

GO by Spark - How to add, edit or archive a Venue on the Venue 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 or archive the library items through GO.

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

Title	Access	Description	Segment	Levels	Attributes	Private	Crew
PROPERTY Welcome onboard with Captain \$CAPTAINSNAME\$ Copy Event Template ID	THE AVENIR						
PROPERTY New Event Copy Event Template ID	THE AVENIR						
PROPERTY Event test Copy Event Template ID	THE AVENIR	test	Signature		Education		
PROPERTY Movie	THE AVENIR	Fresh popcorn will fill the air and	General		Weather Dependent		

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

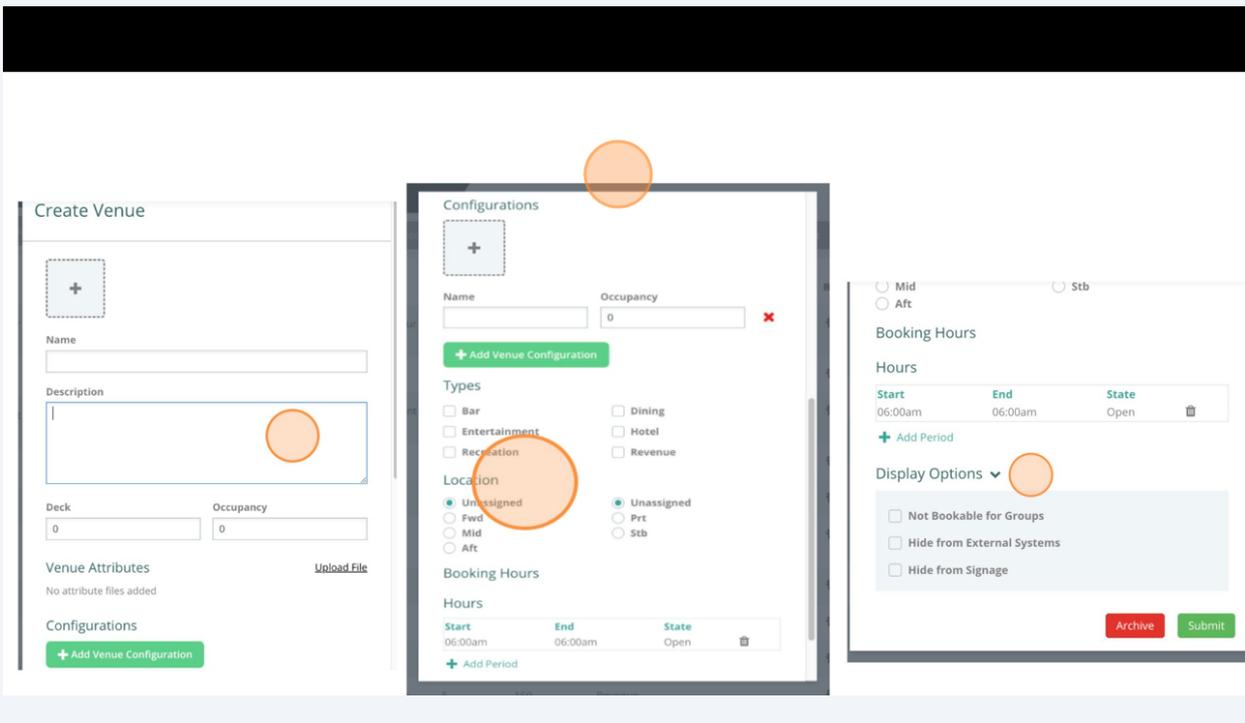
The screenshot shows a web application interface. On the left is a sidebar with a logo at the top, a dropdown menu showing 'The Avenir', and two buttons: 'Add Venue' (highlighted with a red circle) and 'Signage Options'. The main content area is titled 'Libraries' and has two tabs: 'Events' and 'Venues'. Below the tabs is a table with the following data:

Name	Deck	Occupancy	Types	Configuratio
Reception, Tour Desk	2	200	Hotel	
Butler Suites	1	40	Hotel	
Azul Restaurant	2	75	Bar Dining	
Boutique	3	30	Revenue	

3

Even though there are no mandatory fields, please add as much information as possible. GO allows users to add the following to a Venue:

- Image, name, description, deck, and occupancy
- Upload files for the Venue's attributes
- Add Venue configurations
- Select the type and location
- Specify booking hours (applicable for Groups only)
- Set display options



4 Click "Submit" when all information is added.

The screenshot shows a configuration form for a venue. At the top, there is a table with columns 'Start', 'End', and 'State'. Below this is a section for 'Display Options' with three checkboxes: 'Not Bookable for Groups', 'Hide from External Systems', and 'Hide from Signage'. At the bottom of the form, there are two buttons: 'Archive' (red) and 'Submit' (green), with an orange circle highlighting the 'Submit' button. To the right of the form is a scrollable list of venue entries, each with a group icon and a number.

Start	End	State
10:00am	06:00am	Open

Display Options

- Not Bookable for Groups
- Hide from External Systems
- Hide from Signage

Buttons: Archive, Submit

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

The screenshot shows a table with a navigation bar at the top containing 'Events', 'Venues', 'Content', and 'Staff'. The 'Venues' tab is selected. The table has columns: 'Name', 'Deck', 'Occupancy', 'Types', 'Configurations', 'Bookable', 'Hidden', and 'Signage'. The first row is highlighted in yellow and has an orange circle over the 'Configurations' column. The other rows are partially visible.

Name	Deck	Occupancy	Types	Configurations	Bookable	Hidden	Signage
Reception, Tour Desk	2	200	Hotel				
Executive Suites	1	40	Hotel				
Hotel Restaurant	2	75	Bar Dining				
Ballroom	3	30	Revenue				

