

Copying Related Events

When you copy an event that is in a set with other related events, you're given the option of copying just the current event as a new, unrelated event or to copy the current event and relate it to the set the original event is in. If you choose the latter, a new tab is created in the Event Wizard for each copied event. You can copy related events from two places in 25Live Pro:

- From the Event Wizard summary of More Event Options displayed when you save an event

OR

- When you're viewing an open event

Tip

You can expand a Calendar view of an event to show all its related events. Select Show Related Events in the event view navigation bar.

Note: Copying Events Doesn't Automatically Copy Their Relationships

Copying related events doesn't automatically copy the relationships unless you choose the "Copy and Relate to Set" option. You'll need to establish the relationships after you've saved the new events created from the copies, as described below.

To Copy Related Events

1. Access the Copy function.

With one of the events in the related set open, choose "Copy Event" from the More Actions menu

OR

Select "Copy" in "More Event Options" immediately after editing and saving an event (with relationships) in the Event Wizard (if you have appropriate permissions).

2. Choose what you want to copy.

You have three choices in the "Copy Related Events" window that's displayed:

- A. "Copy Only This Event" - Opens an Event Wizard with some fields pre-populated from the originating event.

- B. "Copy and Relate" - Copies your event and relates the new event to the same set.
- C. "Copy and Create New Set" - Creates a new related event set including your newly copied event and those you subsequently select.

Copy Related Events ? ×

A Cappella Performance (2014-AABFMN) is in a related event set

Create an independent copy of this event without relating it to any event sets.

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

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

	Name	Title	Reference	Type	Start Date	Start Time	State
<input type="checkbox"/>	A Cappella Performance		2014-AABFMN	Performance - Other	Mon Oct 17	5:00 pm	Confirmed
<input type="checkbox"/>	Chamber Music, Violin and Voice	Chamber Music, Violin and Voice	2016-AABFSJ	Performance - Concert	Fri Apr 15	7:30 pm	Tentative
<input type="checkbox"/>	Junior Violin Recital	Junior Violin Recital	2016-AABFSO	Performance - Concert	Wed Mar 14	3:15 pm	Confirmed

Image: Use the Copy Related Events window to choose what you want to copy.

3. Modify and save each copied event via the Event Wizard.

Tip: Ways to Quickly Establish Relationships

When you save a copy of an event, on the Event Wizard success page you can choose to relate the copy to the event copied from or, when the other copies have been saved, to quickly establish relationships among them as needed.