

Propagate Settings

The **Propagate Settings** feature acts as a "global sync" for event configurations — letting you update settings across multiple events at once, instead of editing each one individually.

Where to find it: Go to **Events Preview / Event Settings** to see your current propagation scope.

How Propagation Works

Propagation is **trigger-based**, not a constant sync — changes only push to other events the moment you modify a setting.

Affected pages: Propagation only applies to changes made on:

- **Settings / Online Scheduler Settings**
- **Settings / Vendor View Setup**
- **Settings / Notifications Setup**
- **Settings / CUI Messages**

Scope options: You can choose how broadly a change applies:

- **All events of the same type**
- **All events of the same category and type**
- **Only the current event** *(the "safety toggle" — use this to customize a single event without affecting others)*

Best Practices

If you want to...	Set propagation to...
Update an email template across all your events	"Propagate changes to all events"
Change the open/close dates for just this event	"Propagate to only current event"
Test a new setting before rolling it out everywhere	"Propagate to only current event"

“ ⚠ **Important:** Always double-check this toggle before leaving the page. If global propagation is left on by mistake, a small change meant for one event could unintentionally overwrite settings across dozens of others.

Revision #5

Created 2026-04-10 17:30:51 UTC by Tara Cicora

Updated 2026-08-12 21:36:28 UTC by Tara Cicora