

Cvent | Clone Existing Event or CU Branded Template ^[1]

December 2, 2021 by [Melanie Jones](#) ^[2]

- [Clone Existing Event](#)
- [Clone CU Branded Template](#)

There are two ways to clone an existing event.

IMPORTANT Not all events can be copied. **Classic events cannot be cloned** since they are [sunsetting](#) ^[3]. Express and Flex events can be cloned.

Open Event To Be Cloned

1. **Open the event you wish to clone.** You will automatically be taken to the **Home** section (indicated in the left navigation).
 - You can **search** for your event with the magnifying glass icon in the top right.
2. Click **Actions** in the top left, select **Copy Event** in the dropdown.

☰ eComm

Home

General



Website



Registration



Marketing



Email



Attendees



OnArrival



Reports



Integrations



Events > eComm Superv

eComm

Upcoming

📅 3/12

💡 Up next for



Update

Finish a
informa
your eve

Update

Event Overview









All Events Page (1-Click Clone)

1. If your event is listed in the **All Events** homepage (top navigation), click the blue **Copy Event** icon to the right of the event title you want to clone.
 - **TIP! Create Views** to customize your All Events page with the events you clone or access most often.

Events

View: Current Events ▾

Create View

Title		Code	
01_ALUM_REGTYPE_T EST		ZSNBPKF97WY	
CO/WY Annual Giving Round Table		ZMNWDPKWPZW	
CU Boulder Today: Community Edition	 	ZKNBVZY8WGM	
President's Teaching Scholars...	 	ZFNNMCX8G3Q	

Users can clone one of our CU Branded Templates ^[4] by:

1. Clicking the blue **Create Event** button
2. Selecting one of the available templates

Events

View: Current Events ▾

Create View

Title			Code
Unsubscribe: eComm...			C5M
Subscribe: Employee...			GLM
Subscribe: Registrar Network Newslette...			WH
Subscribe: Budget & Fiscal News			JW
Subscribe: Benson Center for the City...			P3M

How do you wa

If you choose a template,

IN PERSON • OTHER/GEN

Flex Event 1-Pager
Sports Inspiration

Flex Templates

IN PERSON • OTHER/GEN

Flex Event UCCS G

Cvent Knowledge Article ^[5]

- Cvent Video ^[6], 17 min.
- eComm Video ^[7], 15 min.

Related Articles

- Contact Cvent Help & Support ^[8]
- Visibility | Share Event with Other Users ^[9]
- Weblinks | Unique URL to Register for Event ^[10]
- Manage Registrants (modify, cancel, etc.) ^[11]
- Event Approval & Launch ^[12]
- Reporting | Event Reports & Cross-Event Reports ^[13]

Display Title:

Cvent | Clone Existing Event or CU Branded Template

Send email when Published:

Yes

Source URL:<https://www.cu.edu/blog/ecommm-wiki/cvent-clone-existing-event-or-cu-branded-template>

Links

- [1] <https://www.cu.edu/blog/ecommm-wiki/cvent-clone-existing-event-or-cu-branded-template>
[2] <https://www.cu.edu/blog/ecommm-wiki/author/39> [3] <https://www.cu.edu/blog/ecommm-wiki/cvent-classic-sunsets-2021> [4] <https://www.cu.edu/blog/ecommm-wiki/branded-email-templates>
[5] <https://support.cvent.com/apex/CommunityArticle?id=000091968>
[6] <https://explore.cvent.com/c/sabwejtganxbwdqk6s6z?x=qDhLsa>
[7] <https://www.youtube.com/watch?v=hnJNS9ewyq8> [8] <https://www.cu.edu/blog/ecommm-wiki/cvent-support-and-resources> [9] <https://www.cu.edu/blog/ecommm-wiki/cvent-share-your-event-other-users>
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