

# GO by Spark - How to add, edit, and archive Scribe events on the Event 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.

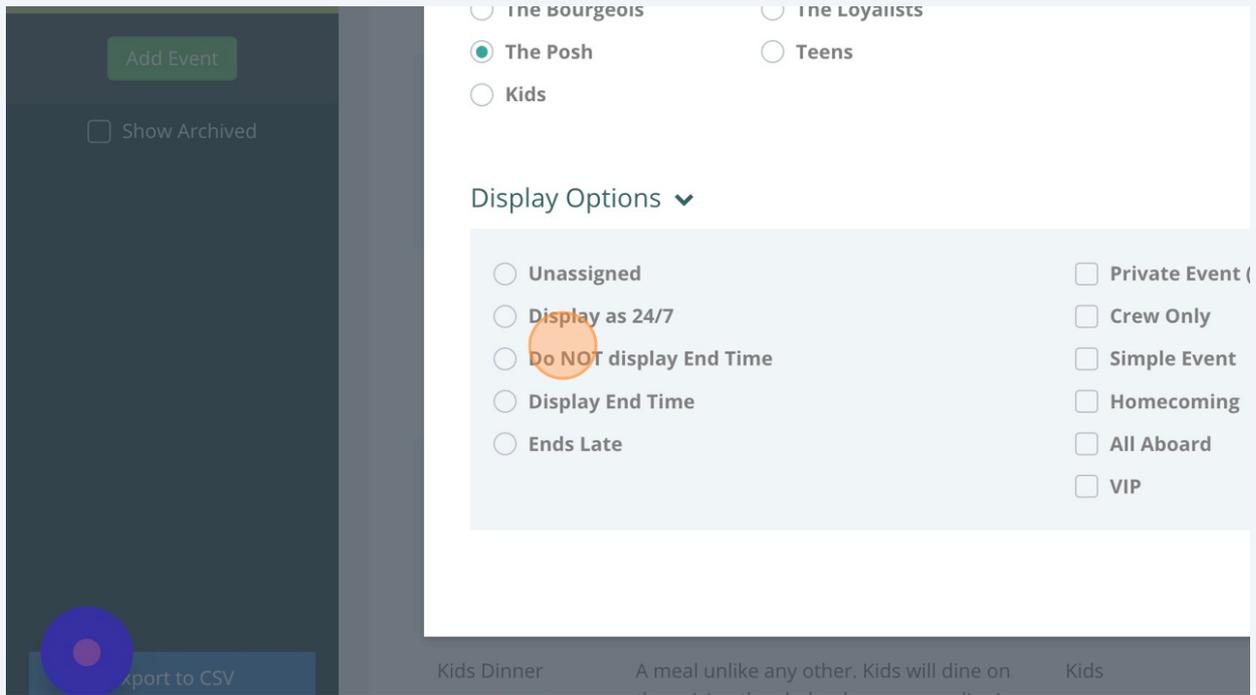
1 Navigate to your GO Software URL and open the Event Library.

