

## **Copying Events - VCE Unit Office Calendar System**

In this module, we will review how to copy events in the VCE Calendar system.

There may be instances where you wish to copy an event, either because you are essentially repeating the same event at a different time and/or location, or because the information in one event is very similar, but not identical, to another event you are holding.

After logging into the system, you need to open up an event as if you were editing it. You can do that by either double-clicking the title of the event on the calendar, or by clicking on the day the event takes place, and clicking the "Edit" button next to the event.

Make any changes that you wish to apply to the copied event. Once you have finished doing that, click the "Copy Event" button. This will post a new event to the calendar.