

Copy Activities

Last Modified on 12/14/2025 8:45 pm CST

To save time, click the **Copy** button to copy an existing activity. After you click **Copy**, make changes to the copy as needed.

- Registration and Activity Dates are **not** copied.
- Campus verifies Activity Owners, Ad hoc filters and Custom Forms are still active and requires you to update that information if necessary.
- An activity cannot be copied if its Status is one of the following: Draft, In Review, Returned, Declined, Cancelled, or any state of Preapproval.
- You must have **Add** rights to copy an activity.
- Once you start the Copy process, progress is not automatically saved. Do not stop until you have saved the new activity.
- You can **NOT** finish copying an activity if your activity requires preapproval. See the [Submit an Activity Request for Preapproval](#) topic for more information.
- Activities associated with more than one school and more than one [Preapproval Configuration](#) cannot be copied. Instead, separate activity records for the applicable schools should be created.

Activity Dashboard

Use the Activity Dashboard to manage activities as a primary or secondary owner. Users with appropriate tool rights may also propose new activities.

Timeframe

Previous Current Upcoming **Proposed**

Filters:

Activity Name	Type	Status
Chess Club	Type: Activity	
Registration: 09/04/2023 - 09/29/2023		
Activity Duration: 10/02/2023 - 05/31/2024		
PENDING		