## **Copy/Importing From A Past Event**

1. In Administration, open the Sales Organization folder and select Event.



2. Search for the previous event that you wish to copy. Right-click on the event and select Copy/Import.

t	Internal Name	Start Date	Venue	External	Name			Event Typ	pe		E	nabled
Eve	Game 44 Omaha Royals	New	Greer Stadium	Agile Tix	s - VS - Or	maha Royals		Game			Tr	ue
		Properties										
		Delete										
		Sales Channel Maintenance Seat Maintenance Season Renewal Hold										
		Copy / Import										
		Diagram										
≥	Name	Refresh	Туре	Priority	G/A	Enabled	Default	ADA	Other	Order	Disabled	Total
월	Reserved Seat	Reporting •		1	False	True	8714	0	65	103	18	8900
ē	Bleachers	General Ad	Imission	2	True	True	198	0	0	2	0	200
Tier / Inv	🗈 Skybox	Admission		3	False	True	300	0	0	0	0	300

3. The Copy/Import window will appear.

<b>A</b>		Co	py / Import		-	□ ×
Copy From:	<b>ons</b> Game 44 Omaha Royals					
Copy Type: © Event O Template Options ✓ Copy empty fields Calculate End Date Choose Template to	Copy Details: Physical Only Tier / Inventory Price from source event from Duration o copy from	Copy To Organization  - Agile Sports  - Community Out - Concert Events - Membership 20  - Non Admission - Sport Events - Stored Value S	reach 15 Items ons stem			
Date TBD S	tart Date E	ind Date	External Name	Internal Name	Color Tic	cket Verbiag
			·			
<						>
Add Event Re	move Event Load File	Import Example Co	py Recurring	ОК	Cancel	Apply

- Under the Copy Type, select Event.
- In Copy Details, choose what you would like to copy from the original event. Choose Physical Only if you only want to copy the event information. Choose Tier/Inventory if you want to copy the event information with the same tier inventory. Choose Price if you want to copy everything including the prices that were originally built with the past event.
- In Copy to Organization, select the Sales Organization folder to which this event needs to be copied.
- 4. For a single event that you are copying, click Add Event in the bottom left-hand corner.

Date TBD	Start Date	End Date	External Name	Internal Name	Color	Ticket Verbiag
< 🖊						>
Add Event F	Remove Event Load File	Import Example Cop	by Recurring	ОК	Cancel	Apply

5. A database field will appear. In the Start Date, enter the date and time of the event. In the End Date, enter the ending time of this event (i.e. Event XYZ is on September 1, 2020 at 7PM and the runtime of that show will have the event end on September 1, 2020 at 9:30PM for a total run time of 2 hours and 30 minutes).

A			Copy / Import		- 🗆 🗙
Copy From	a <b>sons</b> : Game 44 Omaha Royal	s			
Copy Type: © Event Template Options Copy empty field Calculate End Da Choose Template	Copy Details: Physical Only Tier / Inventory Price s from source event tet from Duration e to copy from	Copy To Organiz	ation Events ship 2015 inision items rents 4 Seasons /alue System		
Date TBD	Start Date	End Date	External Name	Internal Name	Color Ticket Verbia
Add Event	lemove Event Load	File Import Example	Copy Recurring	ОК	Cancel Apply

6. Type in the External and Internal name for this year's show. NOTE: If the event name is the same as it was last year, then leave the External Name and Internal Name blank as it will copy everything from last year.

ŧ			C	opy / Import			- 🗆 ×
ticket	2014 Se Copy From	<b>asons</b> n: Game 44 Omaha Royals					
Copy Ty Eve Ter	ype: vent emplate	Copy Details: Physical Only Tier / Inventory Price	Copy To Organization - Agile Sports - Community Or - Concert Even - Membership 2 B- Non Admissio	utreach ts 2015 n Items			
Options Copy Copy Calc	s oy empty fiel culate End D	ds from source event ate from Duration	⊡- <mark>Sport Events</mark> ⊡-2014 Sea Stored Value	isons System			
Choo	ose Templat	te to copy from					
Cho	ose Templat	te to copy from Start Date	End Date	External Name	Internal Name	Color	Ticket Verbiad
Choo	ose Templat	te to copy from Start Date 10/21/2015 12:00 PM	End Date 10/30/2015 12:00 PM	External Name Season 2015	Internal Name Season 2015	Color	Ticket Verbia
1	Date TBD	le to copy from Start Date 10/21/2015 12:00 PM	End Date 10/30/2015 12:00 PM	External Name Season 2015	Internal Name Season 2015	Color	Ticket Verbi
1	ose Templat	In the to copy from	End Date 10/30/2015 12:00 PM	External Name Season 2015	Internal Name Season 2015	Color	Ticket Verbia
Choo	Date TBD	Start Date 10/21/2015 12:00 PM	End Date 10/30/2015 12:00 PM	External Name Season 2015	Internal Name Season 2015	Color	Ticket Verbi

7. If you have more than one showing of this event, repeat steps 4 through 6 to add additional events.

- 8. Once you have all the event dates, click Apply to copy the events to the Blue Sales Folder.
- 9. Go to the Blue Sales Folder to update, edit text, descriptions and images for that event.
- 10. Once you have completed your edits, place the event(s) on sale.

