How to add, edit or archive a Venue on the Venue Library?

This guide is also available as a video. Click the link below to watch:

scribehow.com/embed-preview/How_to_add_edit_or_...

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.

2 Click "Create Venue" to add a new venue.
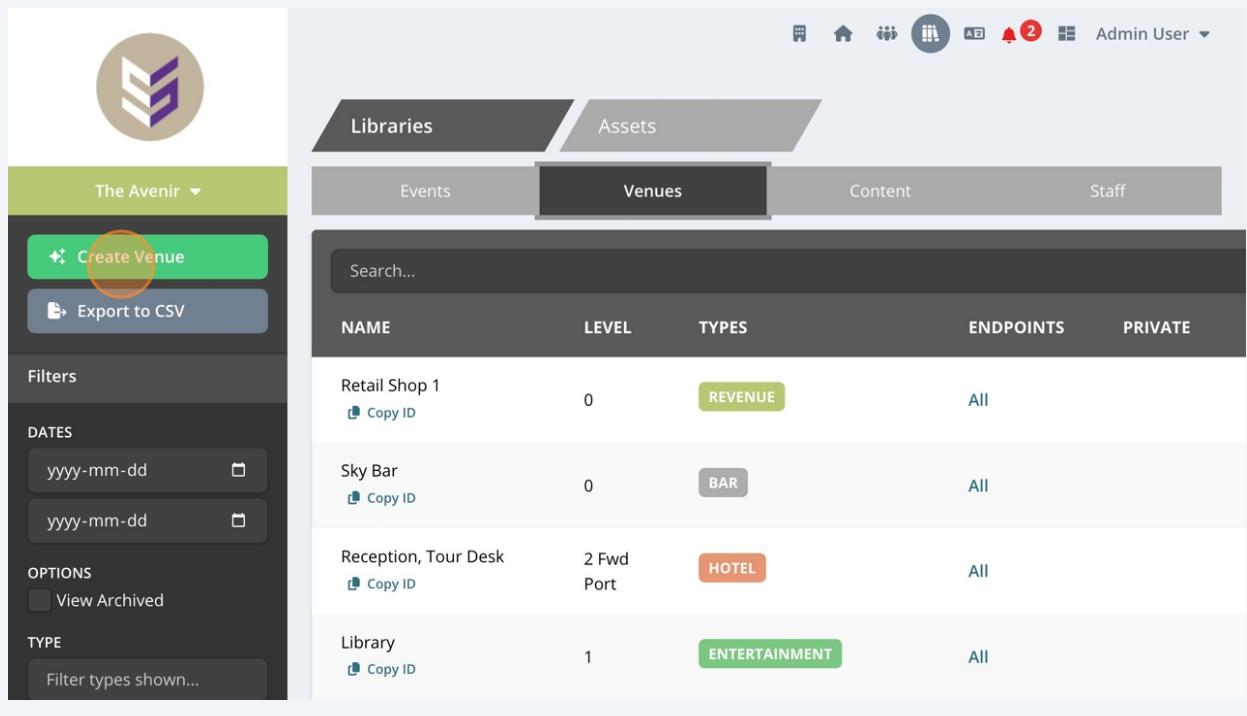
NAME	LEVEL	TYPES	ENDPOINTS	PRIVATE
Retail Shop 1 Copy ID	0	REVENUE	All	
Sky Bar Copy ID	0	BAR	All	
Reception, Tour Desk Copy ID	2 Fwd Port	HOTEL	All	
Library Copy ID	1	ENTERTAINMENT	All	

Libraries / Assets

Events / Venues / Content / Staff

The Avenir

Create Venue
Export to CSV

Filters

DATES
yyyy-mm-dd
yyyy-mm-dd

OPTIONS
View Archived

TYPE
Filter types shown...

Search...

