

GO by Spark - How to add, edit and archive content on the Content Library? GO

Version: v1.17.1



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, edit and archive library items through GO.

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

- 2 Click "Add Content".

The screenshot shows the GO by Spark Content Library interface. On the left sidebar, there is a logo, a dropdown menu for 'The Avenir Resort', a green 'Add Content' button (circled in orange), an 'Export to CSV' button, and filter options. The main area displays a table of content items with columns for NAME, ACCESS, and PREVIEW. Two items are visible: 'Welcome onboard - Spa' and 'Line', both associated with 'THE AVENIR RESORT'.

NAME	ACCESS	PREVIEW
PROPERTY Welcome onboard - Spa Copy ID to Clipboard	THE AVENIR RESORT	<u>Welcome!</u> Visit us at the SPA and find the be
PROPERTY Line Copy ID to Clipboard	THE AVENIR RESORT	

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The image is a composite of two screenshots. The left screenshot shows a mobile application interface. At the top, there's a dark grey header with the word 'Libraries' in white. Below it is a grey bar with the word 'Events'. A search bar with the placeholder text 'Search by content name or value...' is visible. Below the search bar is a table with two columns: 'NAME' and 'ACCESS'. The table contains two rows of data. Each row starts with a green pill-shaped button labeled 'PROPERTY'. The first row's 'NAME' is 'Welcome onboard - Spa' and its 'ACCESS' is 'THE AVE'. Below the name is a blue icon and the text 'Copy ID to Clipboard'. The second row's 'NAME' is 'Line' and its 'ACCESS' is 'THE AVE', also with a 'Copy ID to Clipboard' link. The right screenshot shows a web-based editor titled 'Edit Content Template' and 'Content Template Details'. It has a form with a 'NAME' field (marked with a red asterisk) containing an orange circle. Below it is a 'CONTENT' field (also marked with a red asterisk) which includes a rich text editor toolbar with options for Paragraph, Bold (B), Italic (I), Underline (U), Strikethrough (I_x), Bulleted List, Numbered List, and Indent. The content area below the toolbar is empty. At the bottom, there is a 'TAGS' section with a search bar for tag names.

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resort ▾

entent

to CSV

Events

Search by content name or value...

NAME	ACCESS
<div>PROPERTY</div> Welcome - Shops <div>Copy ID to Clipboard</div>	THE AVENIR RESORT
<div>PROPERTY</div> Welcome onboard - Spa <div>Copy ID to Clipboard</div>	THE AVENIR RESORT
<div>PROPERTY</div> Line <div>Copy ID to Clipboard</div>	THE AVENIR RESORT
<div>PROPERTY</div>	

PROPERTIES

✕ THE AVENIR RESORT Add additional property...

*To PROMOTE, select all the properties that will share this event, then click the button below.

NAME *

Welcome - Shops

CONTENT *

Heading 1 ▾

B I U I_x

:≡ ≡≡ ≡≡

WELCOME!

- Visit us at the Shops and find the best discounts!

