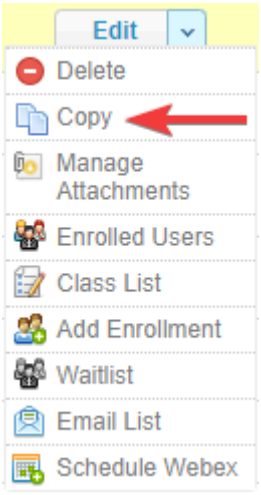
Copy a Scheduled Session

1. Navigate to the Scheduling Tool .
2. Select **Copy** from a session's **Edit** split button .



3. Confirm your copy.
4. Find the copy from the list of sessions and **Edit** it (e.g. change the date of the session).

   The copy is created with the same name as the original session with the word copy in front of the title.
5. Save.