

How to duplicate a Co-Curricular Club

When looking to create your Co-Curricular Clubs for next term, duplicating those that run each term is a quick and easy way to reduce the administrative task of creating Clubs.

Duplicating a Club will copy its basic details (title, category, term, number of places, booking, approval, close information, as well as price and club leader), and create a draft/unpublished copy.

- 1. Ensure you are logged into the Staff Message Centre.
- 2. Select the appropriate Club type in the Co-Curricular Zone.
- 3. Tick the tick-boxes next to the Clubs you wish to duplicate. Click 'Bulk' and click 'Duplicate club'.

Published	Ballet Year 4-7
Published	Ballet Years 1-3
Published	Boys Choir Years 2-7
Published	Cooking Classes Year 4-5
Publish club and se Unpublish club and	essions d sessions
Open head start be Open booking Close head start be	ners poking
Close booking	s Club
Cancel club	Jance
Archive club Reveal booking sta	tus
Hide booking status	
Select next year av	ailability 1-2
Send an e-mail	3-7
Send text message Export Club	dr
C Bulk	

The Bulk 'Duplicate club' option

4. Your selected Clubs will be duplicated and set as draft/unpublished, with the word 'Copy' added to their title.



A duplicated club