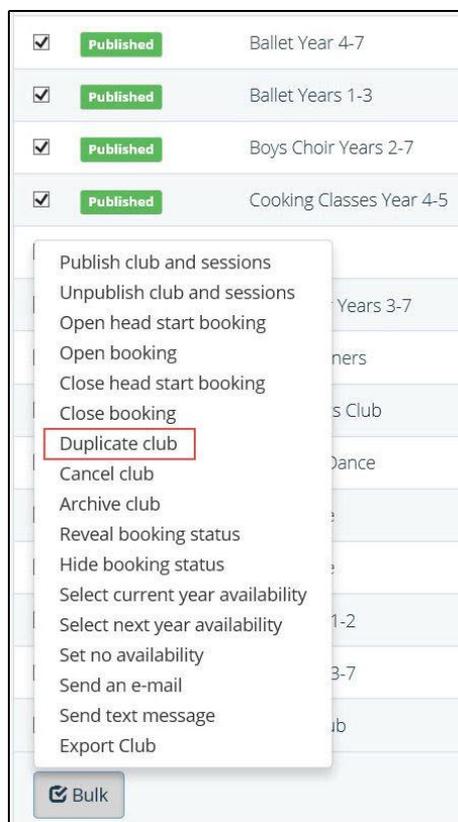


## How to duplicate a Co-Curricular Club

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.

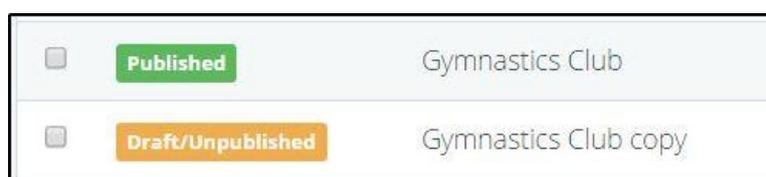
Duplicating a Club will copy its basic details (title, category, term, number of places, booking, approval, close information, as well as price and club leader), and create a draft/unpublished copy.

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'.



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 Your selected Clubs will be duplicated and set as draft/unpublished, with the word 'Copy' added to their title.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