

## Registrations: Copying products

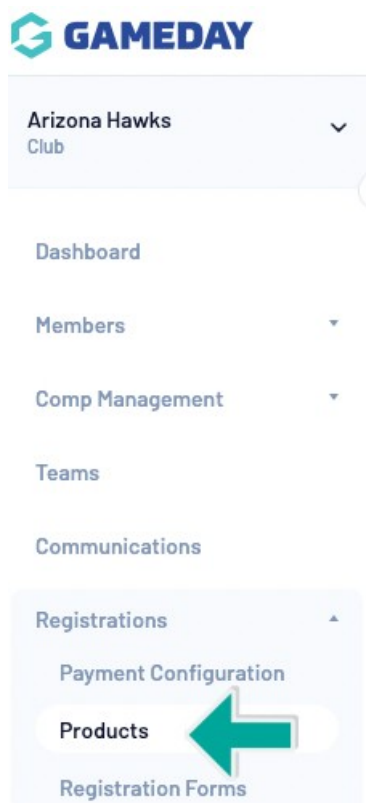
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When preparing for a new season, you should either create a new product or copy an existing product (and make relevant changes to the copy).

Do not edit the existing product or you will not be able to generate accurate reports for each season. Please follow these simple steps to copy a product.

This is editable at Club and Association level.

1. Hover over Registrations and click 'Products'.



2. Identify the product you wish to copy and click 'Copy'.

Choose a value from the list below to edit. Some options may be locked by your national/international body and cannot be edited. If you wish to add a new product click the [Add a New Product](#) link.

Product Name:  Showing **Active** records

Name	Price	Active ?	Created By	Split Name	Copy Product
Group: (9 products)					
Demo Product	25.00	<input checked="" type="checkbox"/>	Association	100 per cent to Association	<a href="#">Copy</a>

4. Once successfully copied you should see the below screen.

## Products

The product has been successfully copied

5. Ensure that you edit the product and change the name. Once copied, the copied product will appear with the word copy after it. Click the magnifying glass next to the product to edit it.

Group: USAFL (6 products)		
	USAFL - First Year Player Dues	25.00
	USAFL - National Fees New Player	50.00
	USAFL - National Fees Returning Player	100.00
	USAFL - Returning Player Dues	25.00
	USAFL - Tournament Fees New Player	25.00
	USAFL - Tournament Fees Returning Player	25.00

6. Change the name and any other details that need updating.

Details Pricing Dependencies Actions Filter Availability Renewal Items

### Details

Name:

**Please note:** It is recommend to archive the old product to eliminate confusion .

This is done by clicking the '**Archive Product**' box within the Details tab of a product.

Details Pricing Dependencies Actions Filter Availability Renewal Items

### Details

Name:

Product Reporting Season:  (Used in Reporting as a filter for Products purchased)

Archive Product: