You can clone a set of jobs from a prior event instead of creating them all from scratch. These set of steps assume the event in question has the "Job Signup Deadline" in step 4 filled out.

1. Go to the Events page
2. Click the **Job Signup** or **Edit Job Signup** button under the desired event
3. Click **Setup Event Jobs** tab
4. Click **Copy & Append From Other Event** button, then click **OK** to confirm
	1. If you don't see a new window or tab after clicking OK, make sure your popup blocker is turned off
5. Enter the event name from which you want to clone jobs and click **Search**, or click **Display ALL

**
6. Click the radio button next to the event from which you want to clone jobs and click **Select**
7. If the dates/times of the jobs are not correct,
	1. Select the jobs under "Time Periods Setup" that have all the same dates/time (only click the **Time Periods Setup** check box if ALL the jobs have ALL the same dates and times, which is rare)
	2. Click **Edit Time Period**, then click **OK** to confirm
	3. Enter the starting and ending dates and times you want to change the job(s) TO
	4. Click Save Changes, then click **OK** to confirm
	5. Repeat for all remaining jobs
8. If you are ready for people to signup for the jobs, click the Job Name check box and click **Allow Signup**, then click **OK** to confirm