MODULE: TOOLS

Clone Event Tab (clone a new event from a past event)

In instances where a new event is to be created and the organizer wishes to use a past event, it is possible to clone using the Tools module.

- Go to the event you wish to clone from.
- In the event management area, click on the Tools module.
- Click on the Clone Event tab.
- Under Step 1: What to clone, by default you will clone the events main information, but you can also select some of the other elements listed if you wish.
- Under Step 2: When to clone? click the current date, and then click clone once.

- A confirmation message will appear on screen indicating that 1 new event will be created. Click Yes.
The management area of the **NEW** event opens with the word **(CLONE)** in brackets at the end of the title to indicate that you are now going to work on a clone. At this point you can begin to configure the event as per your requirements and as a new event.

**NOTE**

In cloning an event, if sessions are created, they will have the same IDs as the original event and the registration period will not be enabled.
Clone Customization Tab (clone some elements of a past event to an existing event)

In instances where an organizer wishes to use some elements from a past event for an existing event, it is possible to clone those elements using the **Tools** module of the current event.

- Go to the past event that has the elements to be cloned. All Indico events have a unique number attributed to them and it features in the web address of the event page.
- Take note of the past event’s number.

Now go to the current event, click **Tools** and the tools work area opens. Click on the **Clone Customization** tab.

The elements that can be cloned from a past event through this tab are:

- Its logo
- The left-hand menu
- The event description
- Additional info
- The support information
- Announcement
- Contact info

- Select the element(s) required.
- In the **Event Id** field, enter the ID (i.e. event number) of the past event. Click **Clone**.

A message will appear requesting confirmation that the element(s) you selected will be replaced in the current event by those of the past event.

- Click **Yes**.

The main event page of your current event opens. Depending on the elements cloned, verify to ensure that all is as it should be.
Clone Registration Form Tab

- In the current event, click Tools and the tools work area opens. Click on the Clone Registration Form tab.

- In the Event Id field, enter the ID (i.e. event number) of the past event. Click Clone.

A message will appear requesting confirmation that the current registration form will be replaced by that of the past event.
- Click Yes.

The Registration module work area opens in the management area of the current event. Verify to ensure that all is as it should be.
**Link Conference Tab**

This feature in Indico allows two events to be linked via a Parent-Child relationship whereby the Parent is the main event (i.e. the event dealing with the main subject) and the Child is the event dealing with other subjects related to the main one.

- **PARENT**
  - Linked to one or more Child events

- **CHILD**
  - Can only be linked to one Parent event

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**Participant A registered to and approved for a Parent event**

- Permitted access to Parent event (or approved sessions if applicable)
- Permitted access to Child event (all sessions)

Participant A receives a standard conference badge according to his/her representation type.
Participant B registered to and approved for a Child event

- Permitted access to Child event only (or selected sessions if applicable)

Participant B receives a special Child event badge.

**APPLICATION**

This feature is designed to be used for events WITH SIDE-EVENTS. The PARENT is the Plenary. The CHILD is an event which groups all relative side-events into one.

If, among the side-events, there is one that requires a specific registration form or specific authorization different from the other side-events, it can become another Child event.

Approved registrants to the Parent event:
have access to it (or selected sessions if applicable) **and** both Child events 1 and 2.

Approved registrants to Child 1:
have access **only to that event** (or selected sessions of Child 1 if applicable).

Approved registrants to Child 2:
have access **only to that event** (or selected sessions of Child 2 if applicable).
How to Link Events

In the below example there are two events to link. To illustrate clearly, they are already marked Parent and Child.

**Link a Parent event to a Child**

- Take note of the Child event’s number.

- Go to what is intended to be the Parent event and in the event management area, click **Tools** on the side menu and then the **Link Conference** tab.

- In the **Child ID** field, enter the event number of the Child event to link and click **Link Child**.
A confirmation message appears confirming that the Child event will be linked to this Parent event.

- Click Yes.

To verify the Child link, click General settings on the menu on the left. On-screen it is marked that for this Parent event, there is a Child link.

It is also possible to do it the other way around i.e. to link a Parent event to a Child event.

**Link a Child event to a Parent**

- Take note of the Parent event’s number.

- Go to what is intended to be the Child event and in the event management area, click Tools on the side menu and then the Link Conference tab.

- In the Parent ID field, enter the event number of the Parent event to link and click Link Parent.
A confirmation message appears confirming the link and warning that if a Parent link already exists for this Child event it will be replaced.

- Click Yes.

To verify the Parent link, click General settings on the menu on the left. On-screen it is marked that for this Child event, there is a Parent link.

**Remove a link between events**

- Go to either the Parent or the Child, click on Tools on the menu on the left.
- Select the Link Conference tab and click Unlink beside the event you wish to unlink the current event from.
Lock Tab

An event may be locked so that no more changes can be made to it – only the creator of the event or a category manager may unlock it. Last resort is to contact Indico support.