Copy an Existing Event Site (Campaign)

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.
  - Copied users maintain their text Opt-In and Terms and Conditions preferences.
- **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.
- **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.

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 |

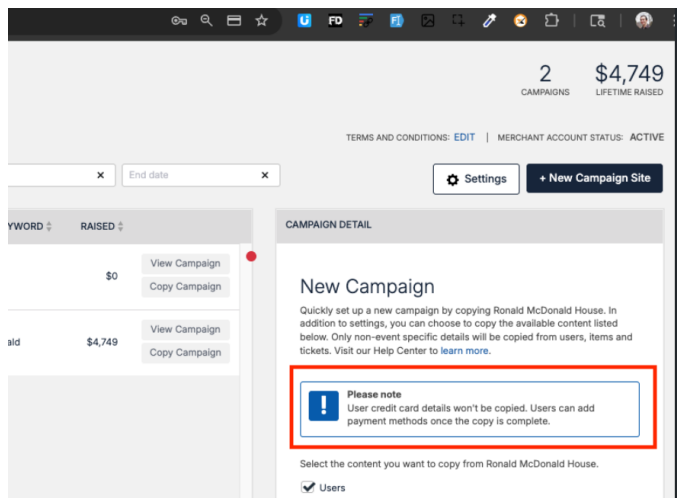Cancel   Back to GS Events

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.

Please Note: To mitigate potential future card failures and further harden our security

measures for credit card payments, we will no longer carry over tokenized card information to new sites when existing sites are copied. The user's other data would continue to be copied. Please see the screenshot below for the helper text information.

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**