## **Recurring Dates**

- 11. In Administration, open the Sales Organization folder and select Event
- 12. Search for the previous event that you wish to copy. Right-click on the Event and select Copy/Import.
- 13. First:

Α		Copy / Import			×
2014 Seasons Copy From: Game 44 Omaha Royals					
Copy Type: Copy Details: Event Physical Only Template Price Options Copy Details: Physical Only Tier / Inventory Price Options Copy empty fields from source event Calculate End Date from Duration Choose Template to copy from	Copy To Organizat □ Agile Spots □ Concert E □ Memberst □ Non Admi □ Spot Eve □ 2014 □ Stored Va	ion y Outreach ivents ip 2015 ssion Items rto Seasons lue System			
Date TBD Start Date	End Date	External Name	Internal Name	Color Ticke	t Verbiaç
Add Event Remove Event Load F	le Import Example	Copy Recurring	ок	Cancel Ap	> oply

- Under the Copy Type, select Event.
- In Copy Details, choose what you would like to copy from the original event. Choose Physical Only if you only want to copy the event information. Choose Tier/Inventory if you want to copy the event information with the same tier inventory. Choose Price is you want to copy everything, including the prices that were originally built with the past event.
- In Copy to Organization, select the Sales Organization folder to which this event needs to be copied.
- Make sure that the box next to Copy Empty Fields From Source Event is checked.

Event     Template     Copy empty fields     Colculate End Date     Choose Template t	Copy Details: O Physical Only O Tier / Inventory Price from source event from Duration o copy from	Copy To Organizati Agle At Hous Agle Silve Concessio Fundraisin Gft Card Membersh Movies E Rentals Special Ev	on e Sandbox r ns g Events ip ents			
Date TBD S	tart Date	End Date	External Name	Internal Name	Color	Ticket Ve

14. Click the Copy Recurring button to add recurring dates using this event.

				1			
<				•			>
Add Event	Remove Event	Load File	Import Example	Copy Recurring	ок	Cancel	Apply

15. Enter the Date and Time that your events will start.

A Recurring Date	s X
Start Date	Friday , March 9, 2018 🔍 🕈 12:00 PM 🚖
Recurring Every	Sunday Monday Tuesday Wednesday Thursday Friday Saturday
Through	Friday . March 16, 2018 🗐 🕶 OK Cancel

16. Check the box next to the days that this will be recurring.

A Recurring Date	5	×
Start Date	Friday , March 9, 2018	<b>.</b>
Recurring Every	☐ Sunday ☑ Monday ☐ Tuesday ☑ Wednesday ☐ Thursday ☑ Friday ☐ Saturday	
Through	Friday . March 16, 2018 💭 🕶	el

17. In the Through date box, enter in the last day that your event will repeat.

A Recurring Date	5	×
Start Date	Friday , March 9, 2018	•
Recurring Every	Sunday Monday Tuesday Wednesday Thursday Friday Saturday	
Through	Monday , April 30, 2018 🗐 🗸	
	OK Cance	H