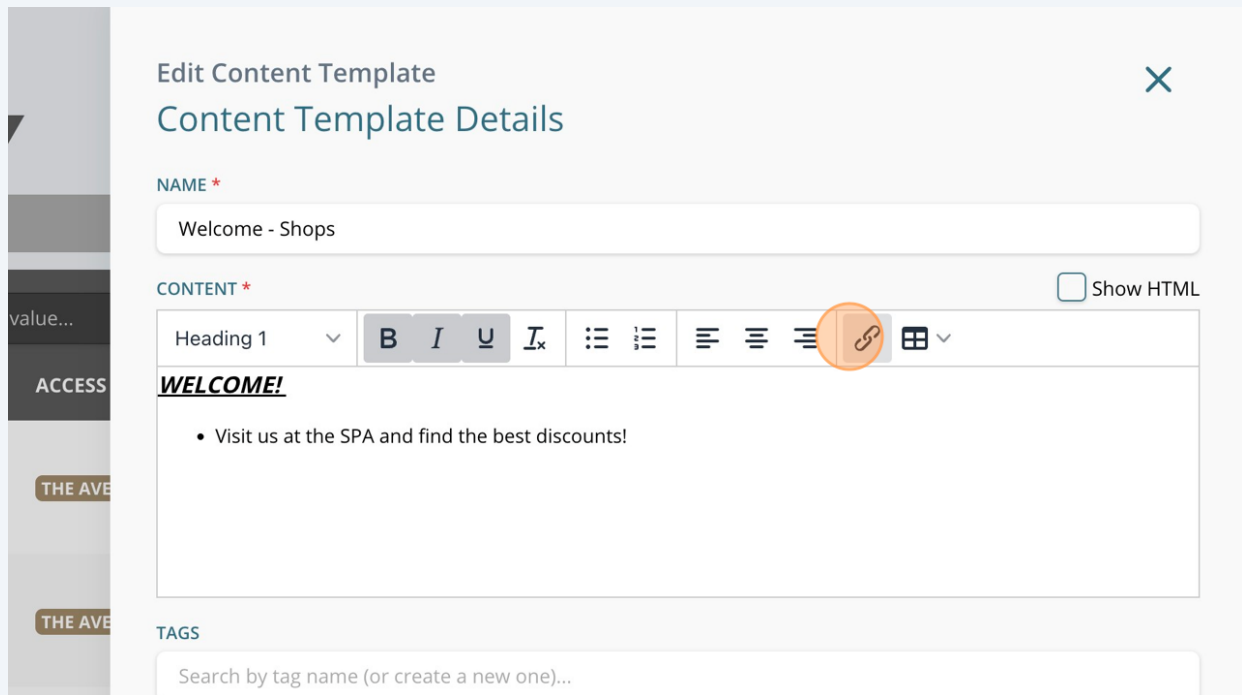
TAGS

✕ CLEAR ALL ✕ SHOPS

Search by tag name (or create a new one)

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Click here to add a URL for the content blurb. This URL will populate and be accessible when this piece of content is displayed in the Digital Daily Program.





Edit Content Template ✕

Content Template Details

NAME *

Welcome - Shops

CONTENT * Show HTML

Heading 1 **B** *I* U *I*_x  

WELCOME!

- Visit us at the SPA and find the best discounts!

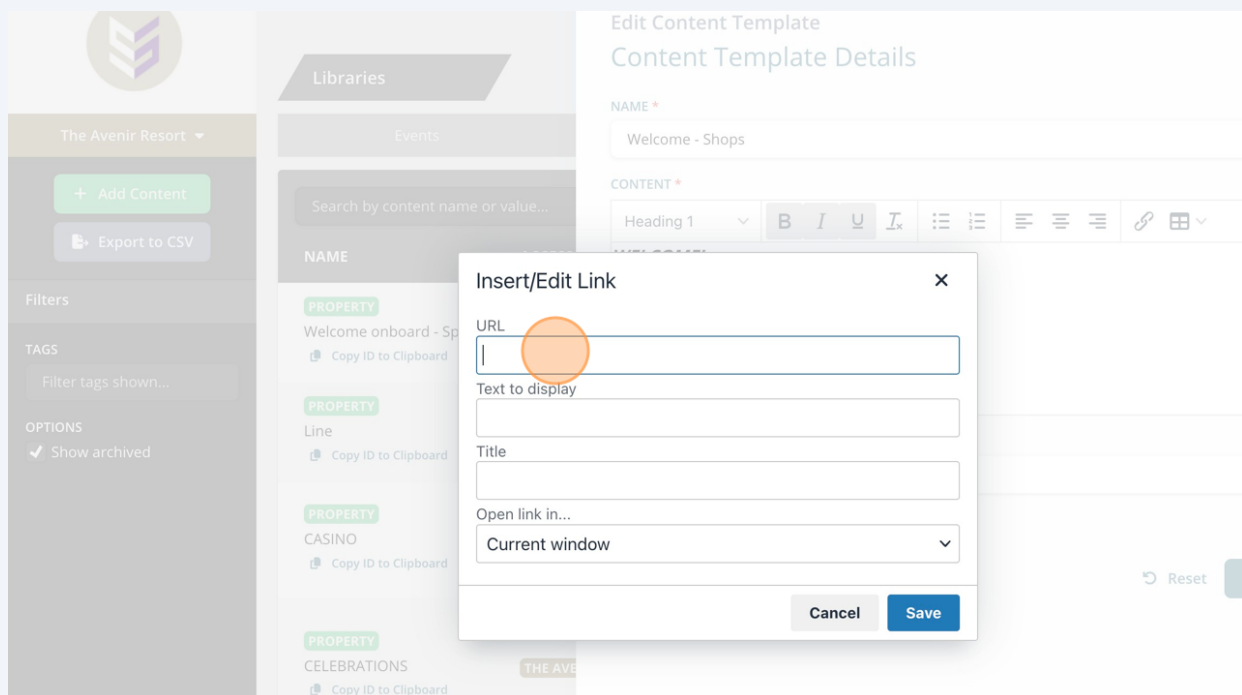
TAGS

Search by tag name (or create a new one)...

