
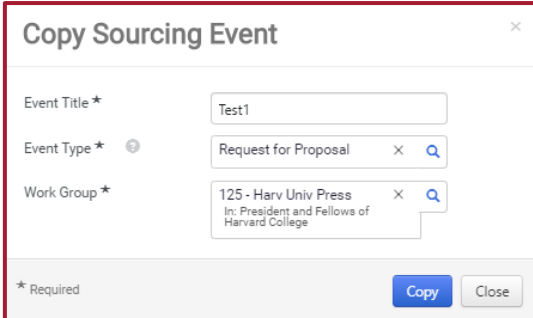


# Sourcing: Copy an Event Quick Reference Guide (QRG)

## Copy an Event

You can **Copy an Event** to save on the manual entry of many of the event specifics if the existing event has many of the characteristics needed for a new event.

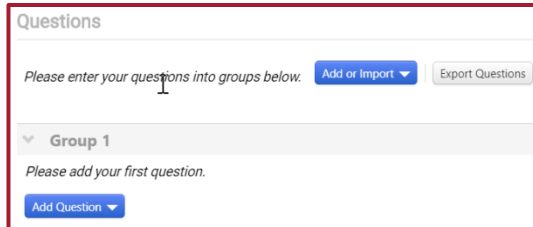
1. Search for the existing event you wish to copy. Select **Sourcing**  → **Sourcing Events** → **Search Events**.
2. Select the period of time to search for events and select **Go**.
3. Select the Event you wish to copy from the search results by clicking the name of the appropriate event.
4. Click **Copy** from the **Event Actions** drop-down list in the top right corner of the event.
5. The **Copy Sourcing Event** wizard displays. Edit the **Event Title** for the copied event.



6. Select a different **Event Type**, if appropriate, and select a **work group** for the event.
7. Select the **Copy** button. The copied event is now in **Draft** status.
8. Edit the **Event Title** and **Estimated Value**, as appropriate.
9. Edit your **Bid and Evaluation** options, as appropriate.
10. Select **Yes** for the **Visible to Public** Radio Button in the **Display and Communication** section **IF** your Event is in excess of \$250,000 **AND** uses federal funds.

Enter the explanation in the **Public Event Short Description** field (This field appears if **Yes** is selected).

11. Enter the **Release**, **Open**, and **Close** dates of the Event in the **Dates** section. Enter a **Q&A Submission Close** date if you are allowing additional time for supplier questions.
12. Click to **Save Progress**, and/or select **Next** to proceed to the next page.
13. Edit the **Event Creator**, **Event Owners**, **Contacts** and/or **Stakeholders**, as appropriate. You can add additional **Event Owners**, **Contacts**, and **Stakeholders** in the **Users** tab, as needed.
14. Select the **Description** tab. Enter your event description in the text box. You can copy an existing description from the library by clicking the **Copy from Library** button. Be sure to edit the placeholders accordingly if using the library.
15. Enter a description in the **Stage Description** section if the event has multiple stages and click **Next**.
16. Click the **Questions** tab to add questions for the suppliers to answer. You can enter them manually using the **Add Question** button or you can **Add or import a Question Page, Question Group, or individual questions** from the library. Questions can be edited to be optional or required.



17. Click the **Review and Submit** tab. Select the **Submit for Approval** button when your edits are completed for the event.

**Please Note:** See the **Create an Event QRG** for information on adding Prerequisites, Items, Suppliers, and additional details.