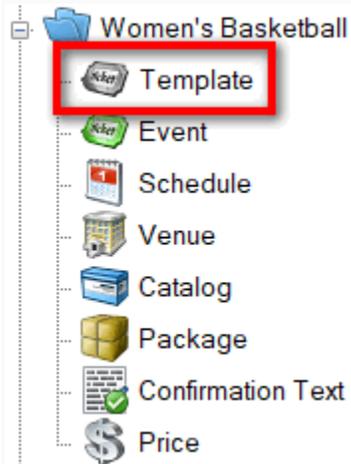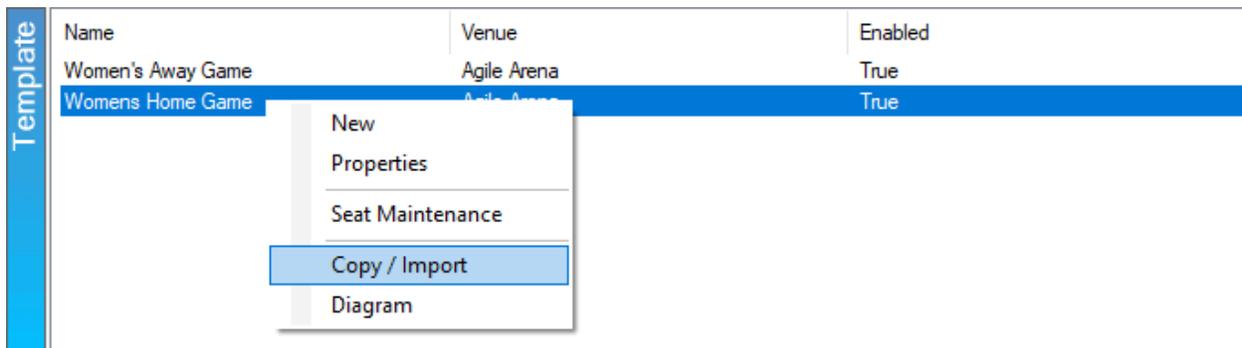# Copying a Template From One Sales Organization to Another
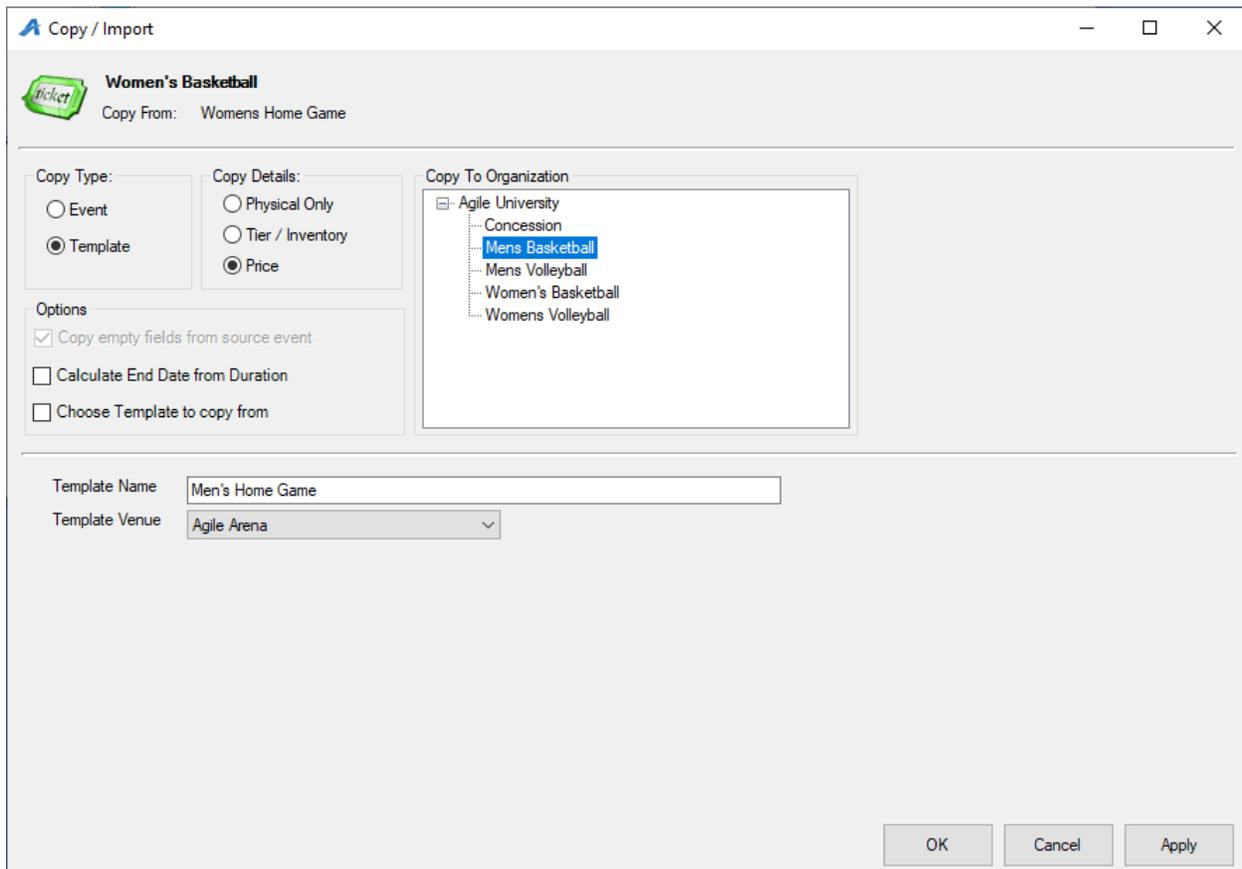
1. Log in to **Administration.**

2. Open the **Sales folder** that houses the template you wish to copy and select the **Template** icon.
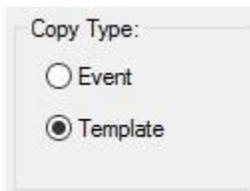

3. Right-click the template you wish to copy and select **Copy/Import**.

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

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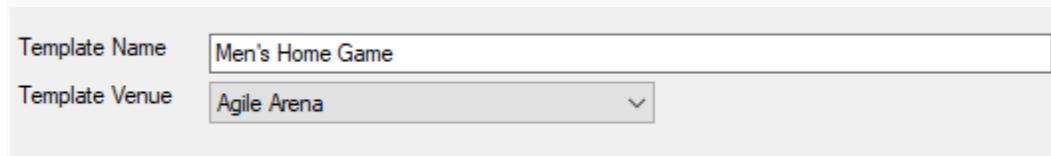

- The **Copy Details** area allows you to choose what level of information you want to copy from the original **Template**. Choose the **Physical Only** radio button if you only want to copy the general information of the template. Choose the **Tier/Inventory** radio button if you want to copy the template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

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

Copy To Organization
- Agile University
  - Concession
  - **Mens Basketball**
  - Mens Volleyball
  - Women's Basketball
  - Womens Volleyball

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

| Template Name | Men's Home Game |
| Template Venue | Agile Arena |

6. Click **Apply** to save your changes and **OK** to close the window.

| OK | Cancel | Apply |