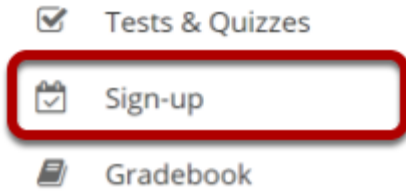


How do I copy a meeting?

Go to Sign-up.



Select the **Sign-up** tool from the Tool Menu of your site.

Click on a meeting title.

Meetings

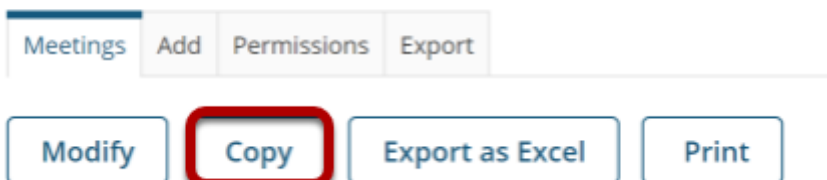
Click 'Add' to create a new meeting, or click a meeting title to modify or copy it.

View: By category: Expand all recurring meetings.

Meeting Title	Organizer	Location	Category	Date ▲	Time	Status	Remove
Extra Credit Field Trip	Demo Instructor	Science Center		Sat, 3/28/20	10:00 AM - 4:00 PM	In Progress Attendance	<input type="checkbox"/>
<input checked="" type="checkbox"/> Office Hours	Demo Instructor	Office 336, Frost Hall		Mon, 3/30/20	10:00 AM - 12:00 PM	Available	<input type="checkbox"/>

Click Copy.

SIGN-UP



Click on the meeting name to open the details, and then click the **Copy** link at the top.

Make your changes, then click Publish New Meeting.

Copy this Meeting

* indicates required information.

Title:

Organizer:

Location: [undo](#)

Category: [enter a new category](#)

Description:

?

Source Templates

Styles: Normal Font Size

This is an all day field trip to an off-campus Aquarium. Students will receive 10 bonus points for attending.

body p Words: 19, Characters (with HTML): 123/1000000

Add Attachments

Start Time:

End Time:

Meeting Frequency:

Sign-up Begins: before meeting begins (10:00 AM, Wednesday, April 15, 2020)

Sign-up Ends: before meeting finishes (3:00 PM, Saturday, April 18, 2020)

Available To: Discussion 6 SMPPL101 (Current Site) [Other Sites](#)

Attendance: Attendance will be taken (you can track attendance to this meeting if selected)

Meeting Type:

- Open meeting (no sign-up required)
- Single slot
 - Multiple slots
 - Max # of Participants
 - Unlimited number of participants
- Advanced user-defined timeslots

Keep Current Participants: Yes, keep all the participant(s) in their corresponding time slots.

Publish to Calendar: Yes, publish the meeting to the Calendar tool.

Announce Availability: Yes, send an email notification to:

- All potential participants
- Selected meeting coordinators and participants currently signed up

You now have a display entitled **Copy this meeting**. Change the settings as desired, including the title if you want a new meeting name, and then click **Publish New Meeting**.

Note: Some settings will not be available to edit. You cannot copy a multiple-slots meeting into a new single-slot meeting, for instance.