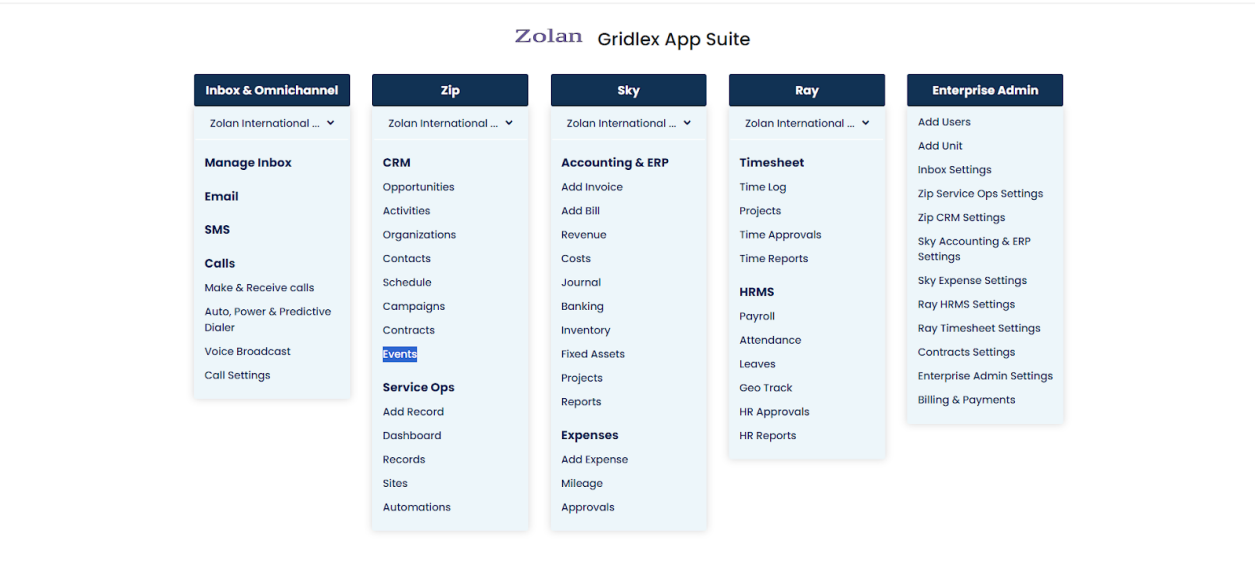


Welcome to our comprehensive guide on copying an existing Event in Gridlex Zip.

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.

**GRIDLEX** Inbox ▾ Zip Service Ops ▾ Zip CRM ▾ Sky Accounting & ERP ▾ Sky Expenses ▾ Ray HRMS ▾ Objects ▾ Settings ▾ My Account ▾ Zolan  
Zolan Interna. ▾

**Events** Settings

Export to Excel Create New Event

Event ID	Event Title	Event Template	Actions	Event Timezone	Event Starts At
1206506745674870785	<a href="#">Health First</a>	Basic Event Template	<a href="#">Copy Event</a>	(GMT-05:00) Eastern Time - New York	Nov 01 2023, 9:00
1206743665407447041	<a href="#">Pharma Expo</a>	Basic Event Template	<a href="#">Copy Event</a>	(GMT+05:30) India Standard Time - Kolkata	Oct 11 2023, 1:07

Page 1 of 1 1 - 2 of 2 items

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

**GRIDLEX** Inbox ▾ Zip Service Ops ▾ Zip CRM ▾ Sky Accounting & ERP ▾ Sky Expenses ▾ Ray HRMS ▾ Objects ▾ Settings ▾ My Account ▾ Zolan  
Zolan Interna. ▾

Events / Create New Event

Event Creation Method

☐ Using an event template ☒ Copy an existing event

Event Details Copied from [Health First](#)

Event Information

Event Title \*  Event Format \*

Event Description \*

Health First is a premier gathering that brings together leading professionals, researchers, and thought leaders from the BioPharma industry. This event aims to foster discussions, share insights, and pave the way for innovative solutions that prioritize health. Attendees will have the opportunity to engage in interactive sessions, panel discussions, and networking opportunities, all while exploring the latest advancements and breakthroughs in

Event Timezone \*  Event Starts At \*   Event Ends At \*

Event Registration Status  Event Registration Capacity \*

[Save as Draft](#) [Next](#)

**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](mailto: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.