



How do I copy a Product?

Last Modified on 12/03/2024 11:50 am AEDT

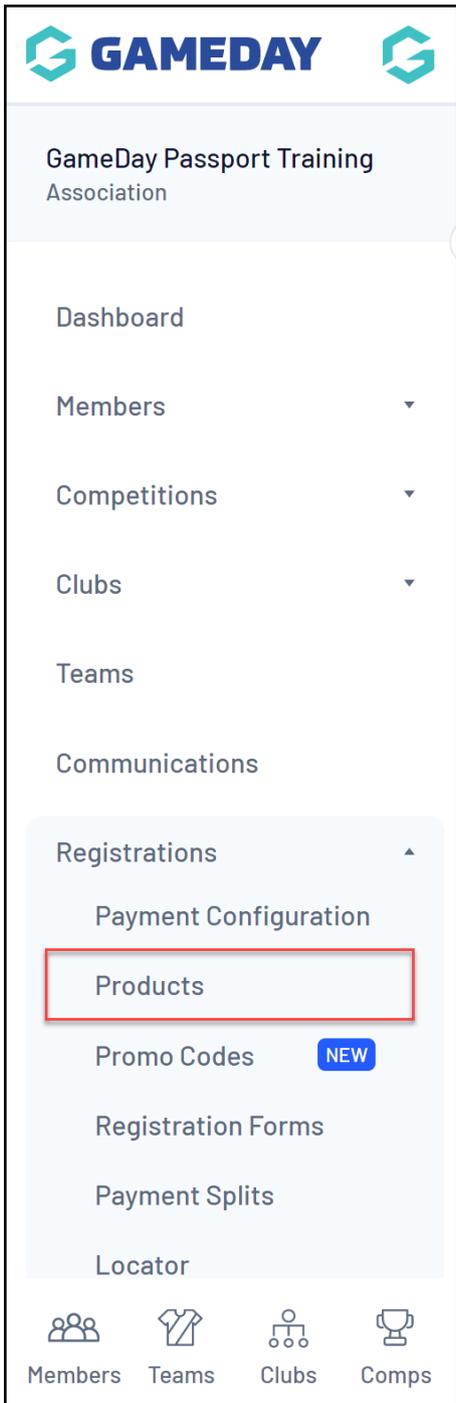
When preparing for a new season, it is important that you either create a new set of products or copy existing products to create new products for your upcoming season, making any relevant changes to the copied version.

Copying products provides administrators with a quicker and easier way to generate a new set of products, as it automatically retains all the settings and configurations of the copied product, which can then be amended where necessary.

Please do not re-use existing products across multiple seasons, as you will not be able to generate accurate reports for each season, and you may encounter issues for existing members trying to re-register and pay online.

To copy a Product:

1. On the left hand menu, open the **Registrations** option and click **PRODUCTS**



2. Identify the product you wish to copy and click **COPY**

Products ?

Choose a value from the list below to edit. Some options may be locked by your national/international body and cannot be edited.

[ADD A NEW PRODUCT](#)

Product Name Showing Group Created by

Name	Price	Active ?	Created By	Split Name	Copy Product
Group: Association Fees (10 products)					
 2022/2023 Age 06 Membership Fee	50.00	<input checked="" type="checkbox"/>	Association	100 per cent to Association	Copy
 2022/2023 Age 07 Membership Fee	50.00	<input checked="" type="checkbox"/>	Association	100 per cent to Association	Copy
 2022/2023 Age 08 Membership Fee	50.00	<input checked="" type="checkbox"/>	Association	100 per cent to Association	Copy
 2022/2023 Age 10 Membership Fee	50.00	<input checked="" type="checkbox"/>	Association	100 per cent to Association	Copy
 2022/2023 Age 11 Membership Fee	50.00	<input checked="" type="checkbox"/>	Association	100 per cent to Association	Copy
 2022/2023 Age 12 Membership Fee	50.00	<input checked="" type="checkbox"/>	Association	100 per cent to Association	Copy
 2022/2023 Age 13 Membership Fee	50.00	<input checked="" type="checkbox"/>	Association	100 per cent to Club	Copy

3. Once successfully copied you should see a new product appear in your Product List with the '**(Copy)**' at the end of the name.

Products

The product has been successfully copied

Choose a value from the list below to edit. Some options may be locked by your national/international body and cannot be edited.

[ADD A NEW PRODUCT](#)

Product Name Showing Group Created by

Name	Price	Active ?	Created By	Split Name	Copy Product
Group: Association Fees (11 products)					
 2022/2023 Age 06 Membership Fee	50.00	<input checked="" type="checkbox"/>	Association	100 per cent to Association	Copy
 2022/2023 Age 06 Membership Fee (Copy)	50.00	<input checked="" type="checkbox"/>	Association	100 per cent to Association	Copy
 2022/2023 Age 07 Membership Fee	50.00	<input checked="" type="checkbox"/>	Association	100 per cent to Association	Copy
 2022/2023 Age 08 Membership Fee	50.00	<input checked="" type="checkbox"/>	Association	100 per cent to Association	Copy
 2022/2023 Age 10 Membership Fee	50.00	<input checked="" type="checkbox"/>	Association	100 per cent to Association	Copy

4. Click the **magnifying glass icon** to the left of the product to edit its details.

Products

The product has been successfully copied

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Product Name Showing Group Created by

Name	Price	Active ?	Created By	Split Name	Copy Product
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 2022/2023 Age 06 Membership Fee (Copy)	50.00	<input checked="" type="checkbox"/>	Association	100 per cent to Association	Copy
 2022/2023 Age 07 Membership Fee	50.00	<input checked="" type="checkbox"/>	Association	100 per cent to Association	Copy
 2022/2023 Age 08 Membership Fee	50.00	<input checked="" type="checkbox"/>	Association	100 per cent to Association	Copy
 2022/2023 Age 10 Membership Fee	50.00	<input checked="" type="checkbox"/>	Association	100 per cent to Association	Copy

5. Change the name and any other details that need updating to reflect that the product relates to your new registration season

Note: This process will not automatically replace the product on your registration form. Please [click here](#) for information on attaching products to registration forms.