2 Click "Add Event".

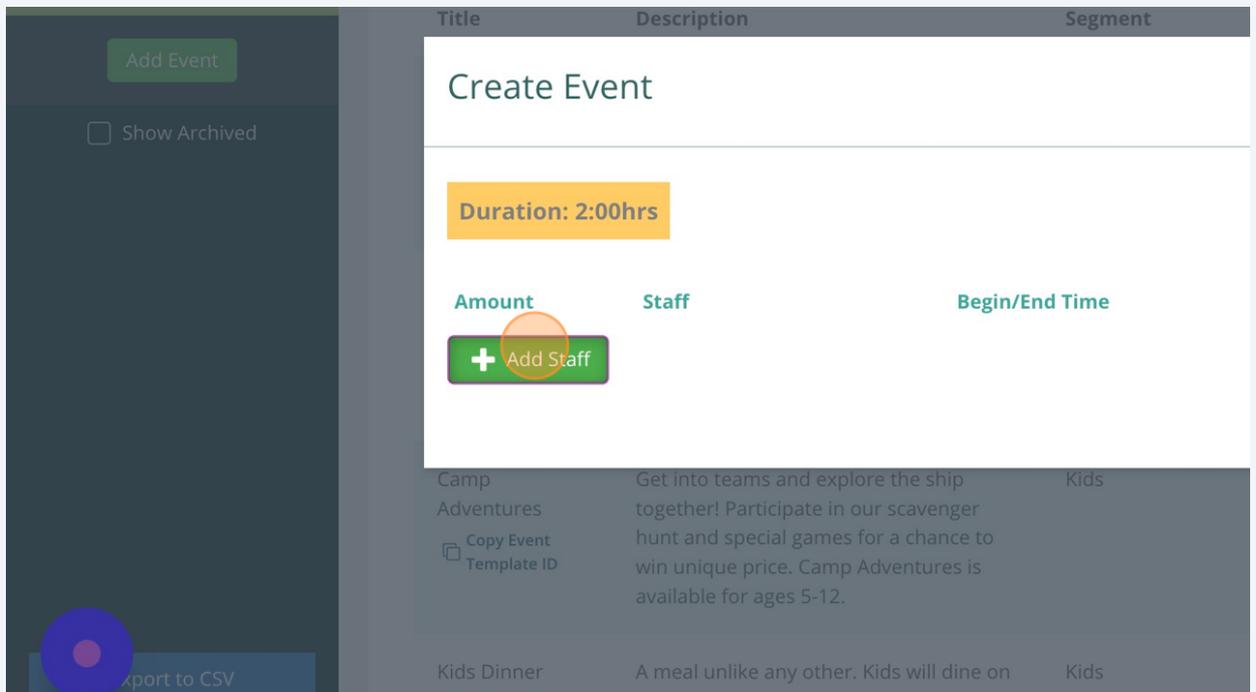
Libraries			
Events		Venues	
Title	Access	Description	Segment
<b>PROPERTY</b> Translation Test Event 📄 Copy Event Template ID	<b>THE AVENIR</b>		
<b>PROPERTY</b> Am I a brand 📄 Copy Event Template ID	<b>THE AVENIR</b>		General
<b>PROPERTY</b>	<b>THE AVENIR</b>		The



5 Choose how the hours of operations populates on the print program.



6 Click "Add Staff" if any staff should be added to the event. The staff will automatically be added every time the event is added on the Canvas.



7

Choose the amount of time the staff member should be in the event.

CREATE EVENT

Duration: 2:00hrs

Amount	Staff	Begin/End Time	Function
1	Cruise Staff A	0m to 2h	

+ Add Staff

Previous

Template ID win unique price. Camp Adventures is available for ages 5-12.

Kids Dinner A meal unlike any other. Kids will dine on Kids -Segment-

8

Click "Submit"

