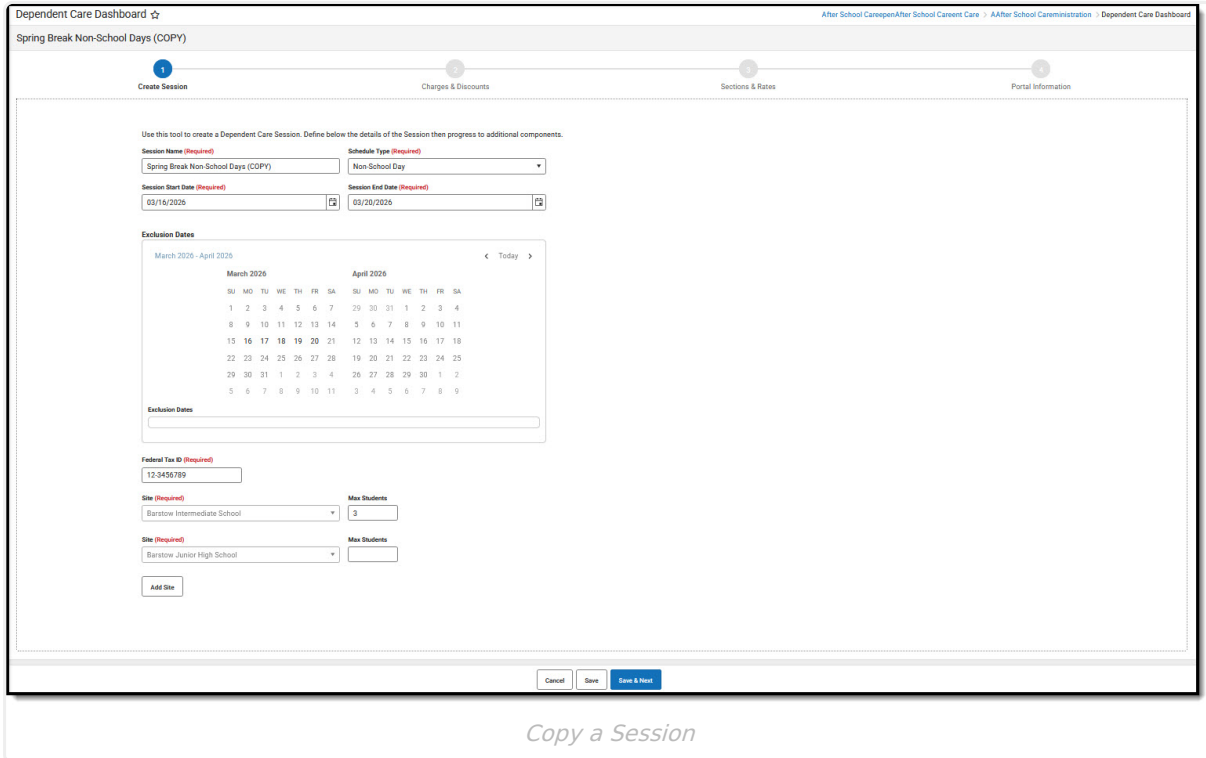# Copying a Session

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

Tool Search: Dependent Care

Users may copy an existing session and change the necessary details to save time when creating a new session.

1. Select the session you'd like to copy and press the **Copy** button. A copy of the copied session displays with the Create Session screen open.

Copy a Session

2. Use the **Session Name** field to enter a new name for the session. The name must be unique. Using Session Name (Copy) does not qualify as unique.
3. In the **Session Start** and **End Date** fields, enter the applicable dates.
4. Exclusion dates are not included when a copy of a session is made. Users must enter new **Exclusion Dates**.
5. Change the **Federal Tax ID**, if necessary.
6. The **Site** fields copied over from the existing session may not be removed from the new session. Users, however, may add additional sites.
7. Add **Max Students** for the existing site and any additional sites added, if necessary.
8. Press **Save & Next** to continue.
9. From the **Charges & Discounts** screen, any existing charges/discounts from the copied session are included in the new session. Users can activate/inactivate, edit, remove, or add new charges and discounts to the copied session. See the Adding Charges and Discounts to a New Session article for more information on performing these actions. When finished, press **Save & Next** to continue to the Sections & Rates screen.
10. All Session **Sections & Rates** from the copied session are included in the new session. Users are able to edit, remove, copy, or add sections and rates. See the Adding Sections and Rates to a New Session article for more information on performing these actions. When finished,

press **Save & Next** to continue to the Portal Information screen.

11. Use the Registration Start Date & Time and Registration End Date and Time to determine the date range of the registration window for this session.
12. Under Session Details, enter any desired information about the session. This information appears on the portal and is tied to this session.
13. Next, us the Form field to add any additional forms. Users may keep or remove any existing forms from the copied session. See the [Adding Portal Information to a New Session](#) article for more information on performing these actions.
14. When finished, press **Complete**.