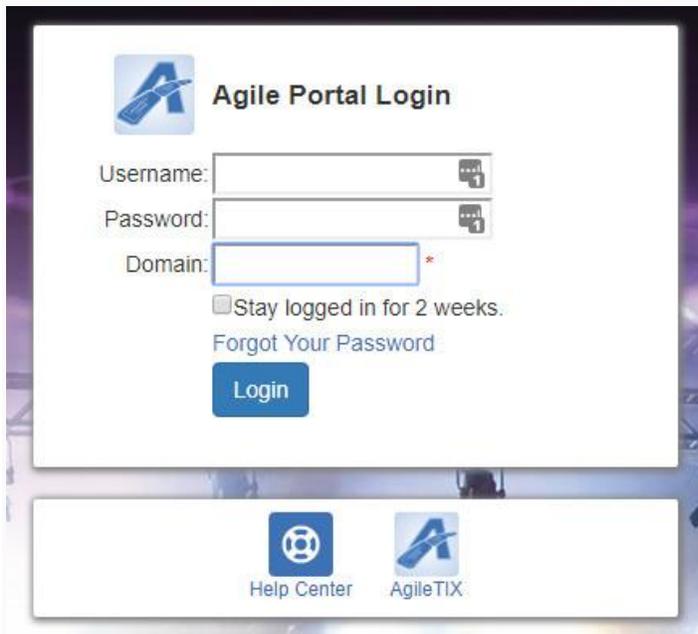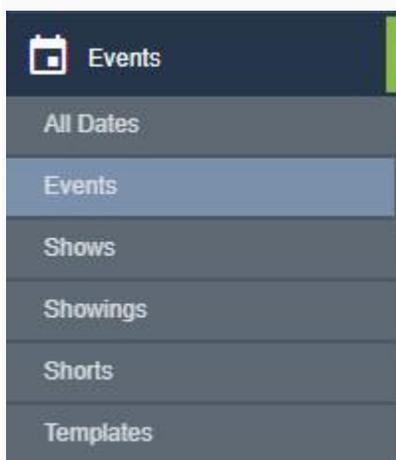## Copying a Show in Web Portal

Need to copy an event that has already been built? Copying a Show in Web Portal is very easy to do with these simple steps:

1. Go to **portal.agiletix.com**

2. Enter you **Username**, **Password**, and **Domain**.

3. Click **Events** from the menu on the left side of the screen. Then, select **Events** from the drop-down menu.

5. Click the **Copy** button next to the show.

7. In the **Show Add** window, you can edit the Show's **Properties**, **Media**, **Custom Properties**, and more.

8. Once you have made your changes, click the **Save Changes** button in the bottom-right corner of the screen.

9. Now you are ready to add Showing Dates and Times. [Click here to learn how to add showings](#).