

Duplicate PTA

I'd like to use the Duplicate PTA option, but it's not enabled.

What Duplicate PTA does: Creates a full copy of a past event, including the same **class and enrollment data** — but not time slots. This is intended only for events with **unchanged enrollment**, such as full-year classes. Since using it incorrectly could overwrite intended changes, we enable it selectively rather than by default.

If you plan to import new data files:

You don't need Duplicate PTA — instead, create a new event using a previous event as a **template**, which copies over your previous **settings** (without enrollment data):

1. Go to Events / Preview.
 2. Click **Add**.
 3. In the **Template Event** drop-down, select your previous event.
 4. Click **Add**.
-

If your new event will use the exact same enrollment data as the previous one:

Let us know, and we'll enable **Duplicate PTA** for your account.

Revision #3

Created 2026-04-07 22:04:50 UTC by Tara Cicora

Updated 2026-06-21 17:23:29 UTC by Anne Taves