

# How do I copy a Product?

08/04/2025 1:21 pm AEST

## 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

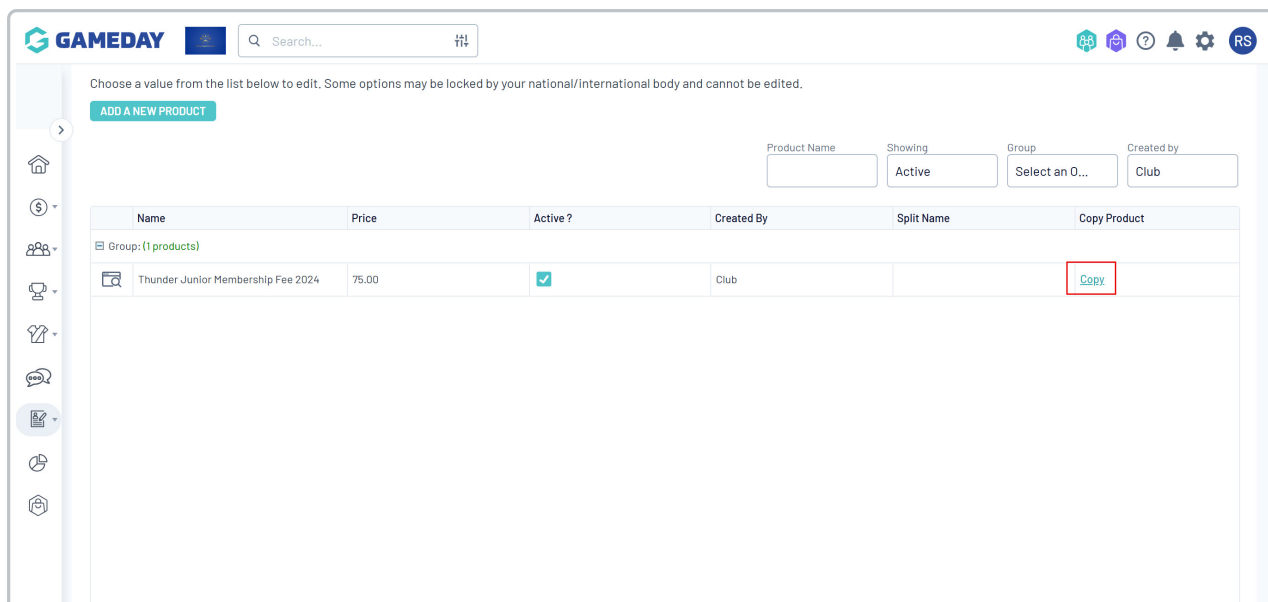
### Step 1: Open your Products list

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

The screenshot displays the GAMEDAY interface for the Thunder Sports Club. On the left, a navigation menu lists various options: Dashboard, Finances, Members, Competitions, Teams, Communications, Registrations (highlighted), and Reports. Under Registrations, the 'Products' option is selected and highlighted with a red box. The main content area shows the 'Thunder Sports Club' details, including a logo, address (22 First Drive, Melbourne, Australia), and contact information for the President, Treasurer, and Registrar. Below this, there are four empty line graphs labeled 'Members', 'Players by Gender', 'New Members', and 'Members registered via forms'. The interface also includes a search bar at the top and a 'Get Started' button.

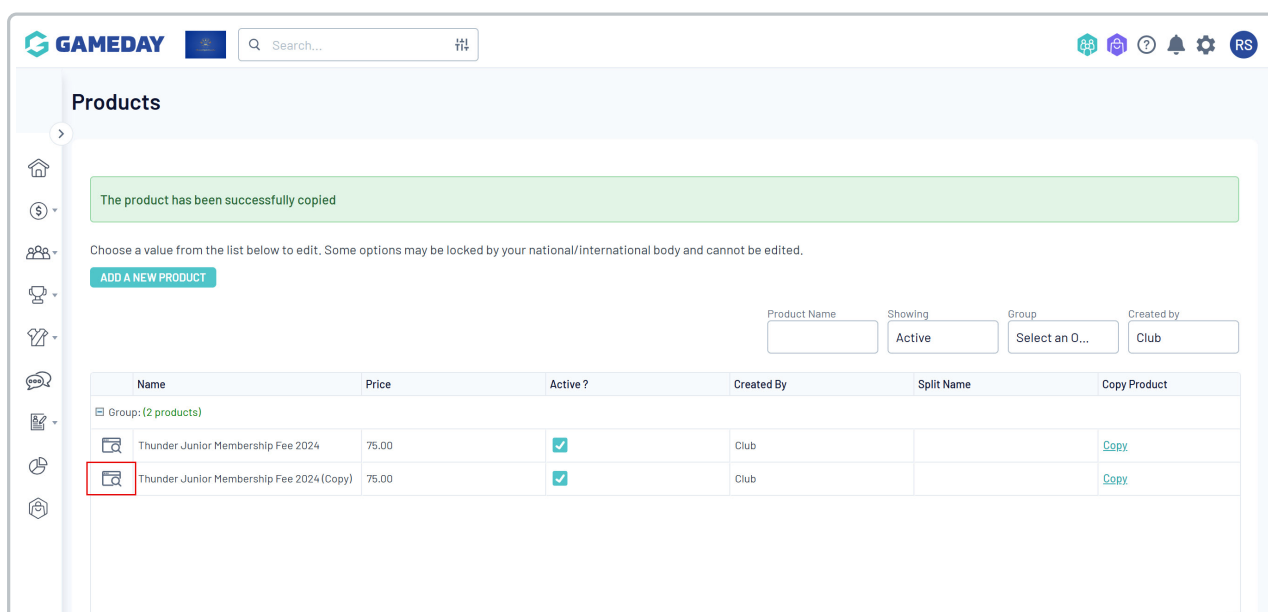
### Step 2: Copy the relevant product

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

Products » Thunder Junior Membership Fee 2024 (Copy)

### Edit Products - Thunder Junior Membership Fee 2024 (Copy)

When setting up a membership-based product for an upcoming season we strongly recommend adding a new product rather than editing an existing product used for a previous season. Editing a product used for a previous season can have implications for various transaction-based reporting, and may result in a product not being able to be re-purchased for members that have already previously purchased an existing product. More information related to product set up is available via the [support centre](#).

Details

Pricing

Dependencies

Actions

Filter

Availability

Renewal

Items

#### Details

Fields marked with \* are compulsory.

Name: \*Thunder Junior Membership Fee 2025

Product Reporting Season: 2025

Archive Product: ☐

Grouping Category:

Product Type: \*Membership

Allow Multiple time purchasing: ☐

Allow Multiple Quantity Purchasing: ☐

Notes:

Product Image: Upload Image Delete Image

Image Caption:

Update

Feedback

## Step 5: Save the product

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

Actions

Filter

Availability

Renewal

Items

Product Reporting Season: 2025

Archive Product: ☐

Grouping Category:

Product Type: \*Membership

Allow Multiple time purchasing: ☐

Allow Multiple Quantity Purchasing: ☐

Notes:

Product Image: Upload Image Delete Image

Image Caption:

Update

Feedback

[Click here to return to product list](#)

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

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## Watch

Your browser does not support HTML5 video.

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