# How to Duplicate an Approved Event

This guide is for Trainers and TSO's who wish to offer a training again. In this guide are the steps to duplicate an already approved training event. Every training has a course and one or more events. Both the course and event must already be approved to duplicate an event.

- *If you have not yet submitted your course to be reviewed by the Wisconsin Registry Professional Development Approval System (PDASystem), see the* Training Entry Part 1: How to Submit a Course *guide first.*
- *If you have the course approved, but have not yet scheduled an event, see the* Training Entry Part 2: How to Schedule an Event *guide first.*

Step 1: Locate the Event in Training Entry
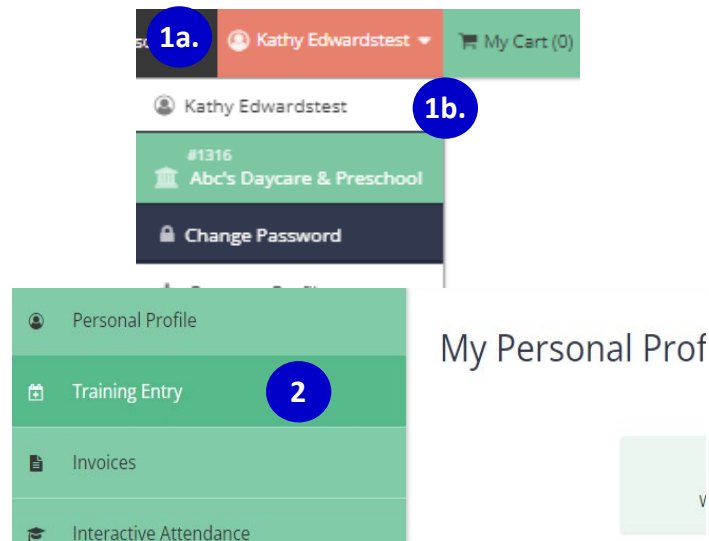
1. When you first sign in, you will be in your Personal Profile. If you have administrative access to a Training Sponsor Organization (TSO) and are an approved Trainer, you may have events in both your Personal Profile and the TSO's Program Profile.
   a. To duplicate an event from your Training Entry as an individual Trainer, remain in your Personal Profile.
   b. To access the TSO's Program Profile to duplicate an event, select your name in the top right-hand corner of your profile. Select the TSO Program Profile **NAME** from the drop-down menu.
2. To access a list of approved training events, hover over the **Mint Green** tool bar on the left side of the screen and select **TRAINING ENTRY**. On both the Personal Profile and Program Profile the **Training Entry** button is in the **Mint Green** tool bar on the left-hand side of the screen.
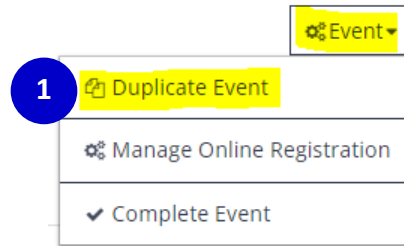
Training Entry

Events | Courses

Filter Events

Event ID

3
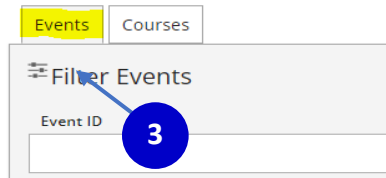
818851	11/11/2021	Using Technology to Get the Most Out of Your Registry Membership	The Registry	Testy McTester	11/10/2021	Draft
818841	9/30/2021	**4** Steven's Trainer Change Test	The Registry	Tory Course	9/9/2021	Registered/Approved

3. On the **Training Entry** page, be sure you are on the **EVENTS** tab.
4. The list of the training events that you have previously scheduled will be visible. Click on the approved event you wish to duplicate.

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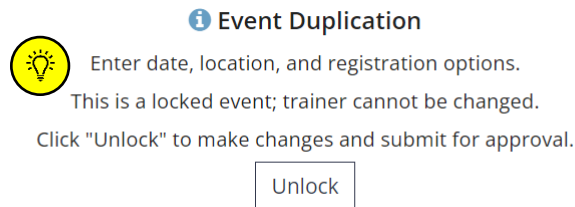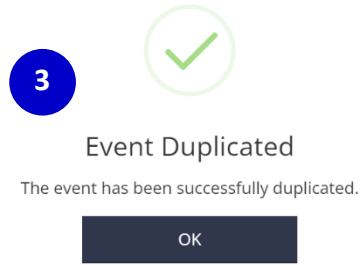**Step 2: Duplicate the Selected Approved Event**

1. Select the **EVENT** button with the gear icon. A menu will drop down for you to select **DUPLICATE EVENT.**
2. A pop-up window will appear for you to verify duplicating the event. If the event selected is the correct event you wish to duplicate, click **YES** to move on to the next step. If it is not the correct event, click **NO** to return to the event list.

3

✓

Event Duplicated

The event has been successfully duplicated.

OK

ℹ **Event Duplication**

Enter date, location, and registration options.

This is a locked event; trainer cannot be changed.

Click "Unlock" to make changes and submit for approval.

Unlock

3. A pop-up window will appear stating the event has been duplicated. Click **OK.** At this point the event is in Draft form and you will have to complete additional steps to submit your event.

Note*: If you are only editing the **Location, Date**, or **Time** do not unlock the event. The event does not need further review from the Wisconsin Registry. Only select **Unlock** if you are editing the Trainer. The event will then be submitted for Wisconsin Registry Professional Development Staff to review.   Standard review time for submitted events is 1-5 business days.*

Event Details

4 Manage

Location

Web Based

Date

> ⚠ **Date Required**
> The date for this event has not yet been entered.

Event Registration

4a. Manage

☑ Registration for this event is required.

> ⚠ **Registration Date Required**
> The registration date for this event has not yet been entered.

Submit Event **5**

Training Event Approval

4. Under the Event Details, update the fields for *Location*, *Date*, and *Time* by selecting **MANAGE** next to each section.
   a. If Registration is required, you will need to update Registration dates and information as well.
5. Once all fields are entered, click **SUBMIT** EVENT.