## GO by Spark - How to add and edit staff from the Staff Library?



GO Libraries have all staff, event, content, and venue data from the client that populates on guest facing materials. Users have the ability to add and edit library items through GO.

<b>1</b> N	lavigate to your	GO Softwar	re URL an	d open the S	taff Librar	y.		
				in 🛠 🛢	삼 호 <sub>A</sub> 🗍	0 7	🌡 Admir	n User
	Venues		Conte	ent	٩	Enter Se Staff	arch Term	
255	Description	Segment	Levels	Attributes	Private	Crew	Simple	Lengtl
AVENIR							~	60
AVENIR		General					~	60
AVENIR		The		Education			~	60

2 Click "Add Staff" to add a new staff member.

	<b>新 省</b>	N 📕 📽 🖄 🗚 🚺 🌶	Admin User
	Libraries		
The Avenir 🗸	Events	Venues Content	Staff
Add Staff	Department	Title	Berthing
export to CSV	Recreation	Teen Staff A	Single Sh
	Recreation	Teen Staff B	Single Sh

The "Department" field has to be pre-populated. To add a new department, a request has to be approved and made with Spark. After choosing the "Department", complete the rest of the fields.

	Venue Library Staff Library	
Department	Create Staff	×
	Department	e
		e
	Bar	e
	Dining	e
	Hotel	e
	Recreation	e

3

## 4 Click "Submit" when all information is completed.

 Department	
Entertainment	е
Title	e
Cruise Staff Berthing	e
Single	e
Quantity	
1	e
	Submit
Cast - Dancer	Single



Alert! After creating a staff member they cannot be deleted.

<b>5</b> To	edit an existing staff, s	imply click on the	staff n	nem	ber	to e	edit.			
			in A		쓭	Â	<b>* 0</b>	R	🌡 Admin User	
nts	Venues	Cont	ent				5	Staff		
	Title	Berthing					Fore	ecaste	d Qty.	
	Teen Staff A	Single Share					1			
	Teen Staff B	Single Share					1			
	Kids Staff A	Single Share					1			
	Kids Staff B	Single Share					1			
	Kids Staff C	Single Share					1			
	Kids Staff D	Single Share					1			

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Tip! Click "Export to CSV" in the bottom left corner if you want to download all staff data to a CSV file.