Copy an Existing Event Site (Campaign)

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This guide details how to copy existing Event Sites (Campaigns) with the option to carry over global settings, items, users, and tickets.

The ability to copy Event Sites/Campaigns is available for Org Admins (GiveSmart Events only) or Global Admin (GiveSmart Events + Fundraise) once the deposit or the annual subscription is paid.

Watch a video

GiveSmart Events - Copy Campaign

Navigate to the Org Hub > Campaigns.

Click Copy Campaign to create a new campaign.

Option to copy any combination of Users, Items, and Ticket details.

Planning on Selling Tickets? Please Read:

- If you are planning on selling tickets for your new event, to ensure a smooth user registration experience, it's best **not** to copy users from a previous event site where tickets were also sold.
- Instead, encourage users to register for your new event directly on the homepage of your new site, either by selecting the "Register" option or by purchasing an event ticket.
- This practice allows users to provide their most up-to-date information, including payment details, during registration.
- By opting **not** to copy users from the previous site, you can prevent potential issues with logins or ticket assignments caused by duplicate user accounts.

Users

- Do **not** opt to copy users if you've sold tickets in the copied event.
- 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.

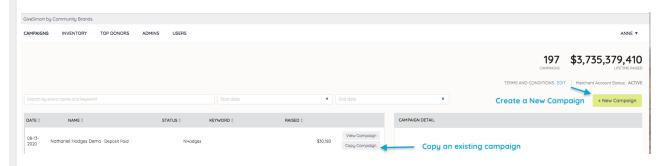
Items

- All items and packages, with details, copy.
- o 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.
- Tickets
 - Ticket Types copy.
 - Copied tickets are hidden by default.
 - All purchasing activity is removed.
 - Ticket questions copy.

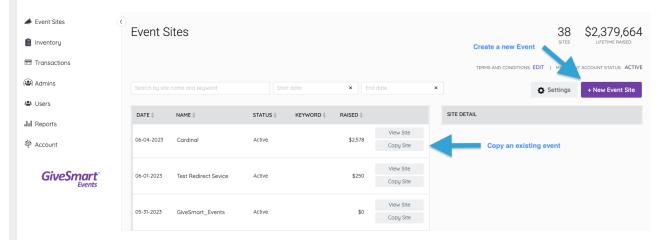
Complete the rest of the Form. Select Save.



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

GiveSmart Events + Fundraise - Copy Site

Navigate to the Org Hub > Event Sites. Click Copy Site to create a new site.



Select which content to copy, you have the option to choose between Users, Items & Tickets. Once selected, click **Save & Continue**.

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Select from an existing Fundraise campaign or create a new campaign to link this event.



Once selected, click Back to GS Events.

Complete the required fields and select **Continue to GiveSmart Events**.

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 Recurring Donations

Save and Continue

NOTE: If the above activity settings are unselected (unchecked), the new campaign will disable the above, and the **transaction fees will default to Paid by Organization.**

Please review all Global settings before going live.

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
 - Messages
 - **NOTE:** Payment fields do not copy over to the new campaign.
- 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