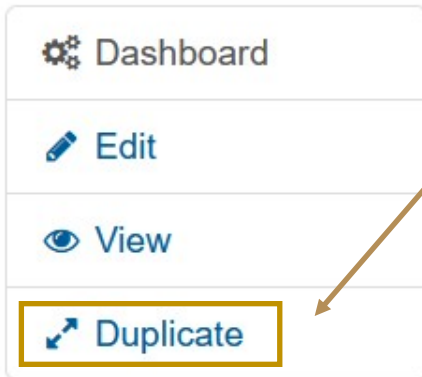


Don't Forget to Duplicate

Using the **Duplicate** function saves you time and insures consistency across your GivePulse events, surveys, etc. If you are hosting multiple similar events or the same event repeatedly, start with **Duplicate**. Here will walk through an Event example, but Duplicate is also offered for most other GivePulse functions.



Once you've created one event to your liking, don't start from scratch on the next one. Simply select **Duplicate** from the dashboard of your existing event.

Then be sure to select your group/page as the location and choose **Create copies of each field**

A screenshot of the 'Duplicate Event' settings form. It includes a dropdown menu for 'Duplicate Event To' with 'William & Mary' selected. Below it is a dropdown menu for 'Duplicate Custom Fields' with 'Create copies of each field' selected. A 'Name' field is also visible, with 'Create copies of each field' entered and highlighted with a yellow border.

From here you can adjust any settings, as needed, but the starting point will be your pre-existing preferences.

The **Duplicate** feature is great if you're hosting multiple similar events with or hosting the same event repeatedly. By Duplicating, you'll know you're already on the right track with settings like:

- **Privacy and Visibility**
- **Registration Settings**
- **Registration Questions**
- **Impact Questions**
- **Logos**

If you had a specific date for registration to open and close, be sure to adjust those to appropriate dates for this new event