How do I copy a Product?

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Overview

When preparing for a new season, it is important that you either create a new set of products or copy existing products to create new products for your upcoming season, making any relevant changes to the copied version.

Copying products provides administrators with a quicker and easier ways to generate a new set of products, is it automatically retains all the settings and configurations of the copied product, which can then be amended where necessary.

Please do not re-use existing products across multiple seasons, as you will not be able to generate accurate reports for each season, and you may encounter issues for existing members trying to re-register and pay online.
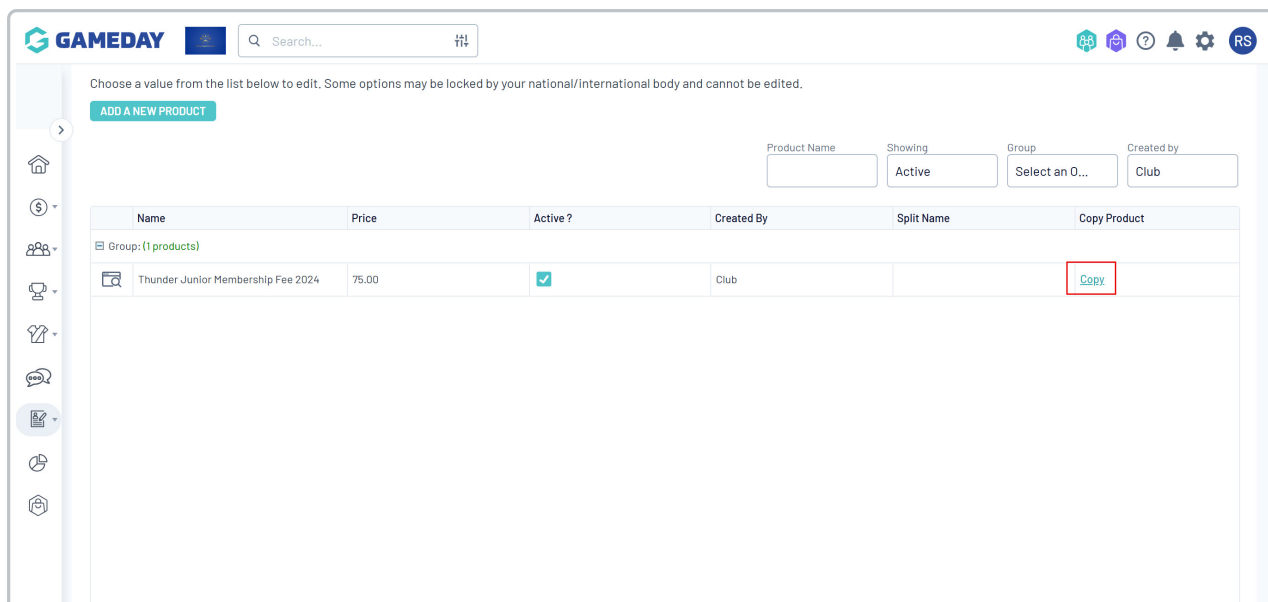
Step-by-Step

Step 1: Open your Products list

On the left hand menu, open the **Registrations** option and click **PRODUCTS**

Step 2: Copy the relevant product

Identify the product you wish to copy and click **COPY**

Step 3: Edit the copied product

Once successfully copied, you will see a new product appear in your Product List with the '**(Copy)**' at the end of the name. Click the **magnifying glass icon** to the left of the product to edit its details
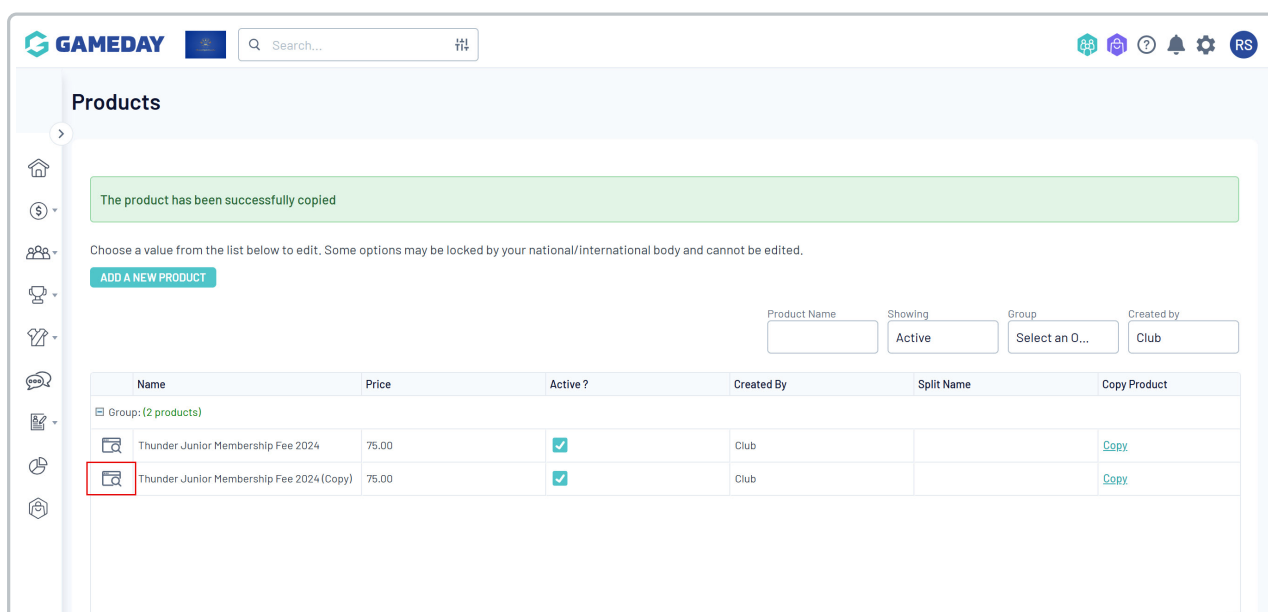
Step 4: Update any relevant product details

Change the name and any other details that need updating to reflect that the product relates to your new registration season

Step 5: Save the product

Once you're happy with the new product, click **UPDATE**

Note: This process will not automatically replace the product on your registration form. Please click here for information on attaching products to registration forms.

Watch

Your browser does not support HTML5 video.