Begin/End Time	Function
-30m to 2h	Bring Trivia questions and host €

m 2h Hide

Previous Submit

atures is

will dine on Kids -Segment- Specific

are earlier in

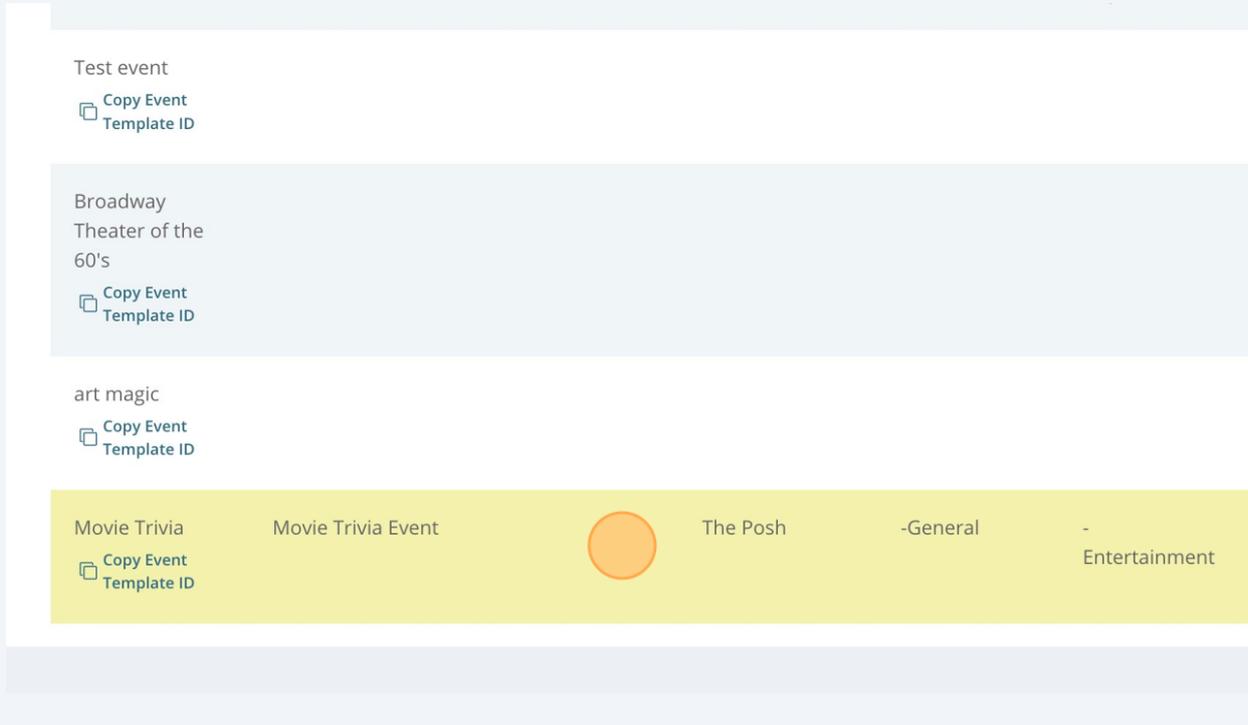
