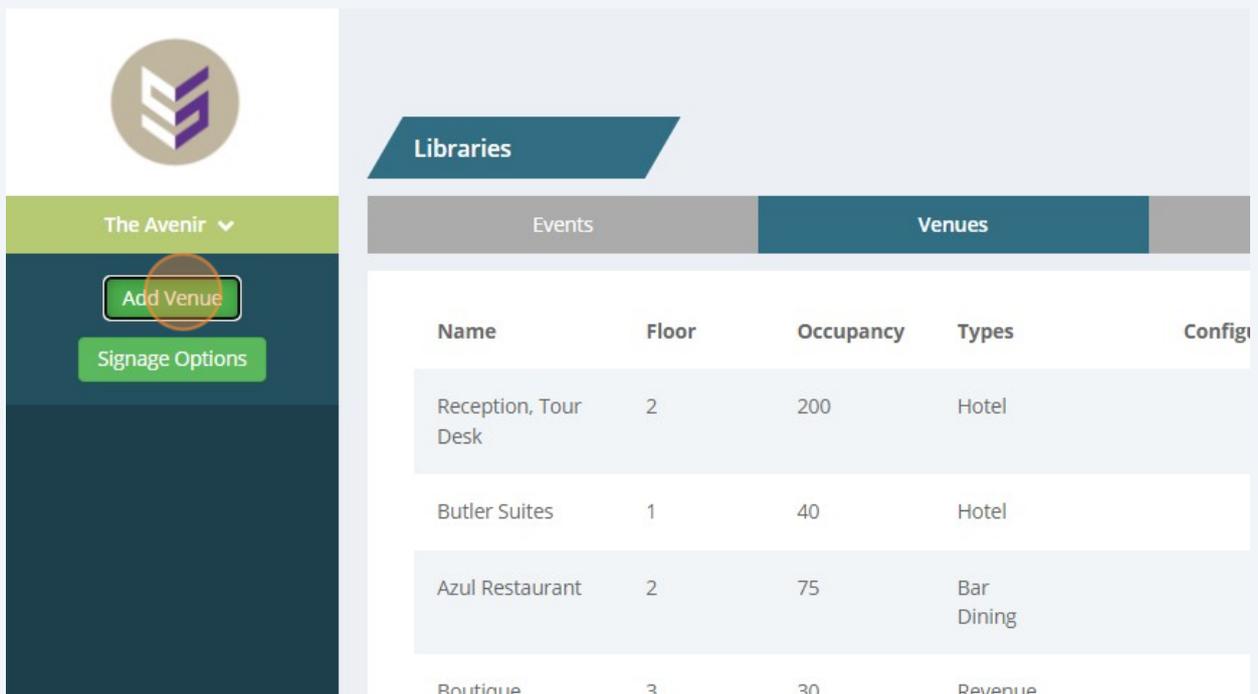


GO by Spark - How to add or edit venues on Scribe[®] the Venue Library?

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.

1 Navigate to your GO Software URL and open the Venue Library.

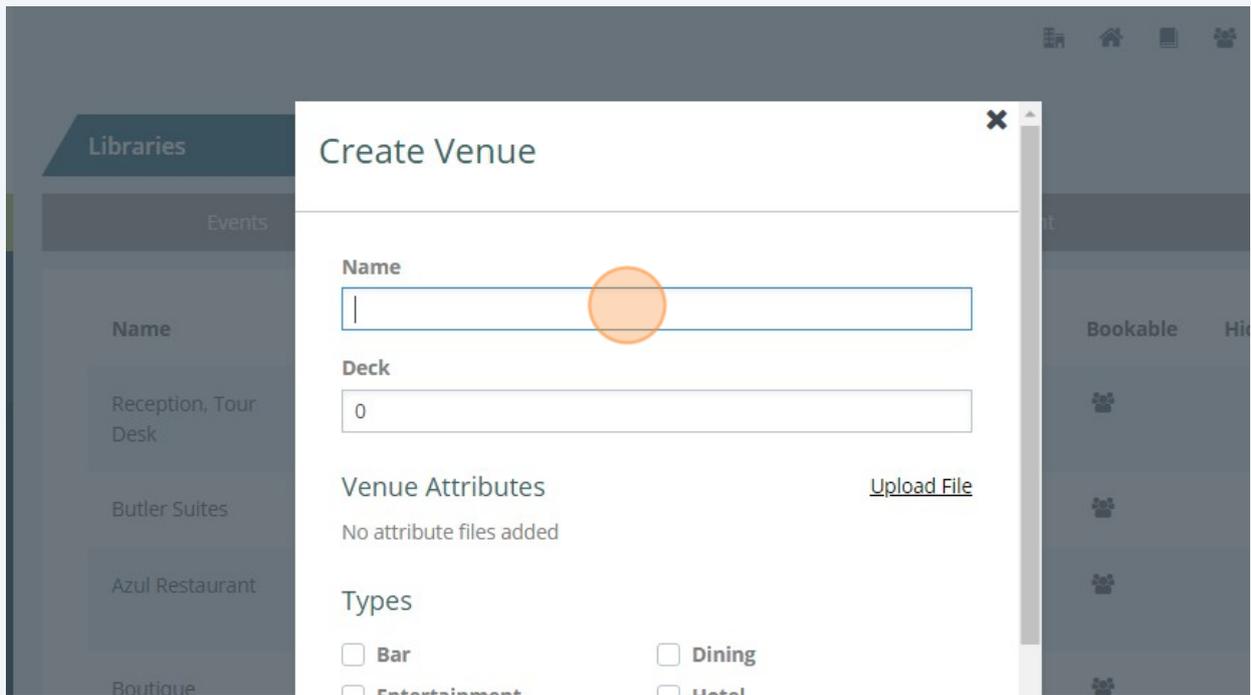
2 Click "Add Venue" to add a new venue.



