



Brandeis

How to Copy an Existing Reservation

There are two ways to copy an existing reservation in 25Live Pro:

- While still in the event wizard, after just having creating the event
- In the event details after searching for and pulling up an existing event reservation

METHOD 1:

After you have created your event reservation and are still in the event wizard, you are taken to a screen with the green banner that says “The event has been saved successfully”. Click on “Copy” to email the event and all details into a new event reservation.

Note: You will have the option to modify the details that are copied over.



Brandeis

If the original event is part of a related event set, you will see an additional screen asking how you would like to copy the event. Choose the appropriate option to proceed.

A screenshot of a web application interface. At the top, there is a green notification bar that says "This event has been successfully saved." with a "Close" button. Below this is a "What's Next?" section with three buttons: "View Details", "Edit", and "Copy". The "Copy" button is highlighted with a red rectangle. Below the "What's Next?" section is an "Event Tasks" section with a sub-section for "Active Notification Tasks". The interface also includes a search bar and a "Recently Viewed" dropdown menu at the top right.



Copy Related Events

Wednesday Brown Bag Lectures (2014-AABFMQ) is in a related event set

Copy Only This Event
Create an independent copy of this event without relating it to any event sets.

Copy and Relate
Create a copy of this event and relate it back to the original event or the original related event set.

Copy and Create New Set
Create copies of each of the selected events and relate them in a new related event set.

<input type="checkbox"/>	Name	Title	Reference	Type	Start Date	Start Time	State
<input type="checkbox"/>	Brown Bag Lecture Series	Brown Bag Lecture Series: Van Gogh	2022 - AACJCR	Training	Wed Mar 06	12:00 pm	Confirmed
<input type="checkbox"/>	Wednesday Brown Bag Lectures		2023 - AABFMQ	Lecture / Seminar	Wed Mar 28	12:00 pm	Confirmed



Brandeis

You will now be in the event wizard where you can rename the copied event and add or modify details of your event as needed.

For instructions on using the event wizard, please refer to the documentation called "[How to create an event in 25Live Pro](#)"

Copy of test test test
Event Title

Academic Ad Hoc

Primary Organization for this Event

Additional Organization(s) for this Event

Expected Head Count

Registered Head Count

Event Description

Thu Jun 13 2019
9:00 am - 10:00 am

Event Repeats

ABELSN_131 *

BRWN_115 *

BRWN_218 *

Resources

Custom Attributes

Atkinson, Lindsay

Start by entering the basic event information.

Event Name
✓ Copy of test test test

Event Title

Event Type
Academic Ad Hoc ☆ v ✓

Primary Organization for this Event
Registrar x v ✓

Additional Organization(s) for this Event
Search for Additional Organizations v

← Back

Next →

✕ Cancel

Save



Brandeis

METHOD 2:

After searching for or navigating into a “starred” or recently viewed event reservation, you will be taken to the Details page to view a high level overview of the event’s details. On the right, click on “More Actions” and select the “Copy Event” option from the dropdown menu.

The screenshot displays the 'Details' page for an event named 'Salseros'. The page is organized into several sections: 'General' (Event Name, Title, Type, Organization, Scheduler, Requestor, Head Count, Description), 'Event Categories', 'Custom Attributes', and 'Event Info' (Event Owner, Creation Date, Reference, Cabinet, Folder). A 'More Actions' dropdown menu is open on the right side, listing various actions such as 'Add to Favorites', 'Edit Event', 'Copy Event', 'Manage Related Events', 'Manage Bindings', 'Delete Event', 'Create To Do Task', 'Email Event Details', 'Send this Event to the 25Live Publisher', and 'Print a Report for this Event'. The 'Copy Event' option is highlighted with a red box.

If the original event is part of a related event set, you will see an additional screen asking how you would like to copy the event. Choose the appropriate option to proceed.



Copy Related Events

Wednesday Brown Bag Lectures (2014-AABFMQ) is in a related event set

Copy Only This Event
Create an independent copy of this event without relating it to any event sets.

Copy and Relate
Create a copy of this event and relate it back to the original event or the original related event set.

Copy and Create New Set
Create copies of each of the selected events and relate them in a new related event set.

<input type="checkbox"/>	Name	Title	Reference	Type	Start Date	Start Time	State
<input type="checkbox"/>	Brown Bag Lecture Series	Brown Bag Lecture Series: Van Gogh	2022 - AACJCR	Training	Wed Mar 06	12:00 pm	Confirmed
<input type="checkbox"/>	Wednesday Brown Bag Lectures		2023 - AABFMQ	Lecture / Seminar	Wed Mar 28	12:00 pm	Confirmed



Brandeis

You will now be in the event wizard where you can rename the copied event and add or modify details of your event as needed.

Copy of test test test

Event Title

Academic Ad Hoc

Primary Organization for this Event

Additional Organization(s) for this Event

Expected Head Count

Registered Head Count

Event Description

Thu Jun 13 2019
9:00 am - 10:00 am

Event Repeats

ABELSN_131 *

BRWN_115 *

BRWN_218 *

Resources

Custom Attributes

Atkinson, Lindsay

Start by entering the basic event information.

Event Name

✓ Copy of test test test

Event Title

Event Type

Academic Ad Hoc ☆ ✓

Primary Organization for this Event

Registrar × ✓

Additional Organization(s) for this Event

Search for Additional Organizations ▾

← Back

Next →

✕ Cancel

Save

For instructions on using the event wizard, please refer to the documentation called "[How to create an event in 25Live Pro](#)".