120

120

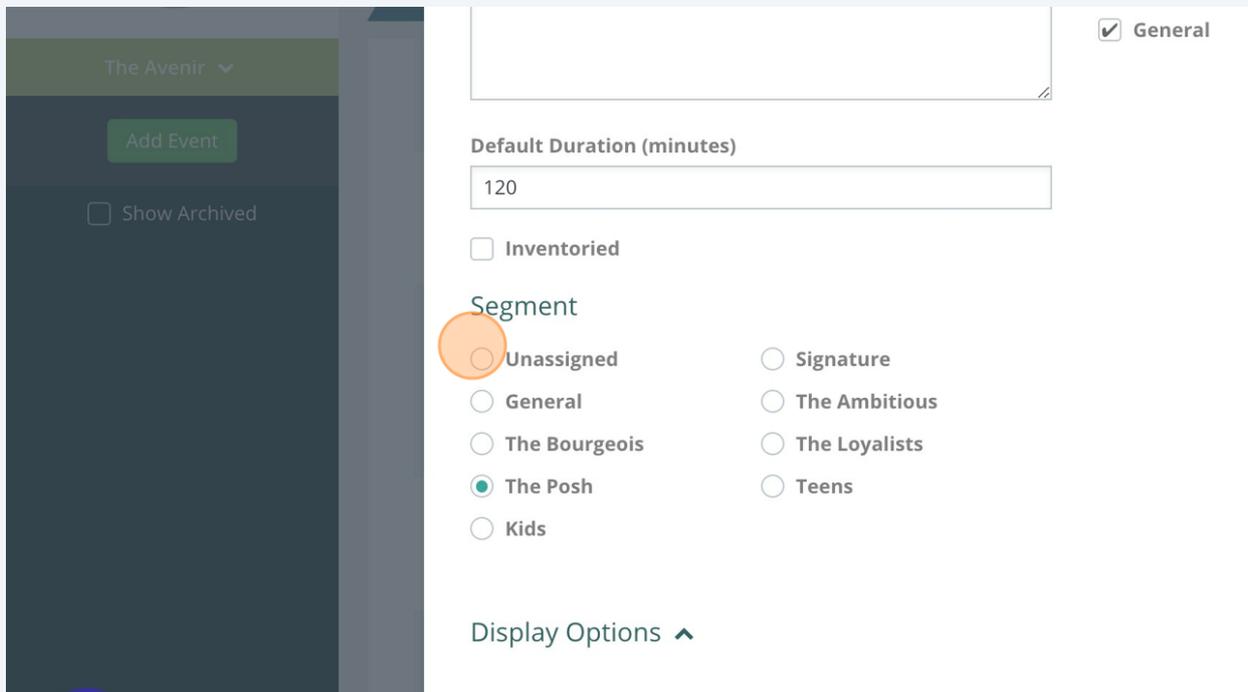
180

60

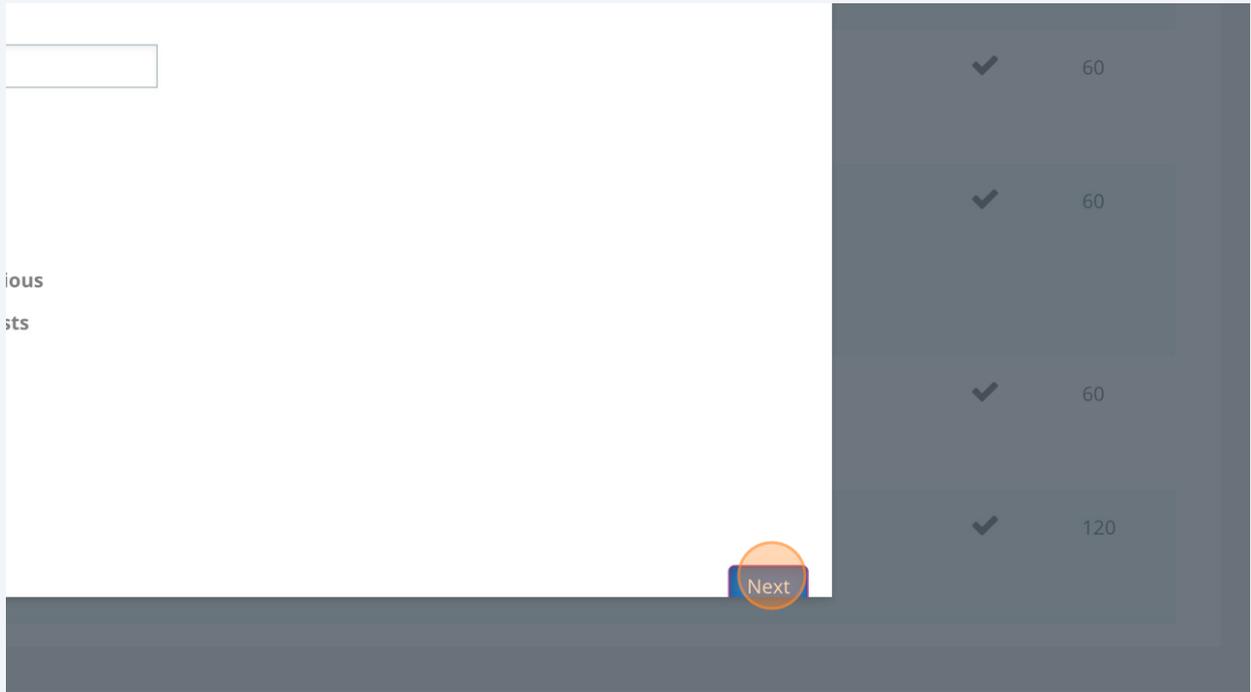
9 To edit an existing event, simply click on the event to edit.



