Welcome to our comprehensive guide on copying an existing Event in Gridlex Zip.

Whether you're organizing meetings, webinars, or other gatherings, Gridlex Zip is designed to make your event management smoother and more systematic. One feature that significantly aids in this process is the ability to copy an existing event. By doing so, you can save time, maintain consistency, reduce errors etc.

By the end of this tutorial, you'll be well-equipped to create, manage, and record event data seamlessly, including leveraging the copying feature for enhanced efficiency.

Step 1: Log in to the Gridlex App Suite and click 'Events' under the Zip section.
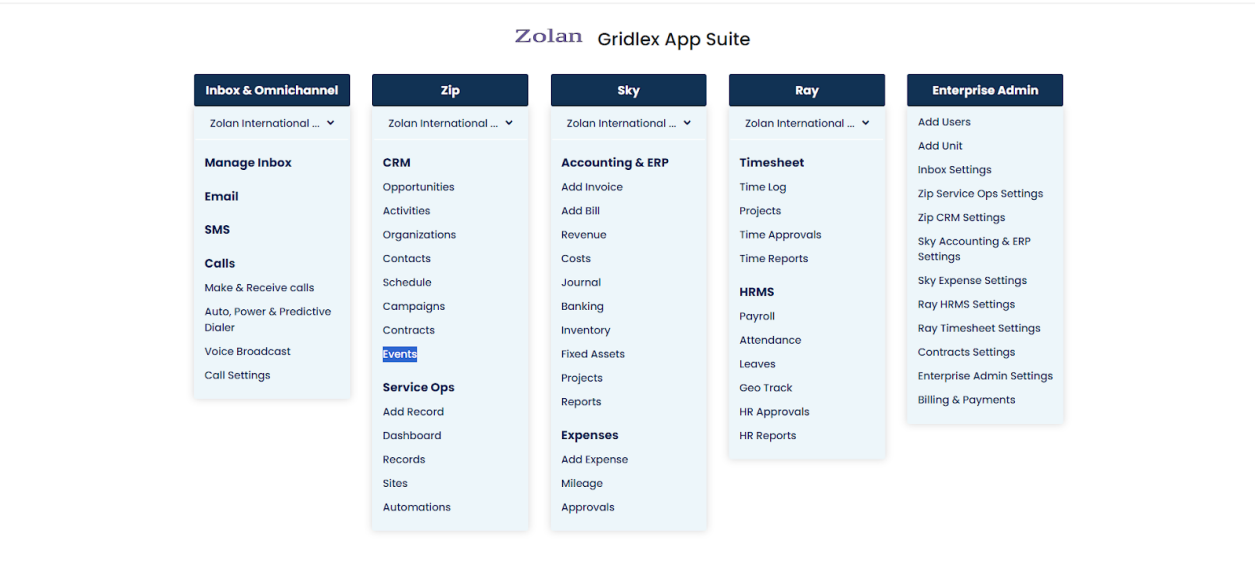
Step 2: Identify the Event which you want copy and click on the "Copy Event" button under the Actions column. This action will take you to Create New Event page.

On this page, you will see that the event details have been copied, including the Event Template.

Step 4: Make the desired changes and click "Next." This action will take you to the Event Contacts page where you can add contacts to the Event.

Note: This action will also put the Event on the Events Listing page. You can also use the "Save as Draft" option to add the Event to drafts.

If you need any help with any feature, data migration of your old data, or anything at all, just email apps@gridlex.com and our team will be here to help you. Remember, that one of **Gridlex's** core values is Customer Success. We want you to be successful.