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Insert/Edit the URL link.

Click "Save" at the end.





Edit Content Template ✕

Content Template Details


NAME *

Welcome - Shops

CONTENT *

Heading 1 **B** *I* U *I*_x  

Insert/Edit Link ✕

URL 

Text to display

Title

Open link in... Current window

Cancel Save

7

Add "Tags" to the content to make it easier to identify when using the content in the future.

PROPERTY
Welcome onboard - Spa
Copy ID to Clipboard

PROPERTY
Line
Copy ID to Clipboard

PROPERTY
CASINO
Copy ID to Clipboard

PROPERTY
CELEBRATIONS
Copy ID to Clipboard

PROPERTY
Cooking Demonstration by Chef Victor!
Copy ID to Clipboard

visit us at the SPA and find the best discounts!

TAGS

Shops

No suggestions to show

Add new item: Shops

☐ Hide from Digital Daily Program

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If this content should be hidden from the Digital Daily Program and only be displayed on the print program when added, choose "Hide from Digital Daily Program".

PROPERTY
Welcome onboard - Spa
Copy ID to Clipboard

PROPERTY
Line
Copy ID to Clipboard

PROPERTY
CASINO
Copy ID to Clipboard

PROPERTY
CELEBRATIONS
Copy ID to Clipboard

PROPERTY
Cooking Demonstration by Chef Victor!
Copy ID to Clipboard

TAGS

X CLEAR ALL X SHOPS Search by tag name (or create a new one)...

spa

☐ Hide from Digital Daily Program










Reset

9 Click "Create Content" when finished.

The screenshot shows a form for creating content. On the left is a sidebar with a list of venues, each labeled 'THE AVE'. The main form area has a large text input field at the top. Below it is a 'TAGS' section containing a '× CLEAR ALL' button, a '× SHOPS' button, and a search input field with the placeholder text 'Search by tag name (or create a new one)...'. There is also a checkbox labeled 'Hide from Digital Daily Program' which is checked. At the bottom right of the form are two buttons: 'Reset' and 'Create Content'. The 'Create Content' button is highlighted with an orange circle.










10 To edit the content, simply click the "edit icon" and make the corresponding changes.

The screenshot shows the 'Content' tab in the system. At the top are three tabs: 'Venues', 'Content', and 'Staff'. Below the tabs is a table with the following structure:

ACCESS	PREVIEW	TAGS	ACTIONS
THE AVENIR RESORT	<u>Welcome!</u> Visit us at the Shops and find the best discounts!	SHOPS	  
THE AVENIR RESORT	<u>Welcome!</u> Visit us at the SPA and find the best discounts!	SPA	  
THE AVENIR RESORT			  










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To duplicate the content, click the "duplicate icon" and make the necessary changes.

Venues		Content	Staff
value...			
ACCESS	PREVIEW	TAGS	ACTIONS
THE AVENIR RESORT	<u>Welcome!</u> Visit us at the Shops and find the best discounts!	SHOPS	  
THE AVENIR RESORT	<u>Welcome!</u> Visit us at the SPA and find the best discounts!	SPA	  
THE AVENIR RESORT			  

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Content cannot be deleted but users have the ability to archive the content blurbs. Simply click the "archive icon".

Venues		Content	Staff
value...			
ACCESS	PREVIEW	TAGS	ACTIONS
THE AVENIR RESORT	<u>Welcome!</u> Visit us at the Shops and find the best discounts!	SHOPS	  
THE AVENIR RESORT	<u>Welcome!</u> Visit us at the SPA and find the best discounts!	SPA	  
THE AVENIR RESORT			  

13 Click "Are you sure? Click here to ARCHIVE." to confirm your action.

The screenshot shows a web application interface with a top navigation bar containing 'Venues', 'Content', and 'Staff'. Below the navigation bar is a search bar labeled 'value...'. The main content area is a table with columns: 'ACCESS', 'PREVIEW', 'TAGS', and 'ACTIONS'. The table contains three rows of content, each starting with 'THE AVENIR RESORT'. The first row has a 'SHOPS' tag and a 'Welcome!' preview. The second row has a 'SPA' tag and a 'Welcome!' preview. The third row has no tag and a 'Welcome!' preview. A confirmation dialog box is overlaid on the table, asking 'Are you sure? Click here to ARCHIVE.' with a red 'ARCHIVE' button.