18. Click OK.

## 19. Your events will be generated.

INT YO	De:	Copy Details:	Copy To Organization					
Ever     Tem	nt nplate	Physical Only     Tier / Inventory     Price	G Agile Art House Agile Silver ⊕ Concessions — Fundraising	Sandbox Events				
tions Copy	empty field	ds from source event	- Gift Card - Membership - Movies					
Calcu Choos	ulate End D se Templat	ate from Duration e to copy from	Special Eve	nts				
Calcu Choos	ulate End D se Templat Date TBD	ate from Duration ie to copy from Start Date	End Date	External Name	Internal Name	Color	Ticket Ve	er d
Calcu Choos	Jate End D se Templat Date TBD	ate from Duration e to copy from Start Date 03/09/2018 12:00 PM	End Date 03/09/2018 03:00 PM	External Name	Internal Name	Color	Ticket Ve	er
Calcu Choos	Jate End D se Templat Date TBD	ate from Duration e to copy from Start Date 03/09/2018 12:00 PM 03/12/2018 12:00 PM	End Date 03/09/2018 03:00 PM 03/12/2018 03:00 PM	External Name	Internal Name	Color	Ticket Ve	er
Choos Choos 1 2 3	Date TBD	ate from Duration e to copy from Start Date 03/09/2018 12:00 PM 03/12/2018 12:00 PM 03/14/2018 12:00 PM	End Date 03/09/2018 03:00 PM 03/12/2018 03:00 PM 03/12/2018 03:00 PM	External Name	Internal Name	Color	Ticket Ve	er
Choose Choose 1 2 3 4	Date TBD	ate from Duration e to copy from Start Date 03/09/2018 12:00 PM 03/12/2018 12:00 PM 03/16/2018 12:00 PM	End Date 03/09/2018 03:00 PM 03/12/2018 03:00 PM 03/12/2018 03:00 PM 03/14/2018 03:00 PM	ts	Internal Name	Color	Ticket Ve	er
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Calcu Choose 1 1 2 3 4 5 6	Jate End D se Templat	ate from Duration e to copy from Start Date 03/09/2018 12:00 PM 03/12/2018 12:00 PM 03/14/2018 12:00 PM 03/16/2018 12:00 PM 03/19/2018 12:00 PM	End Date 03/09/2018 03:00 PM 03/12/2018 03:00 PM 03/14/2018 03:00 PM 03/16/2018 03:00 PM 03/19/2018 03:00 PM 03/21/2018 03:00 PM	External Name	Internal Name	Color	Ticket Ve	er
Calcu Choose 1 1 2 3 4 5 6 7	Date TBD	ate from Duration e to copy from Start Date 03/09/2018 12:00 PM 03/12/2018 12:00 PM 03/14/2018 12:00 PM 03/19/2018 12:00 PM 03/21/2018 12:00 PM 03/23/2018 12:00 PM	End Date 03/09/2018 03:00 PM 03/12/2018 03:00 PM 03/14/2018 03:00 PM 03/14/2018 03:00 PM 03/19/2018 03:00 PM 03/21/2018 03:00 PM 03/21/2018 03:00 PM	ts	Internal Name	Color	Ticket Ve	er
Calcu Choose 1 2 3 4 5 6 7 8	Date TBD	ate from Duration e to copy from Start Date 03/09/2018 12:00 PM 03/12/2018 12:00 PM 03/14/2018 12:00 PM 03/16/2018 12:00 PM 03/21/2018 12:00 PM 03/23/2018 12:00 PM 03/26/2018 12:00 PM	End Date 03/09/2018 03:00 PM 03/12/2018 03:00 PM 03/14/2018 03:00 PM 03/16/2018 03:00 PM 03/16/2018 03:00 PM 03/21/2018 03:00 PM 03/22/2018 03:00 PM 03/22/2018 03:00 PM	External Name	Internal Name	Color	Ticket Ve	er
Calcu Choos 1 2 3 4 5 6 7 8 9	Date TBD	ate from Duration e to copy from Start Date 03/09/2018 12:00 PM 03/12/2018 12:00 PM 03/14/2018 12:00 PM 03/14/2018 12:00 PM 03/19/2018 12:00 PM 03/23/2018 12:00 PM 03/28/2018 12:00 PM 03/28/2018 12:00 PM	End Date 03/09/2018 03:00 PM 03/12/2018 03:00 PM 03/12/2018 03:00 PM 03/14/2018 03:00 PM 03/19/2018 03:00 PM 03/21/2018 03:00 PM 03/22/2018 03:00 PM 03/22/2018 03:00 PM 03/22/2018 03:00 PM	ts	Internal Name	Color	Ticket Ve	er
Calcu Choose 1 1 2 3 4 5 6 7 8 9 10	Date TBD	ate from Duration e to copy from Start Date 03/09/2018 12:00 PM 03/12/2018 12:00 PM 03/14/2018 12:00 PM 03/16/2018 12:00 PM 03/21/2018 12:00 PM 03/26/2018 12:00 PM 03/26/2018 12:00 PM 03/20/2018 12:00 PM	End Date 03/09/2018 03:00 PM 03/12/2018 03:00 PM 03/12/2018 03:00 PM 03/14/2018 03:00 PM 03/14/2018 03:00 PM 03/21/2018 03:00 PM 03/22/2018 03:00 PM 03/22/2018 03:00 PM 03/22/2018 03:00 PM 03/22/2018 03:00 PM	External Name	Internal Name	Color	Ticket Ve	er
Calcu Choose 1 1 2 3 4 5 6 7 8 9 10 11	Date TBD	ate from Duration e to copy from Start Date 03/09/2018 12:00 PM 03/12/2018 12:00 PM 03/14/2018 12:00 PM 03/16/2018 12:00 PM 03/21/2018 12:00 PM 03/23/2018 12:00 PM 03/26/2018 12:00 PM 03/20/2018 12:00 PM 03/20/2018 12:00 PM 04/02/2018 12:00 PM	End Date 03/09/2018 03:00 PM 03/12/2018 03:00 PM 03/14/2018 03:00 PM 03/14/2018 03:00 PM 03/14/2018 03:00 PM 03/21/2018 03:00 PM 03/22/2018 03:00 PM 03/28/2018 03:00 PM 03/28/2018 03:00 PM 03/28/2018 03:00 PM 03/20/2018 03:00 PM	tts External Name	Internal Name	Color	Ticket Ve	er

20. Click Apply to save and OK to close the window.

NOTE: These events will need to be placed on sale once you have copied them. To Learn how to place multiple events or shows on sale, <u>Click HERE</u>.