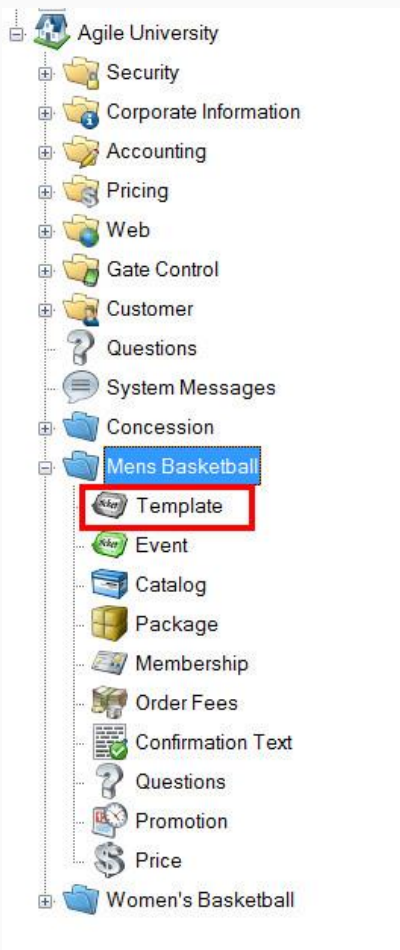


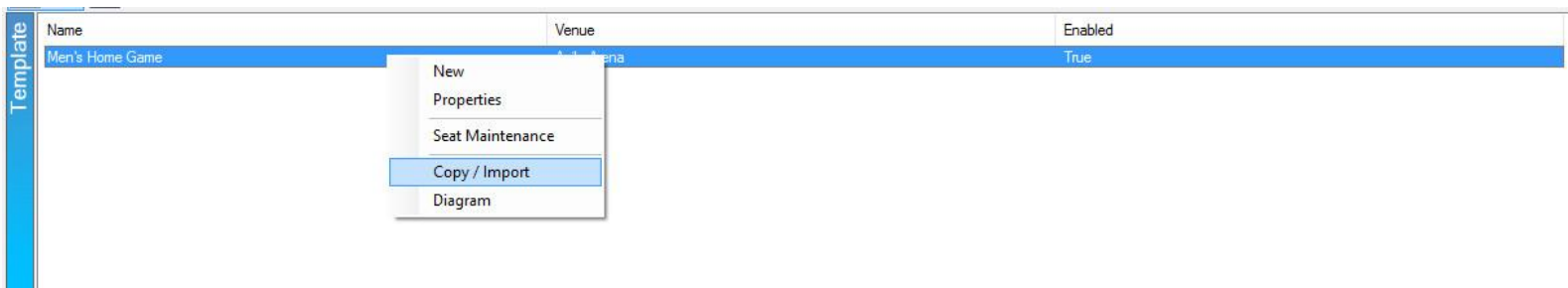
Copying A Template from One Sales Organization to Another

1. Log in to **Administration**

2. Open the **Sales folder** that houses the **Template** you wish to copy.



3. Right click the template you wish to copy and select **Copy/Import**.



4. The **Copy/Import** window will appear.

The screenshot shows a window titled "Copy / Import" with a "Mens Basketball" icon and the text "Copy From: Men's Home Game". The window is divided into several sections:

- Copy Type:** Two radio buttons: "Event" (unselected) and "Template" (selected).
- Copy Details:** Three radio buttons: "Physical Only" (unselected), "Tier / Inventory" (unselected), and "Price" (selected).
- Options:** Three checkboxes: "Copy empty fields from source event" (checked), "Calculate End Date from Duration" (unchecked), and "Choose Template to copy from" (unchecked).
- Copy To Organization:** A tree view showing a hierarchy: "Agile University" (expanded) containing "Concession", "Mens Basketball", and "Women's Basketball" (highlighted).
- Template Name:** A text field containing "Women's Home Game".
- Template Venue:** A dropdown menu showing "Agile Arena".
- Buttons:** "OK", "Cancel", and "Apply" buttons at the bottom right.

- Under the **Copy Type** select the radio button next to **Template**.

A close-up of the "Copy Type" section from the window, showing two radio buttons: "Event" (unselected) and "Template" (selected).

- The **Copy Details** area allows you to choose what level of information you want to copy from the original **Template**. Choose the **Physical Only** radio button if you only want to copy the general information of the template. Choose the **Tier/Inventory** radio button if you want to copy the template information with the same tier inventory. Choose the **Price** radio button if you want to copy everything including the prices that were built in the original **Template**.

Copy Details:

- Physical Only
- Tier / Inventory
- Price

- In **Copy to Organization** select the **Sales Organization** folder this template will be copied to.

Copy To Organization

- [-] Agile University
 - Concession
 - Mens Basketball
 - Women's Basketball

5. Enter your **Template Name**, and select the **Template Venue**.

Template Name

Template Venue

6. Click **Apply** to save and **Ok** to close.

Copy / Import

Mens Basketball
Copy From: Men's Home Game

Copy Type:
 Event
 Template

Copy Details:
 Physical Only
 Tier / Inventory
 Price

Copy To Organization

- Agile University
 - Concession
 - Mens Basketball
 - Women's Basketball

Options
 Copy empty fields from source event
 Calculate End Date from Duration
 Choose Template to copy from

Template Name: Women's Home Game
Template Venue: Agile Arena

OK Cancel Apply