ACCESS	PREVIEW	TAGS	ACTIONS
THE AVENIR RESORT	<u>Welcome!</u> Visit us at the Shops and find the best discounts!	SHOPS	
THE AVENIR RESORT	<u>Welcome!</u> Visit us at the SPA and find the best discounts!	SPA	
THE AVENIR RESORT			

14 To unarchive a content, click "Show archived".











On the content name, an 'Archived' box will appear on the content that is archived.

The screenshot shows a web application interface with a left sidebar and a main content area. The sidebar contains a '+ Add Content' button, an 'Export to CSV' button, and a 'Filters' section. The 'Filters' section has a 'TAGS' filter and an 'OPTIONS' section with a 'Show archived' checkbox. The main content area is a table with columns: 'NAME', 'ACCESS', and 'PREVIEW'. The table contains four rows of content, each starting with 'THE AVENIR RESORT'. The first row has a 'Welcome - Shops' preview and a 'Copy ID to Clipboard' button. The second row has a 'Welcome onboard - Spa' preview and a 'Copy ID to Clipboard' button. The third row has a 'Line' preview and a 'Copy ID to Clipboard' button. The fourth row has a 'CASINO' preview and a 'Copy ID to Clipboard' button. A confirmation dialog box is overlaid on the table, asking 'Are you sure? Click here to ARCHIVE.' with a red 'ARCHIVE' button.

NAME	ACCESS	PREVIEW
PROPERTY ARCHIVED Welcome - Shops Copy ID to Clipboard	THE AVENIR RESORT	<u>Welcome!</u> Visit us at the Shops and find the
PROPERTY Welcome onboard - Spa Copy ID to Clipboard	THE AVENIR RESORT	<u>Welcome!</u> Visit us at the SPA and find the b
PROPERTY Line Copy ID to Clipboard	THE AVENIR RESORT	
PROPERTY CASINO Copy ID to Clipboard	THE AVENIR RESORT	Want an adrenaline rush? Come including Blackjack, Poker, Indiar Or, try your luck at our electronic










15 Click the "archive icon".

The screenshot shows the 'Libraries' section with tabs for 'Events', 'Venues', 'Content', and 'Staff'. The 'Content' tab is active, displaying a table with columns: NAME, ACCESS, PREVIEW, TAGS, and ACTIONS. The table lists four items: 'Welcome - Shops' (tagged 'PROPERTY' and 'ARCHIVED'), 'Welcome onboard - Spa' (tagged 'PROPERTY'), 'Line' (tagged 'PROPERTY'), and 'CASINO' (tagged 'PROPERTY'). All items are associated with 'THE AVENIR RESORT'. The 'ACTIONS' column for the first item contains an orange circle highlighting the archive icon.

NAME	ACCESS	PREVIEW	TAGS	ACTIONS
Welcome - Shops Copy ID to Clipboard	THE AVENIR RESORT	<u>Welcome!</u> Visit us at the Shops and find the best discounts!	SHOPS	
Welcome onboard - Spa Copy ID to Clipboard	THE AVENIR RESORT	<u>Welcome!</u> Visit us at the SPA and find the best discounts!	SPA	  
Line Copy ID to Clipboard	THE AVENIR RESORT			  
CASINO Copy ID to Clipboard	THE AVENIR RESORT	Want an adrenaline rush? Come enjoy live table games in our casino including Blackjack, Poker, Indian Flush, Baccarat, Roulette & more.. Or, try your luck at our electronic roulette. Casino is open 24 hours.		  

16 Click "Are you sure? Click here to RESTORE." to confirm your action.

The screenshot shows the 'Content' tab with the same table as in step 15. A confirmation dialog box is overlaid on the 'Welcome - Shops' row, displaying the text 'Are you sure? Click here to RESTORE.' The dialog box is positioned over the 'ACTIONS' column of the first row.

ACCESS	PREVIEW	TAGS	ACTIONS
THE AVENIR RESORT	<u>Welcome!</u> Visit us at the Shops and find the best discounts!	SHOPS	  
THE AVENIR RESORT	<u>Welcome!</u> Visit us at the SPA and find the best discounts!	SPA	  
THE AVENIR RESORT			  



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