6 Make the necessary changes and click "Submit".

Working hours

Working hours

Start	End	State	
05:00am	06:00am	Open	

• Add Period

Display Options ▾

- Not Bookable for Groups
- Hide from External Systems
- Hide from Signage

Archive Submit

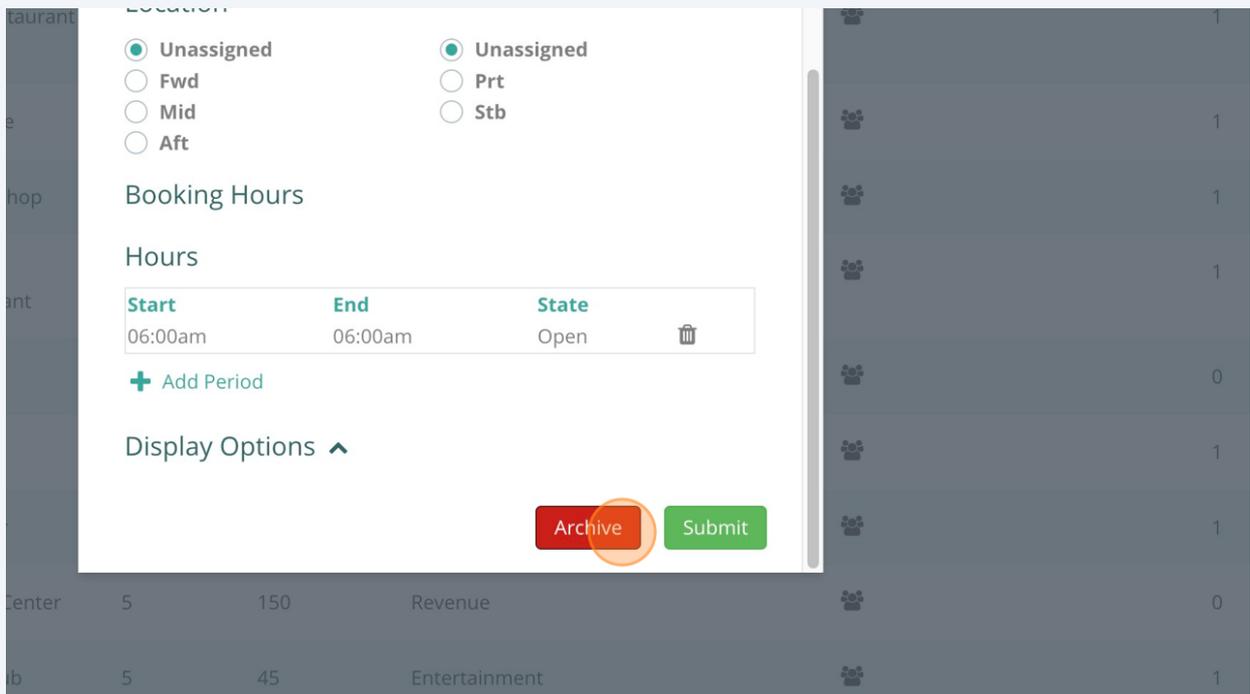
150	Revenue		1
45	Entertainment		1

7 To archive an existing venue, simply click on the venue.

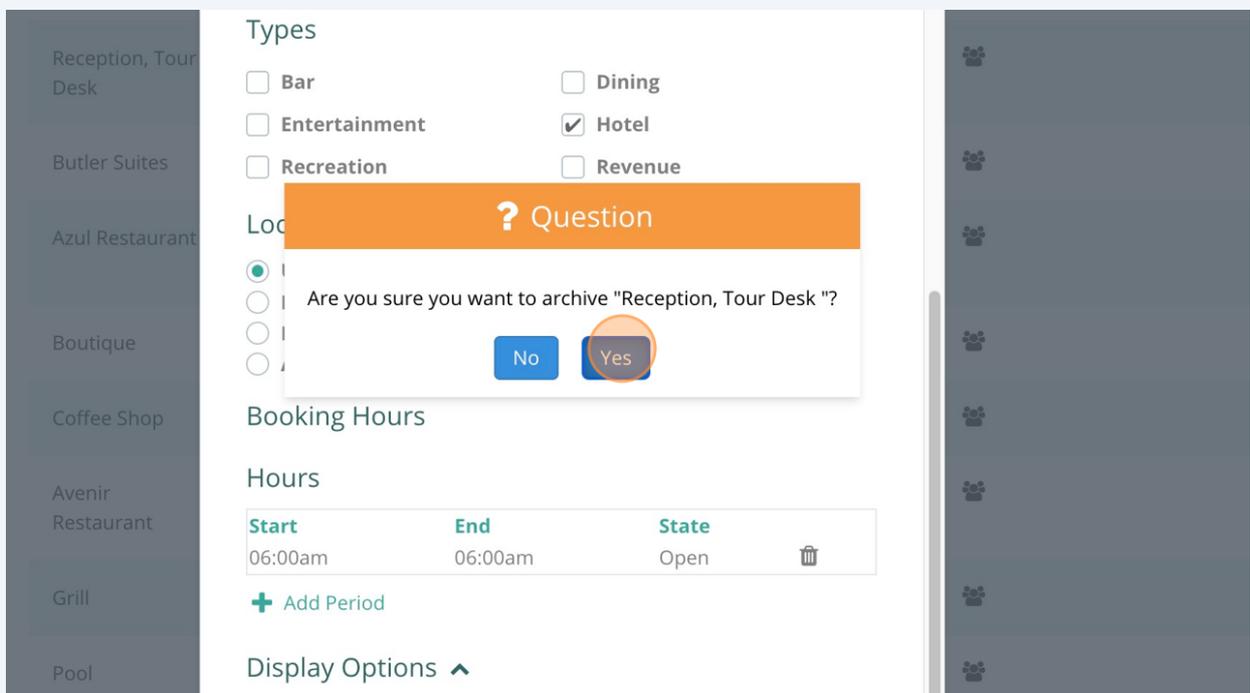
Venues

Events	Venues	Content	Staff				
Name	Deck	Occupancy	Types	Configurations	Bookable	Hidden	Signage
Reception, Tour Desk	2	200	Hotel				
Executive Suites	1	40	Hotel				
Hotel Restaurant	2	75	Bar Dining				
Ballroom	3	30	Revenue				
Club	2	50	Bar				

8 Click "Archive".



9 Click "Yes" to confirm your wish to archive this event from the library.



10 To unarchive a venue, click "Show Archived".

The screenshot shows the 'Libraries' interface. On the left, a sidebar contains a dropdown menu 'The Avenir' and three buttons: 'Add Venue', 'Signage Options', and 'Show Archived'. The 'Show Archived' button is highlighted with an orange circle. The main content area has a 'Libraries' header and a navigation bar with 'Events', 'Venues', and 'Content'. Below is a table with columns: Name, Deck, Occupancy, Types, and Configuratio.

