



Create an event by cloning

4 Steps

Created by

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Creation Date

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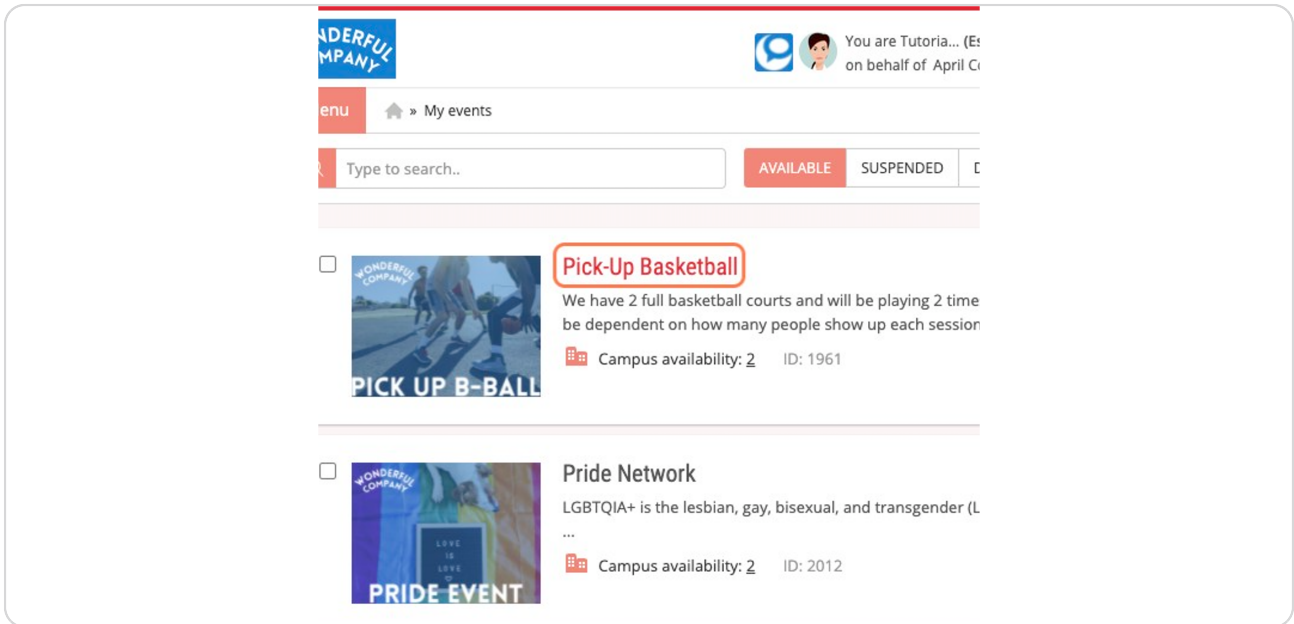
Last Updated

January 3, 2022



STEP 1

Click on the event you want to clone



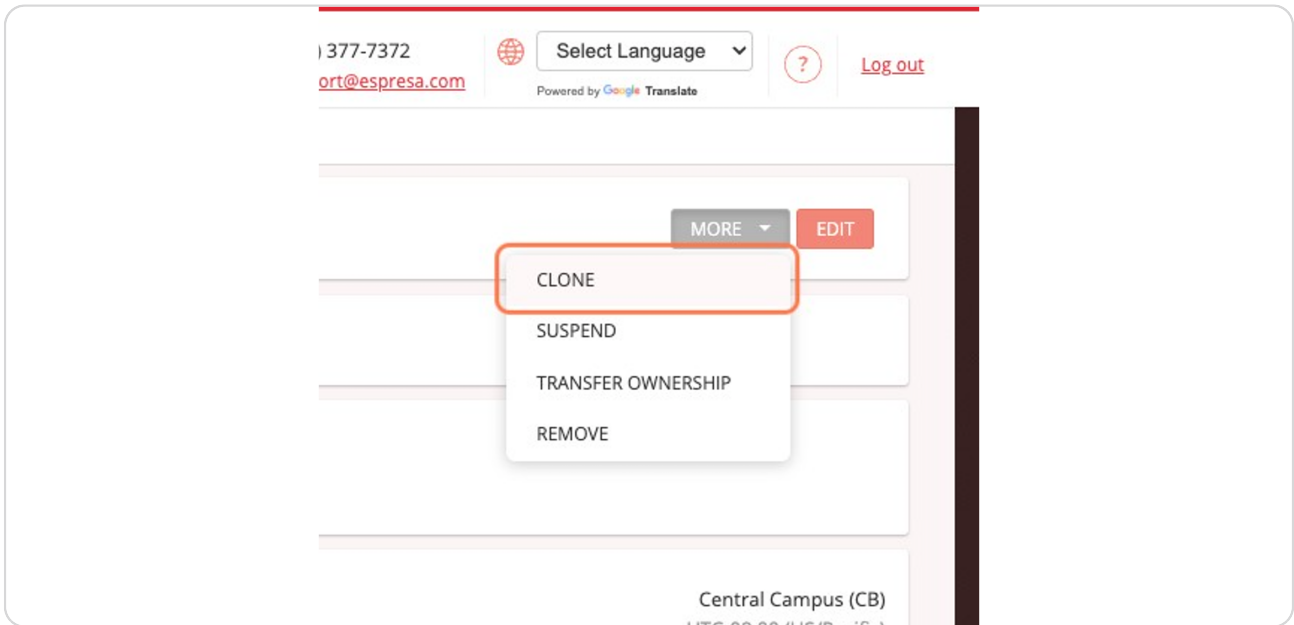
The screenshot shows a user interface for managing events. At the top, there's a header with a logo, a user profile, and a navigation bar. Below the header, there's a search bar and filters for 'AVAILABLE' and 'SUSPENDED'. The main content area lists two events:

- Pick-Up Basketball**: We have 2 full basketball courts and will be playing 2 time be dependent on how many people show up each session. Campus availability: 2 ID: 1961.
- Pride Network**: LGBTQIA+ is the lesbian, gay, bisexual, and transgender (L...). Campus availability: 2 ID: 2012.

STEP 2

Click on 'Clone' under 'More'

A new event that is a clone of the existing is now created. Be sure to change its name and any other parameter.



The screenshot shows the same event management interface, but with the 'More' dropdown menu open for the 'Pride Network' event. The menu options are:

- CLONE
- SUSPEND
- TRANSFER OWNERSHIP
- REMOVE



Click on the calendar to set the date and time

Event availability schedule UTC-08:00

Click on calendar to add a schedule

< > Today

Jan 3 ~ 9, 2022

Day Week

January, 2022		Mon, 1/3	Tue, 1/4	Wed, 1/5	Thu, 1/6	Fri, 1/7	Sat, 1/8	Sun, 1/9
M T W T F S S	all-day							
27 28 29 30 31 1 2	7am							
[3] 4 5 6 7 8 9	8am							
10 11 12 13 14 15 16	9am							
17 18 19 20 21 22 23	10am							
24 25 26 27 28 29 30	11am							
31 1 2 3 4 5 6	12pm							
Legend	1pm							
■ Available for booking	2pm							
	3pm							
	4pm							
	5pm							
	6pm							
	7pm							

! NOTIFICATIONS FOR THE EVENT

Participants will get these notifications if (a) they are enabled here and (b) they have allowed the notification in their settings.

Click on CREATE

A screenshot of a mobile application interface. At the bottom, there are two buttons: 'CANCEL' and 'CREATE'. The 'CREATE' button is highlighted with a red border. The background is white with a dark blue header bar at the top. There are some faint, illegible text elements in the background.

