

# Cloning Checklist

Review when creating from a template for Forms, Events, and Donations

- Edit the title
- Edit the Start Date and End Dates
- Edit the Display Dates and Registration Dates (if applicable)
- Edit the Preview Text (for a listing) and the Description (Detail Page) (if needed/desired)
- Review and edit the Review and Finish pages (if needed/desired)
- Review and edit the Member and Admin Confirmation Emails
- Edit step names (if needed/desired)
- Edit category names (if needed/desired)
- Add Donation Category (if needed/desired)
- Edit the values of any fields or commerce items (if needed/desired)
- Change field names and export column header names (if needed/desired)
- Rebuild and reapply form specific roles (general profile driven roles are fine)
- Add any unique fields needed
- Verify the payment gateway being used for the event. If the event you cloned was assigned to use a specific gateway, this event will also be set up to use the same gateway.