Admin User

3 While 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
- Set Endpoints

Create Venue

IMAGES

+

Name

Description

~~Dock~~ ~~Occupancy~~

Configurations

+ Add Venue Configuration

Types

☐ Bar   ☐ Dining

☐ Entertainment   ☐ Hotel

☐ Recreation   ☐ Revenue

Location

◉ Unassigned   ◉ Unassigned

○ Fwd   ○ Prt

○ Mid   ○ Stb

○ Aft

BOOKING HOURS

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

+ Add Period

## 4   Click "Submit" when all information is added.
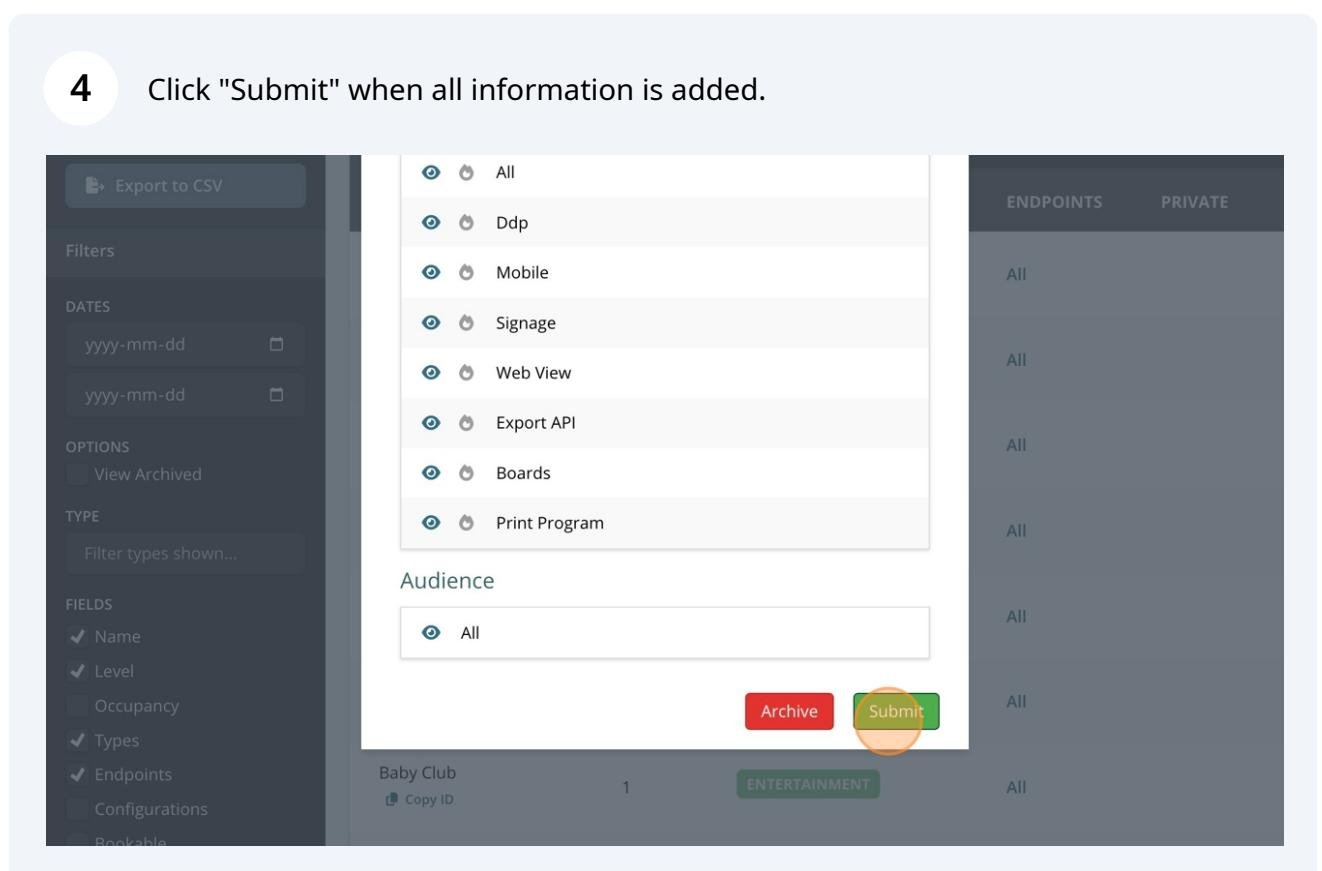
5 To edit an existing venue, double click on the venue or click on the edit icon (pencil).
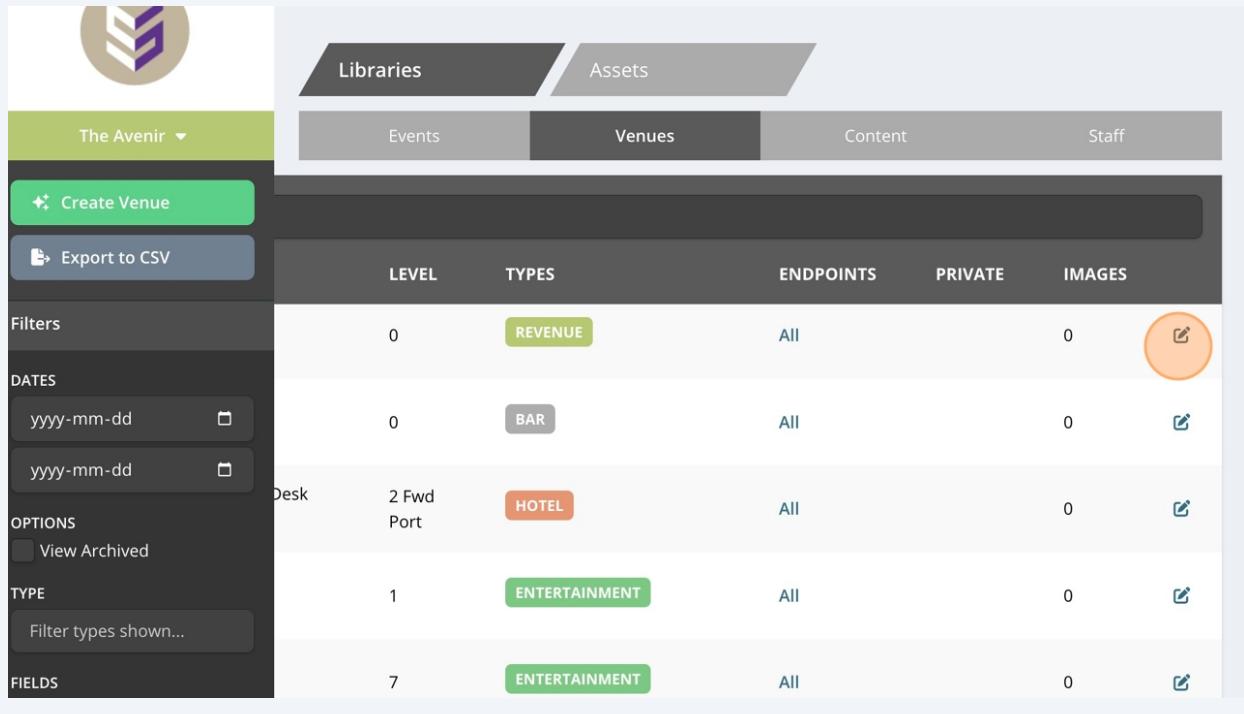
	LEVEL	TYPES	ENDPOINTS	PRIVATE	IMAGES	
	0	REVENUE	All		0	✎
	0	BAR	All		0	✎
Desk	2 Fwd Port	HOTEL	All		0	✎
	1	ENTERTAINMENT	All		0	✎
	7	ENTERTAINMENT	All		0	✎

Libraries | Assets

Events | Venues | Content | Staff

Create Venue
Export to CSV
Filters
DATES
yyyy-mm-dd
yyyy-mm-dd
OPTIONS
View Archived
TYPE
Filter types shown...
FIELDS

6 Make the necessary changes and click "Submit".
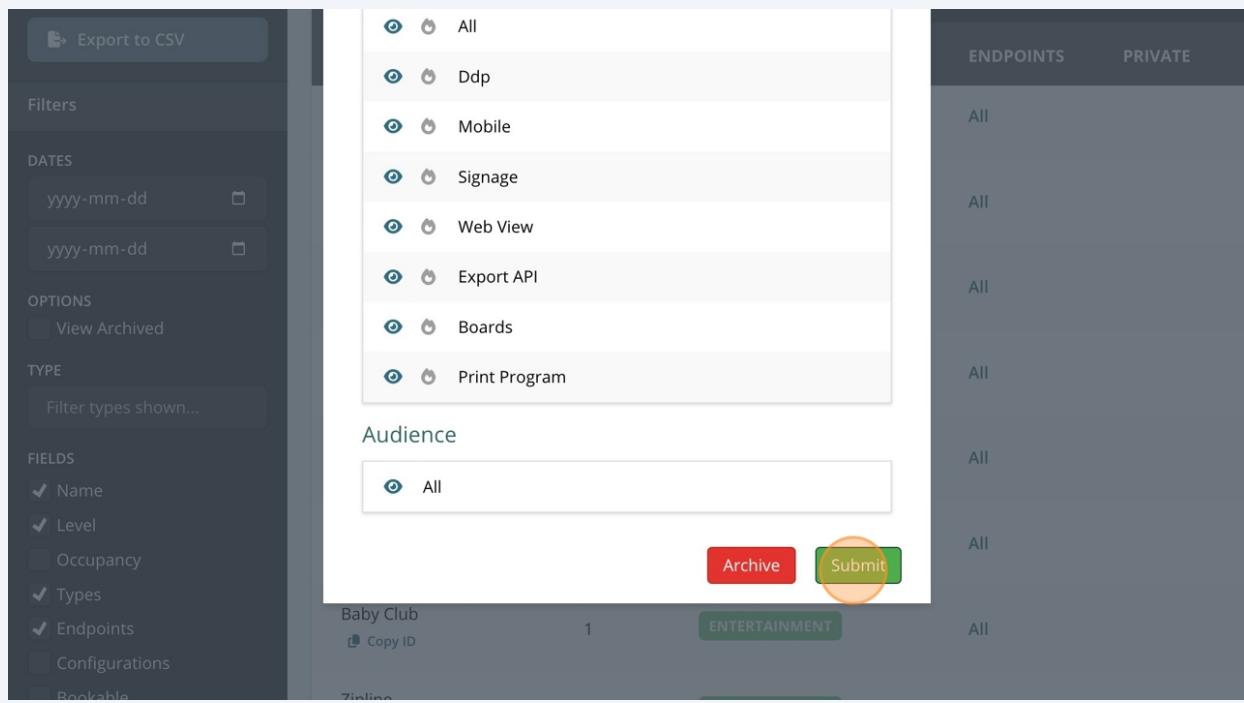
👁 🔥 All
👁 🔥 Ddp
👁 🔥 Mobile
👁 🔥 Signage
👁 🔥 Web View
👁 🔥 Export API
👁 🔥 Boards
👁 🔥 Print Program

Audience

👁 All

Archive | Submit

Baby Club
Copy ID

ENDPOINTS | PRIVATE
All
All
All
All
All
All
All
ENTERTAINMENT | All

Export to CSV
Filters
DATES
yyyy-mm-dd
yyyy-mm-dd
OPTIONS
View Archived
TYPE
Filter types shown...
FIELDS
✔ Name
✔ Level
☐ Occupancy
✔ Types
✔ Endpoints
☐ Configurations
Bookable

