

# Copy an Existing Campaign (Event)

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**Note:** Available for org admins (for GiveSmart Events only customers) or Global Admin (for GiveSmart Events + Fundraise customers) once the deposit is paid or the annual subscription is paid.

Copy existing campaigns with several settings, items, users, and tickets as well. A list of all copied campaign attributes is below.

## Watch a video

## GiveSmart Events Only Customers - Copy a campaign

Go to Org Hub > Campaigns.

1. Click Copy Campaign to create a new campaign.
2. Option to copy any combination of Users, Items, and Ticket details.
  - o **Users**
    - All User's names, mobile numbers, emails, and mailing addresses copy.
    - Credit cards that have not expired copy. The expiration month and year are recognized.
    - Copied users maintain their text Opt-In and Terms and Conditions preferences.
  - o **Items**
    - All items and packages, with details, copy.
    - Item donor names, mobile, email, or mailing address don't copy. Display on Item field copies.
    - Item Images, from prior GiveSmart CB campaigns, copy.
      - Legacy copied campaigns vary.
  - o **Tickets**
    - Ticket Types copy.
      - Copied tickets are hidden by default.
      - All purchasing activity is removed.
    - Ticket questions copy.
3. Complete the rest of the Form.
4. Select **Save**.

GiveSmart by Community Brands

CAMPAIGNS INVENTORY TOP DONORS ADMINS USERS ANNE ▾

197 CAMPAIGNS \$3,735,379,410 LIFETIME RAISED

TERMS AND CONDITIONS: EDIT Merchant Account Status: ACTIVE

Search by event name and keyword Start date x End date x

Create a New Campaign + New Campaign

DATE ▾	NAME ▾	STATUS ▾	KEYWORD ▾	RAISED ▾	
08-13-2020	Nathaniel Hodges Demo Deposit Paid		NHodges	\$30,180	View Campaign Copy Campaign

CAMPAIGN DETAIL

Copy an existing campaign

**Note:** Once a campaign is created in your org hub, it cannot be deleted.

## GiveSmart Events + Fundraise Customers - Copy Event

Go to Org Hub > Events.

1. Click Copy Event to create a new site.
2. Select which content to copy, you have the option to choose between Users, Items & Tickets. Once selected, click **Save & Continue**.
  - o **Users**
    - All User's names, mobile numbers, emails, and mailing addresses copy.
    - Credit cards that have not expired copy. The expiration month and year are recognized.
    - Copied users maintain their text Opt-In and Terms and Conditions preferences.
  - o **Items**
    - All items and packages, with details, copy.
    - Item donor names, mobile, email, or mailing address don't copy. Display on Item field copies.
    - Item Images, from prior GiveSmart CB campaigns, copy.
      - Legacy copied campaigns vary.
  - o **Tickets**
    - Ticket Types copy.
      - Copied tickets are hidden by default.
      - All purchasing activity is removed.
    - Ticket questions copy.
3. Select from an existing Fundraise campaign or create a new campaign to link this event.

### You need to link your copied GS Events site to a GS Fundraise campaign

Congratulations! You have almost completed copying the GS Events **cardinal**.

Each activity is tied to a specific campaign.

Now connect this copied activity to an existing campaign in GS Fundraise. Please select:

Select a campaign ▾ + New Campaign

Cancel

Back to GS Events

4. Once selected, click **Back to GS Events**.
5. Complete the required fields and select **Continue to GiveSmart Events**.
6. Review the suggested field settings, and click **Save & Continue** to begin customizing your new event site.

You've successfully connected your cardinal campaign. Let's start setting up your activity!

**Activity Settings**

The following settings are selected by default; change them if you wish. (You can also change them later in Global Settings or Donation Settings.)

- Card on File
- Allow Self Checkout
- Transaction Fees: Optional for Purchaser
- Recurring Donations

Save and Continue

The screenshot shows the 'Event Sites' management page. At the top right, it displays '38 SITES' and '\$2,379,664 LIFETIME RAISED'. Below this, there are buttons for 'Create a new Event' and '+ New Event Site'. A table lists existing event sites with columns for DATE, NAME, STATUS, KEYWORD, and RAISED. A blue arrow points to the 'Copy Site' button for the first row, labeled 'Copy an existing event'. The sidebar on the left contains navigation icons for Event Sites, Inventory, Transactions, Admins, Users, Reports, and Account.

## List of Copied Fields and Settings

These fields and settings are automatically copied:

- **Global Settings**
  - Logo
  - Website URL
  - Display Name
  - Name for Text Messages
  - Bidder Numbers, Bidder Names, and Purchaser Names
  - Request for Bidding and Registration
  - Payments fields
  - Messages
- **Design Center**
  - Main and Secondary Color
  - Banner Text Colors
  - Order Form Button Text
  - Donation Revenue Goal
  - Custom Sections
  - Contact Us
- **Donation Settings**
- **Auction Settings**
- **Communication Settings**
- **Custom Displays**

