

## Duplicating an Event type

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Duplicating [Booking pages](#) or [Event types](#) can save precious time for you when you're setting up and maintaining your ScheduleOnce app. Duplication instantly clones all the settings associated with Event types, including images.

In this article, you'll learn how to duplicate an Event type.

### Duplicating Event types

To duplicate an Event type, follow these steps:

1. Go to **Setup** -> **ScheduleOnce setup** in the top navigation bar.
2. Click the action menu (3 dots) of the relevant Event type (Figure 1).

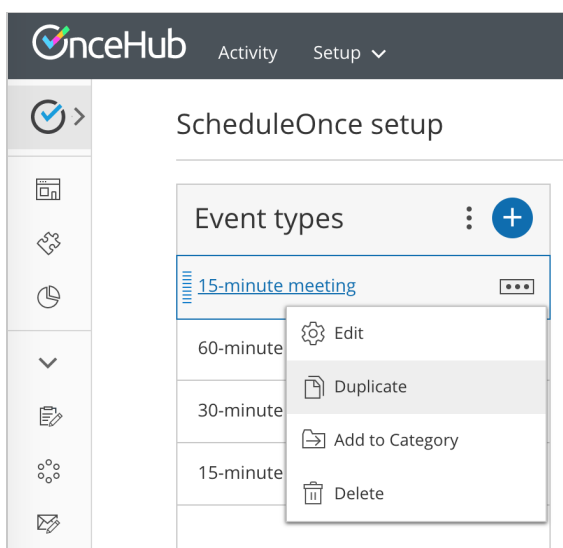


Figure 1: Individual Event type action menu

3. Select **Duplicate**.
4. In the new window, enter a **Public name** and add an image if desired.
5. Once you click the **Save** button, you're brought to the duplicated Event type settings.

### Duplication rules

- Only Administrators have the permission to create or duplicate Event types.
- A new Event type inherits all settings from the source Event type.
- Association of Event types with Booking pages is **not** duplicated.
- Inclusion in Master pages is **not** duplicated.
- A new Event type appears just above its source Event type on the **ScheduleOnce setup** page, and under the same category.