7 To archive an existing venue, double click on the venue you want to archive.

8 Click "Archive"

9   Click "Yes" to confirm your wish to archive this venue from the library.
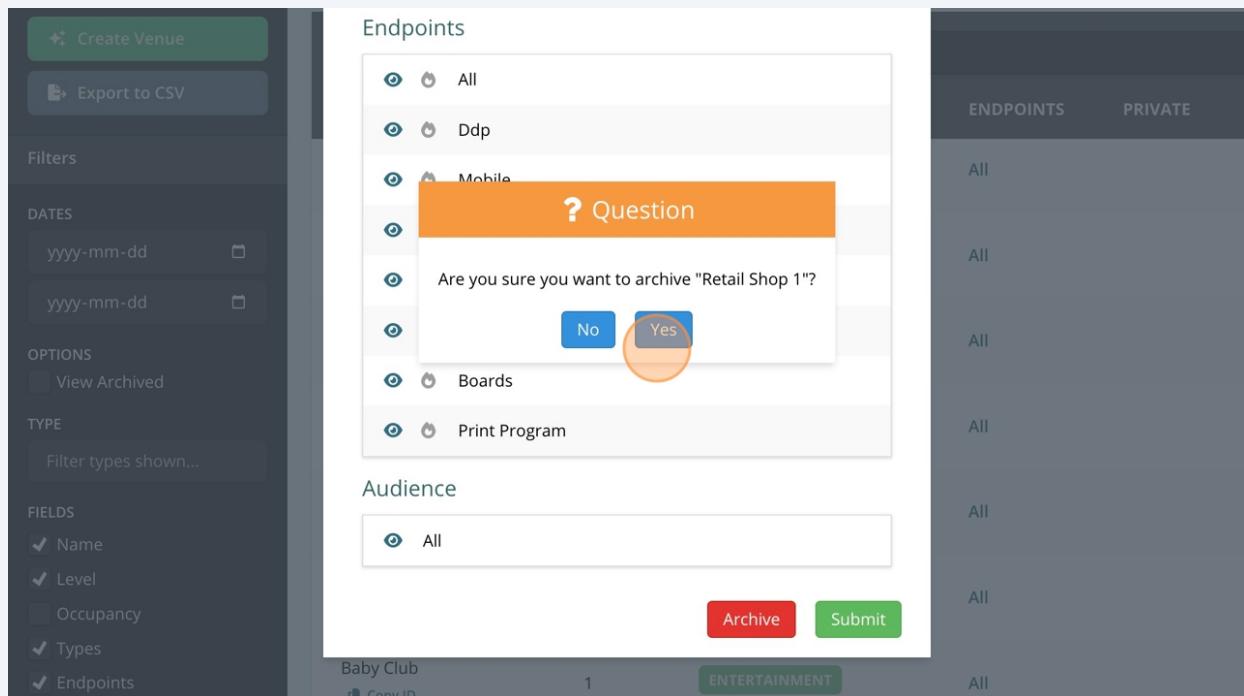
10   To unarchive a venue, click "View Archived".
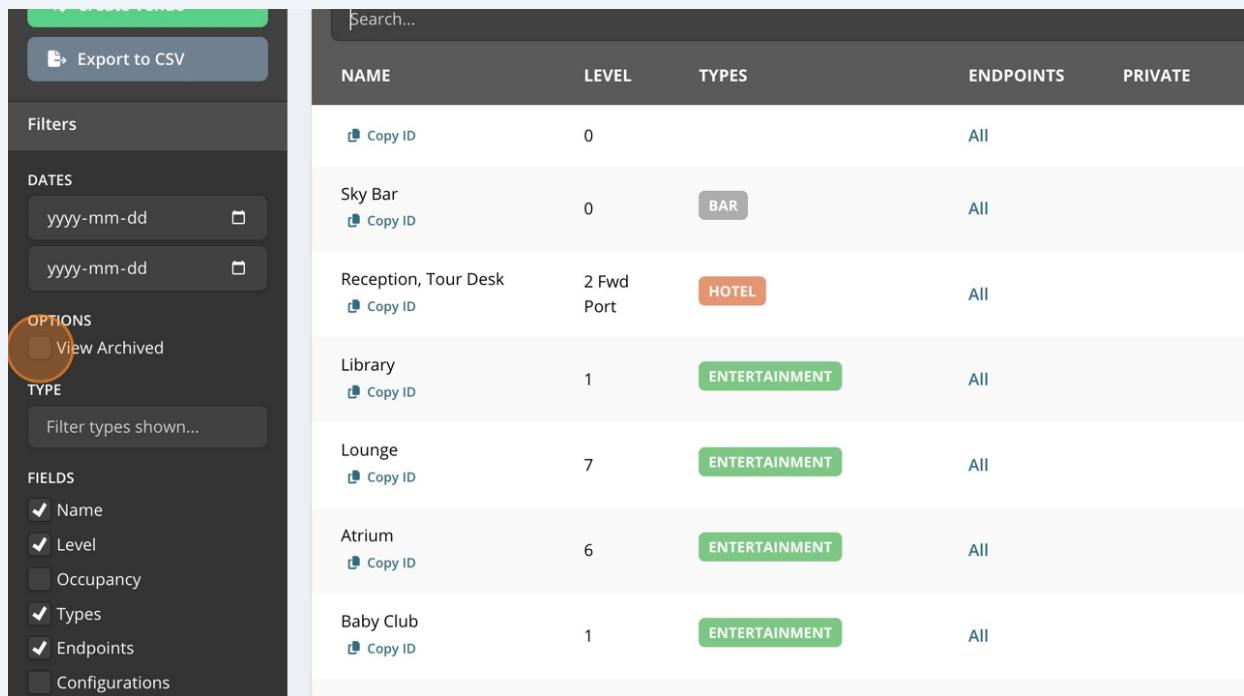
11   Double click on the archived venue.

