Copy Activities

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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 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.