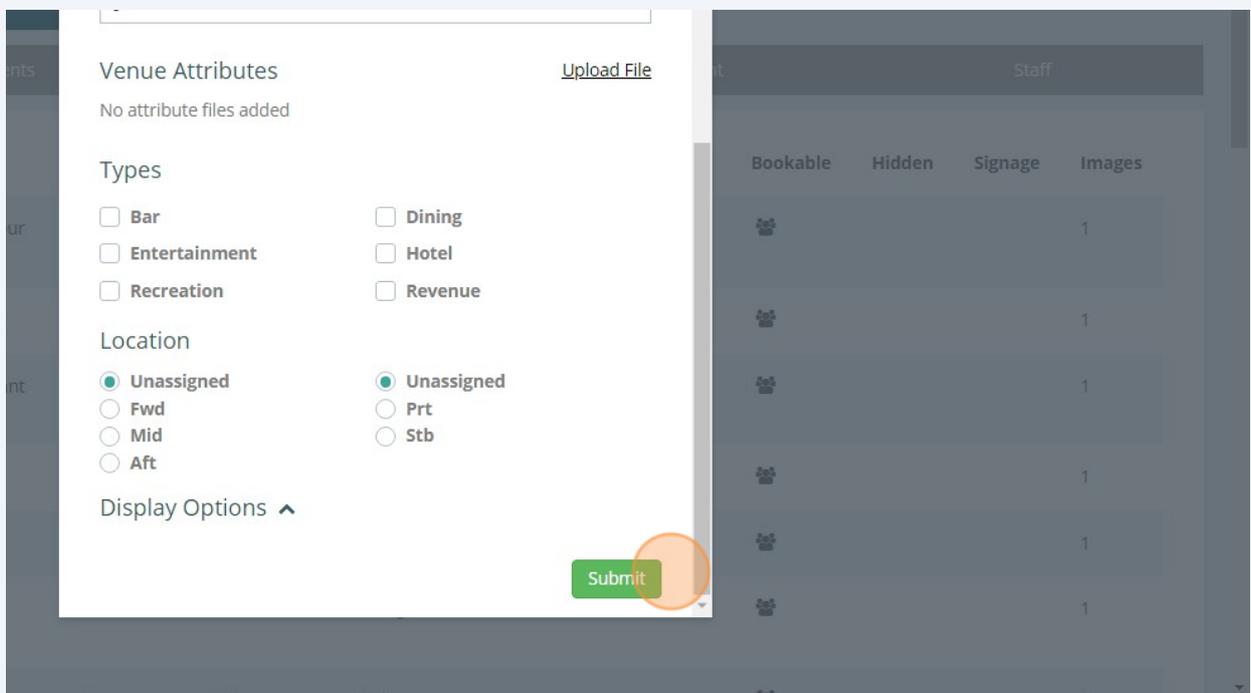
The screenshot displays the GO Software interface. On the left, there is a sidebar with a logo at the top, followed by a dropdown menu showing 'The Avenir' with a downward arrow. Below this, there are two buttons: 'Add Venue' (highlighted with a red circle) and 'Signage Options'. The main content area is titled 'Libraries' and has two tabs: 'Events' and 'Venues'. The 'Venues' tab is active, showing a table with the following data:

| Name | Floor | Occupancy | Types | Config |
|----------------------|-------|-----------|------------|--------|
| Reception, Tour Desk | 2 | 200 | Hotel | |
| Butler Suites | 1 | 40 | Hotel | |
| Azul Restaurant | 2 | 75 | Bar Dining | |
| Boutique | 3 | 30 | Revenue | |

3 Complete all fields.



4 Click "Submit" when all information is added.





Alert! After creating a venue they cannot be deleted.

5

To edit an existing venue, simply click on the venue to edit.

Libraries

Events Venues Content

| Name | Floor | Occupancy | Types | Configurations | Bookings |
|----------------------|-------|-----------|------------|----------------|----------|
| Reception, Tour Desk | 2 | 200 | Hotel | | |
| Butler Suites | 1 | 40 | Hotel | | |
| Azul Restaurant | 2 | 75 | Bar Dining | | |
| Boutique | 3 | 30 | Revenue | | |

6 Make the corresponding changes and click "Submit".

The screenshot shows a web interface for configuring venue attributes. A modal window is open over a background table. The modal contains the following sections:

- Venue Attributes**: Includes an "Upload File" link and the text "No attribute files added".
- Types**: A list of checkboxes for "Bar", "Entertainment", "Recreation", "Dining", "Hotel" (checked), and "Revenue".
- Location**: A list of radio buttons for "Unassigned" (selected), "Fwd", "Mid", "Aft", "Unassigned", "Prt", and "Stb".
- Display Options**: A dropdown menu with an upward arrow.
- Submit**: A green button at the bottom right of the modal, highlighted with an orange circle.

The background table has columns for "Bookable", "Hidden", "Signage", and "Images". The "Images" column contains the number "1" for each row.



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