

# Copying Activities

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You've created a Fundraising or Crowdfunding activity with special graphics, customized forms, and specific settings that you now want to use for a different campaign, such as from one year's event to another. All you need to do is copy the activity into a new, *already created* campaign. Transactions will remain in the original activity and the copied activity will begin with \$0 raised.

Every activity must be nested in a campaign, so if you want to use the activity in a NEW campaign, you must create the campaign first. The copy activity function does not create a new campaign for you. For more information on creating a campaign, [click here](#).

**Note:** If you just need to copy one form, you can use the **Copy Form** command as [outlined here](#).

## Copying a Fundraising Activity

Select a Campaign, and find the Fundraising activity you want to copy from the **Activities** screen of the Campaign Dashboard.

The screenshot shows the 'Gala 2023' campaign dashboard. On the left is a sidebar with 'Main Menu' and 'Gala 2023' selected. The main area has a 'Back to Dashboard' link and a 'Gala 2023' header with 'Send Message' and 'New Activity' buttons. Below is a table of activities:

Activity	Keyword	Status	Subscribers	Gifts	Avg Gift	Pledged	Offline	Pending	Collected	Date	Actions
Fundraising	DoingGoodForAll (on 41444)	Active	0	0	-	-	-	-	-	06/14/2023	...
▼ Donation Form	-	-	-	0	-	-	-	-	-	06/14/2023	...
▼ Ticketing Form	-	-	-	0	-	-	-	-	-	06/14/2023	...
▼ 2nd Ticketing Form	-	-	-	0	-	-	-	-	-	06/14/2023	...

Open the **Actions** menu on the right.

Select **Copy Activity**.


This screenshot shows the same 'Gala 2023' dashboard, but with the 'Actions' menu open for the 'Fundraising' activity. The menu options are:

- View Transactions
- View Audience
- Enter Offline Donation
- Edit Keyword
- Copy Activity


The next screen will ask for a new texting keyword and new campaign for the copied activity. You will also be able to choose which elements of the activity to copy.

## Copy Fundraising Activity

You are copying the activity associated with DoingGoodForAll on 41444 for Gala 2023. Please enter a new keyword below for this copied activity.

New Keyword  \*

Campaign \*

Select Existing Campaign 

Select what to copy over

- Activity Landing Page
- Thermometer
- Confirmation Page

Select what forms to copy over

- 2nd Ticketing Form - Ticketing
- Donation Form - Text to Donate
- Ticketing Form - Ticketing

[Save](#)

- Assign a **New Keyword** for the copied activity you are creating. If you would like to re-use the same keyword from the activity you are copying, you will need to go back and edit that activity's keyword to something else. Then you can return to copying the activity and use the old keyword again for this copied activity.
- Select an existing **Campaign** from the drop down list.
- Select what to copy over among the following:
  - Activity Landing Page
  - Fundraising Thermometer
  - Confirmation Page
- Select what forms to copy over.

Once you've made your selections, click **Save**.

**Note:** Activities can only be copied to the same shortcode at this time. If you have an activity on the shortcode 41444, the new keyword of the copied activity will also be on 41444.

You will be brought to the Campaign Dashboard of the campaign to which the activity was copied and presented with a Success message. You can now proceed to make any edits to the new copy of your activity.

Activity was successfully copied to new keyword GoodForAll. 

## Gala 2024

[Send Message](#) 

[New Activity](#)

Activity	Keyword	Status	Subscribers	Gifts	Avg Gift	Pledged	Offline	Pending	Collected	Date	Actions
<b>Fundraising</b>	GoodForAll (on 41444)	Active	0	0	-	-	-	-	-	09/27/2023	...
▼ 2nd Ticketing Form	-	-	-	0	-	-	-	-	-	09/27/2023	...
▼ Donation Form	-	-	-	0	-	-	-	-	-	09/27/2023	...
▼ Ticketing Form	-	-	-	0	-	-	-	-	-	09/27/2023	...

# Copying a Crowdfunding Activity

Select a Campaign, and find the Crowdfunding activity you want to copy from the **Activities** screen of the Campaign Dashboard.

The screenshot shows the 'Crowdfunding Campaign 2023' dashboard. On the left is a sidebar with 'Main Menu' and 'Back to Dashboard' buttons. Below the sidebar is a list of activities: 'Crowdfunding Campaign 2023', 'Activities', 'Campaign Details', 'Campaign Landing Page', and 'Subscription Form'. The main content area features a table with columns: Activity, Keyword, Status, Subscribers, Gifts, Avg Gift, Pledged, Offline, Pending, Collected, Date, and Actions. The table lists three activities: 'Crowdfunding' (GOODFUNDRAISERS on 71777), 'Online Form', and 'Custom Form'. Each activity has a three-dot menu icon in the Actions column.

Open the **Actions** menu on the right.

Select **Copy Activity**.

This screenshot shows the 'Copy Activity' option selected in the Actions menu for the 'Crowdfunding' activity. The menu items are: View Transactions, View Audience, Preview Fundraising Page, Enter Offline Donation, Manage Teams, Edit Fundraising Page, and Copy Activity. The 'Copy Activity' option is highlighted.

The next screen will ask for a new texting keyword and new campaign for the copied activity. You will also be able to choose which elements of the activity to copy.

## Copy Crowdfunding Activity

You are copying the activity associated with GOODFUNDRAISERS on 71777 for Crowdfunding Campaign 2023. Please enter a new keyword below for this copied activity.

The form contains the following fields and options:

- New Keyword** (required): A text input field.
- Campaign** (required): A dropdown menu with 'Select Existing Campaign' as the current selection.
- Select what to copy over:**
  - Teams
  - Fundraisers
  - Fundraising Page
  - Thermometer
  - Confirmation Page
- Select what forms to copy over:**
  - Custom Form - Custom Form
  - Online Form - Text to Donate
  - Fundraiser Sign Up Form - Fundraiser Sign Up
- Save** button.

- Assign a **New Keyword** for the copied activity you are creating. If you would like to re-use

the same keyword from the activity you are copying, you will need to go back and edit that activity's keyword to something else. Then you can return to copying the activity and use the old keyword again for this copied activity.

- Select an existing **Campaign** from the drop down list.
- Select what to copy over among the following:
  - Teams
  - Fundraisers
  - Fundraising Page
  - Fundraising Thermometer
  - Confirmation Page
- Select what forms to copy over, including the default Fundraiser Sign Up Form.

Once you've made your selections, click **Save**.

**Note:** Copied Teams and Fundraisers may not retain the same keyword sequencing.

You will be brought to the Campaign Dashboard of the campaign to which the activity was copied and presented with a Success message. You can now proceed to make any edits to the new copy of your activity.

Activity was successfully copied to new keyword GoodForAll.



## Crowdfunding Campaign 2024

Send Message ▾

New Activity

Activity	Keyword	Status	Subscribers	Gifts	Avg Gift	Pledged	Offline	Pending	Collected	Date	Actions
<b>Crowdfunding</b>	GoodForAll (on 71777)	Active	0	0	-	-	-	-	-	09/27/2023	...
∨ Custom Form	-	-	-	0	-	-	-	-	-	09/27/2023	...
∨ Online Form	-	-	-	0	-	-	-	-	-	09/27/2023	...