## 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.

🗄 🔄 Women's Basketball
- 🥹 Template
🗺 Event
- 🦉 Schedule
- 🗊 Venue
- 🥞 Catalog
- <del>[]</del> Package
- 🕎 Confirmation Text
😽 Price

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

Name	Venue	Enabled
Women's Away Game	Agile Arena	True
Womens Home Game	New	True
	D. I	
	Properties	
	Seat Maintenance	
	Copy / Import	
	Diagram	
	Name Women's Away Game Womens Home Game	Name Venue Women's Away Game Womens Home Game New Properties Seat Maintenance Copy / Import Diagram

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

A Copy / Import				-		×
Women's Copy From:	Basketball Womens Home Game					
Copy Type: O Event () Template	Copy Details: O Physical Only Tier / Inventory O Price	Copy To Organization — Agile University — Concession — Mens Basketball — Mens Volleyball — Mens Volleyball				
Options Copy empty field Copy empty field Calculate End Da Choose Template	s from source event te from Duration e to copy from	Womens Volleyball				
Template Name	Men's Home Game					
Template Venue	Agile Arena	~				
			ОК	Cancel	Ap	ply

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

Сору Туре:	
OEvent	
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**.

Copy Details:			
O Physical Only			
O 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	
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.

ОК	Cancel	Apply