

# EMS – Duplicating an Event

(This document is not fully accessible. If you required an accessible document please contact ANR Event Services at 517-353-3175 or [events@anr.msu.edu](mailto:events@anr.msu.edu).)

If you organize the same event regularly and need a registration system for each event, don't create a new event in the Events Management System for each program. Instead, duplicate past events – saving time and frustration. If you would like an event template created, please contact ANR Event Services at [events@anr.msu.edu](mailto:events@anr.msu.edu).

## Event Dashboard: Training

Event ID: 1000

Public URL: <https://eventstrain.anr.msu.edu/training192/>

The screenshot shows the Event Dashboard for Training. It is divided into four main sections:

- Event Summary:**
  - Start Date: 06/22/2019
  - End Date: 06/22/2019
  - Event is active
- Registration Summary:**
  - Registrants: 1
  - Cancelled Registrations: 0
  - Registrants w/ Balance Due: 0
  - Gross Revenue: \$20.00
  - Unprocessed Revenue: \$20.00
  - Total Balance Due: \$0.00
- Configure Event:**
  - [Configure Event](#)
  - [Configure Registration Processes](#)
  - [Event Organizers](#)
  - [Configure Quotas](#)
  - [Duplicate Event](#) (indicated by a blue arrow)
  - [Event Structure](#)
  - [Cancel Event](#)
  - [Close Event](#)
- Manage Event:**
  - [Registrant Roster](#)
  - [Invoices/Receipts](#)
  - [Attendance](#)
  - [Notes](#)
  - [Download Registrants](#)
  - [Export File Uploads](#)
  - [Quotas Report](#)
  - [Special Needs Report](#)
  - [Custom Reports](#)
  - [MiPRS Report](#)
  - [Communications Report](#)

To duplicate an event, click “Duplicate Event” on the event dashboard in the Configure Event box.

This will then take you through the event building process but will include most of the previous event's information. For information on how to build the event refer to the Creating an Event procedure.

## Notes:

- It is important to go through each tab carefully to update old information.
- Custom reports to not carry forward when an event is duplicated.
- Quotas do move forward, but they are based on your old event. Make sure to check and update your quotas.
- If you abandon your event (leave the webpage) during the duplication process, the system will track your progress and put a caution sign next to your event notifying you of an issue that will need to be resolved before you can move forward with the event.