**Copying Master Schedule in PowerScheduler for Load Only – PowerSource #8270**

This article describes how to copy the master schedule in PowerScheduler for a Load-only scenario.

1. Navigate to Start Page > PowerScheduler > Auto. Scheduler Setup and create a new scenario.



1. Navigate to PowerScheduler > Functions > Set Schedule Year. The schedule year should be set to the upcoming school year for which you are creating a new schedule.



1. Navigate to PowerScheduler > Scenarios and click on the name of the new scenario. Ensure that the scenario is "Active" and uses matching periods and days from the prior school year.





1. Copy the Master Schedule from the previous school year at PowerScheduler > Functions > Copy Master Schedule.

