The Copy All Items in a New Class utility copies items from one class to another for all the exhibitors in the original class. Use it, for example, when exhibitors in a livestock class are also in a showmanship class. Copying an item keeps it in the current class and adds it to the new class. Make a note of the destination class before starting this process.

1. Click **Go to > Exhibitors/Items > Item Utilities > Copy/Create All Items in a New Class**. See Figure 1.

2. Highlight the **department** of the class being copied.
3. Click **Continue**.

4. Highlight the **division**.

5. Click **Continue**.

6. Highlight the **class**.

7. Type the **destination class code number**. Press **Tab**. The class description displays.

8. Click **Verify Destination Class**.

9. Click **OK** at the confirm message.

10. Click **Copy/Create New Items**.