

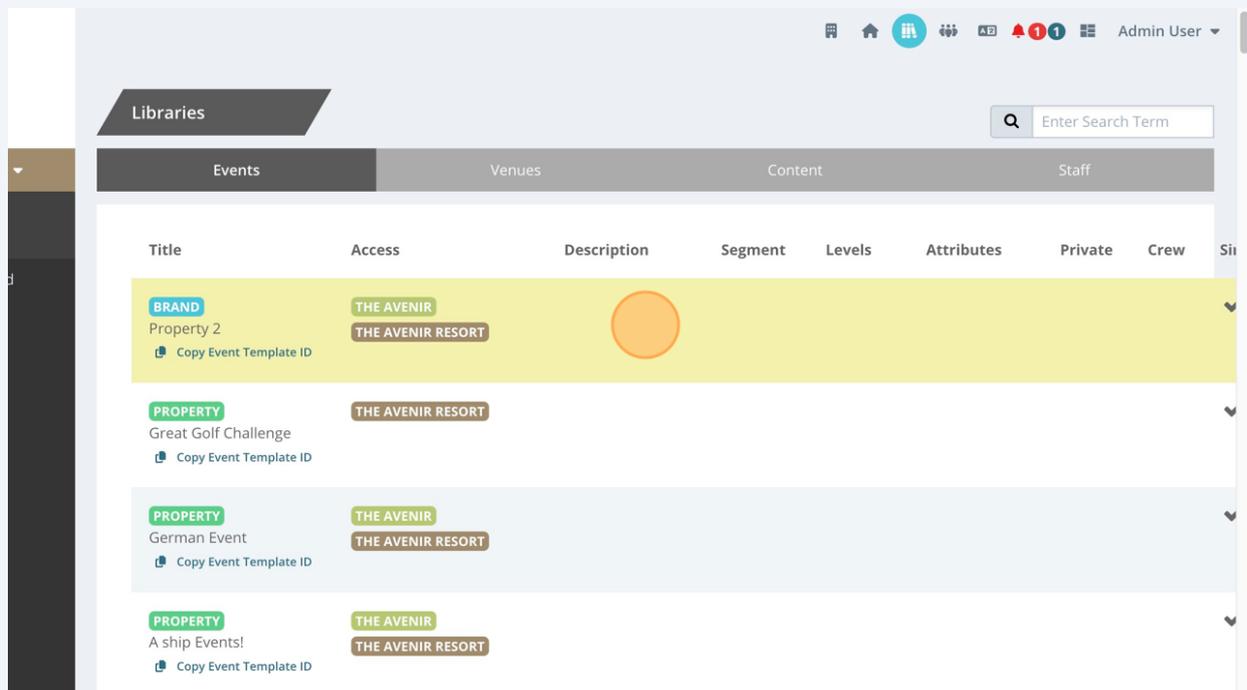
GO by Spark - How to change Brand vs. Property events on the Event Library? (Applicable for Shoreside Users only)

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

2 This feature allows shoreside users to create events and promote/demote them to a Brand/Property level.

- **Brand Level Events:** onboard users can use these events but cannot edit them. The "Brand Level Events" are accessible for shoreside users in shoreside instances only.

- **Property Level Events:** are specific to a property and/or multiple properties and **CAN** be edited by onboard users.



3

For shoreside users, when you open an event you will be able to add multiple properties to a specific event. This will give the other property access to that event and avoid the need to add a manually on the other property.

The screenshot shows the 'Edit Event' interface. On the left, a dark sidebar contains 'The Avenir' with a dropdown arrow, an 'Add Event' button, and a 'Show Archived' checkbox. The main content area has a 'Promote to Brand*' button and an 'Arch' button. A dashed box with a plus sign is at the top. Below it, the 'PROPERTIES' section is titled 'Add All Properties'. It contains a search bar with 'Add additional property...' and a list of properties: 'THE AVENIR' (highlighted in green), 'The Avenir Resort', and 'Caesars Demo Property'. A note below reads: '*To PROMOTE, select all the properties that will share this event, then click the Promote button.' Below the properties is a 'Title' field containing 'Welcome onboard with Captain \$CAPTAINSNAME\$' and a 'Copy Event Template ID' button. On the right, the 'Segment' section has radio buttons for 'Unassigned', 'General', 'The Bourgeois', 'The Posh', and 'Kids'. The 'Attributes' section has checkboxes for 'Fitness', 'Education', 'Enjoyment', 'For a Fee', and '21+'.

4

You can search for properties and add it or removed.

The screenshot shows the 'Edit Event' interface, similar to the previous one. The 'PROPERTIES' section now has two selected properties: 'THE AVENIR' (highlighted in green) and 'THE AVENIR RESORT' (highlighted in brown). The search bar still contains 'Add additional property...'. The 'Title' field and 'Copy Event Template ID' button are the same. The 'Segment' and 'Attributes' sections are also visible on the right.

- 5 If an event should be visible in all properties, you can select "Add All Properties".

Edit Event - Welcome onboard with Captain \$CAPTAINSNAME\$

Promote to Brand* Archive Template

+

PROPERTIES

× THE AVENIR × THE AVENIR RESORT

Add additional property...

Add All Properties

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

Title

Welcome onboard with Captain \$CAPTAINSNAME\$

Copy Event Template ID

Segment

Unassigned Signature

General The Ambitious

The Bourgeois The Loyalists

The Posh Teens

Kids

Attributes

Fitness Relaxation

Education Entertainment

Enjoyment Beauty & Health

For a Fee Weather Depen

- 6 The event example that we are you using is a "Property Level Event". Click on "Promote to Brand" to make it a "Brand Level Event".

This will only be accessible on shoreside instances of GO and not on the ship.

Event - Property 2

Promote to Brand* Archive Template Duplicate

+

PROPERTIES

THE AVENIR × THE AVENIR RESORT

Add additional property...

Promote to Brand*

PROMOTE, select all the properties that will share this event, then the Promote button.

Segment

Unassigned Signature

General The Ambitious

The Bourgeois The Loyalists

The Posh Teens

Kids

Attributes

Fitness Relaxation

7 Click "Yes"

The screenshot shows an event management interface. A modal dialog box is centered on the screen with the title "Question" and the text "Are you sure you want to save changes and PROMOTE this event?". There are two buttons: "No" and "Yes". The "Yes" button is circled in orange. In the background, there are sections for "Properties" (with a tab for "THE AVENIR"), "Segments" (with radio buttons for "Unassigned", "General", "The Bourgeois", "The Rock", "Signature", "The Ambitious", "The Loyalists", "Teens"), "Relaxation", "Entertainment", "Beauty & Health", "Weather Dependent", "Levels" (with checkboxes for "Signature", "General", "Segment-Specific"), and "Enjoyment", "For a Fee", "21+".

8 Now the event changed to "Brand".

The screenshot shows an event management interface. The left sidebar has a logo, "The Avenir Resort" dropdown, "Add Event" button, and "Show Archived" checkbox. The main content area has a "Libraries" header with "Events" and "Venues" tabs. Below is a table of events:

| Title | Access | Description | Segm |
|---|---|-------------|------|
| BRAND Property 2 Copy Event Template ID | THE AVENIR THE AVENIR RESORT | | |
| PROPERTY Great Golf Challenge Copy Event Template ID | THE AVENIR RESORT | | |
| PROPERTY German Event Copy Event Template ID | THE AVENIR THE AVENIR RESORT | | |

9

Shoreside users will be able to change it back to "Property Level Events" and vice-versa as many times as needed.

