

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.

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

Select **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.

- 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.

Copying a Crowdfunding Activity

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

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

Select **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.

- 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.