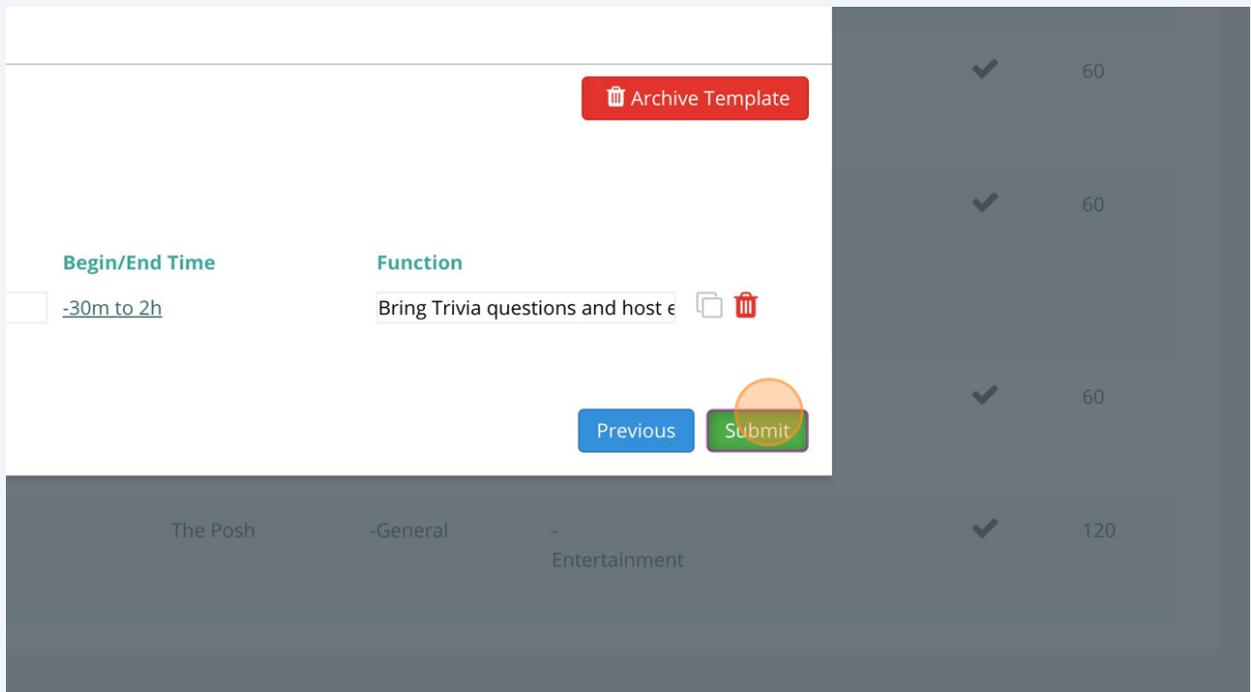
10 Make the corresponding changes.



11 Click "Next"



12 Click "Submit"



13

Events cannot be deleted but users have the ability to archive the events. Simply select the existing Event and click "Archive Template".

The screenshot shows a web application interface for managing event templates. The main window is titled "it Event - Movie Trivia" and has a close button (X) in the top right corner. On the left side, there is a dashed box containing a plus sign (+). Below this, there are input fields for "Title" (containing "Movie Trivia"), "Copy Event Template ID", "Description" (containing "Movie Trivia Event"), and "Default Duration (minutes)" (containing "120"). In the center, there are two sections: "Attributes" and "Levels". The "Attributes" section has checkboxes for Fitness, Education, Enjoyment, For a Fee, 21+, Relaxation, Entertainment (checked), Beauty & Health, and Weather Dependent. The "Levels" section has checkboxes for Signature, Segment-Specific, and General (checked). On the right side, there is a search bar with the placeholder "Enter Search Term" and a list of items, each with a checkmark and a duration value (60, 60, 60, 120). A red button labeled "Archive Template" with a trash icon is highlighted with an orange circle in the top right corner of the main window.



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