

Duplicating Events/Making a Template

Here is a big shortcut for you:

- if you have an event that you have some spent some time writing up, you can **duplicate** it for your next event then just edit the date, time, location, etc.
- to do this, follow these steps:
- login, then hover your mouse cursor on Kamloops Hiking Club on the upper left in the black bar
- Click Dashboard
- Go down the side with your cursor and hover over events; go to the right with your cursor and click Events
- This produces a list of all events in the database (which is handy for lots of things)
- the current events are listed first, but there are several pages of events to pick from
- you can change the filter to look for past events, a type of event, and so on. Click the Future Events box to see more options or the View Categories box to narrow down to a type
- once you have found an event you want to copy, hover your mouse cursor over the event and you will see some options - Edit, Quick Edit, Trash View, Duplicate
- all of these 5 options are useful, but for now we will focus on Duplicate
- If you click Duplicate, it will copy your event and put the copy in the Drafts folder for you to edit
- To get to the Drafts folder, you can click on the link from the links above (All, Published, Draft, Trash)
- Edit the duplicated event to change the name, date, place, etc. then publish
- you can even make several duplicates for later use
- try it, but don't do the last step (publish) the event until you are ready

An even better move would be to create a template for yourself for all future events

- create an event from scratch, filling out the required fields (date, time, etc.) and give it a generic title like Wendy's Events (John's Events, etc.)
- Save it as draft (click Save draft on the right side)
- Duplicate it whenever you need an event with all the information already filled in

Please also note:

- I have already added links to the **Ten Essentials**, **KHC Guidelines and Expectations**, **Guests Policy**, and **Your event Bookings** which will be added to the bottom of your event listing automatically so you don't have to say anything more. I can add other things to the template too to save you having to add it.
- If you want participants to know where you are coming from when you lead an event, you can add this kind of statement to your listing by simply editing your profile. Have a look at one my events to see what I mean by this. Carole has already done this and I would encourage each one of you to follow suit. It also can save you time.

To Edit Your Profile:

- login
- hove your mouse cursor over Howdy, (your name) on the top right in the black bar
- a box will appear with your avatar, and some options, including Edit my Profile (click it)
- Scroll down to the About Yourself Section
- Whatever you put into the Biographical Info section will appear at the bottom of your event listings too, along with your photo/avatar
- If you don't up-load your own avatar, the system gives you a computer generated one so upload your own
- go to the bottom of Edit Your Profile to the Avatar section and click Choose Image
- upload your photo and save