12   Click "Unarchive".

13   Click "Yes" to confirm your wish to unarchive this venue.
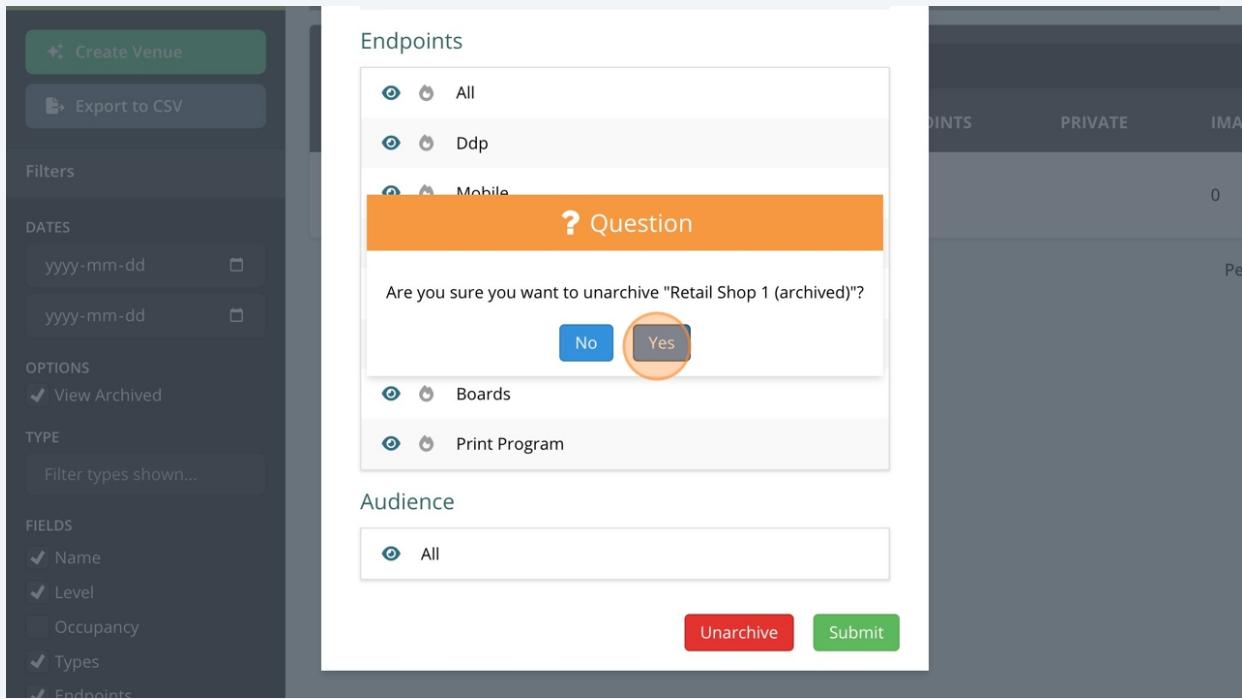
Tip! Click "Export to CSV" in the top left corner if you want to download all venue data to a CSV file.