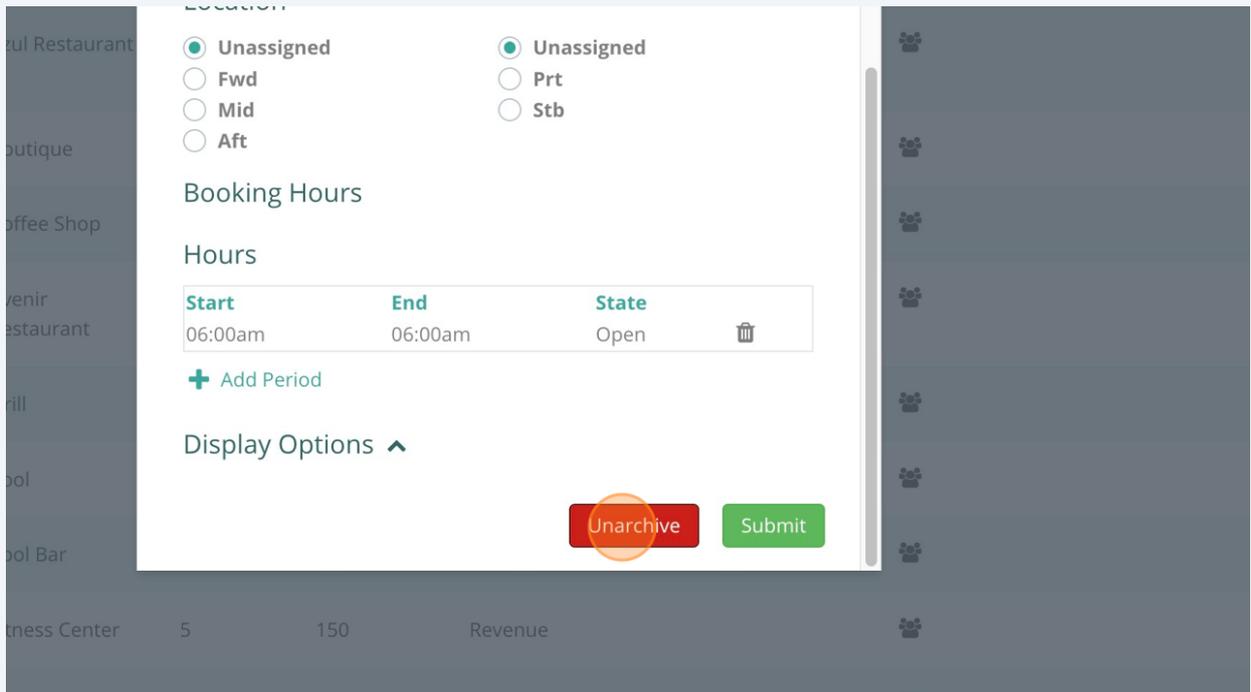
Name	Deck	Occupancy	Types	Configuratio
Butler Suites	1	40	Hotel	
Azul Restaurant	2	75	Bar Dining	
Boutique	3	30	Revenue	
Coffee Shop	3	50	Dining	
Avenir Restaurant	4	100	Dining	Presentation:

11 Click on the archived venue.

The screenshot shows the 'Libraries' interface. On the left, a sidebar contains a dropdown menu 'The Avenir' and three buttons: 'Add Venue', 'Signage Options', and 'Show Archived'. The main content area has a 'Libraries' header and a navigation bar with 'Events', 'Venues', and 'Content'. Below is a table with columns: Name, Deck, Occupancy, Types, Configurations, and Bo. The first row is highlighted in yellow and has an orange circle over the occupancy value '200'. This row is marked as 'ARCHIVED' and contains the text 'Reception, Tour Desk'.

Name	Deck	Occupancy	Types	Configurations	Bo
ARCHIVED Reception, Tour Desk	2	200	Hotel		
Butler Suites	1	40	Hotel		
Azul Restaurant	2	75	Bar Dining		
Boutique	3	30	Revenue		

12 Click "Unarchive".



13 Click "Yes" to confirm your wish to unarchive this venue.

