How to add, edit, and archive events in the Event Library?

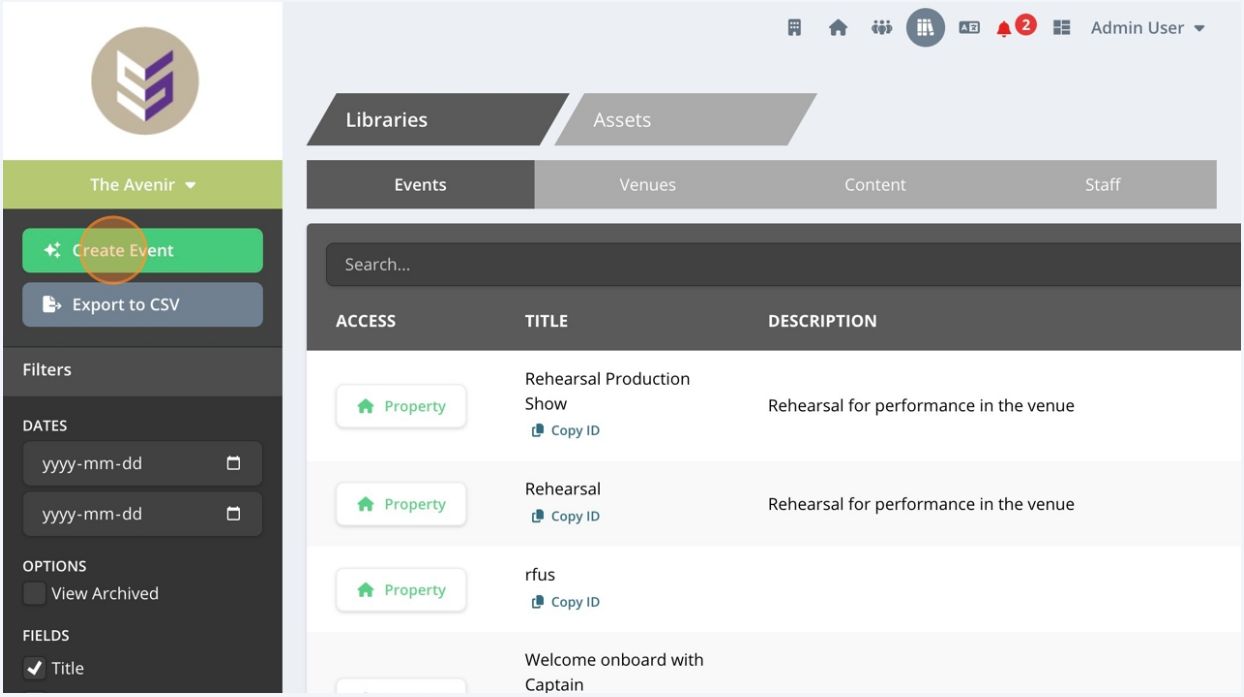
This guide is also available as a video. Click the link below to watch:

scribehow.com/embed-preview/How_to_add_edit_and...

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 Event Library items through GO.

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

Click "Create Event".



2 While the Title field is the only mandatory field, please complete as many fields as possible to help define the event. GO allows users to add the following to an Event:

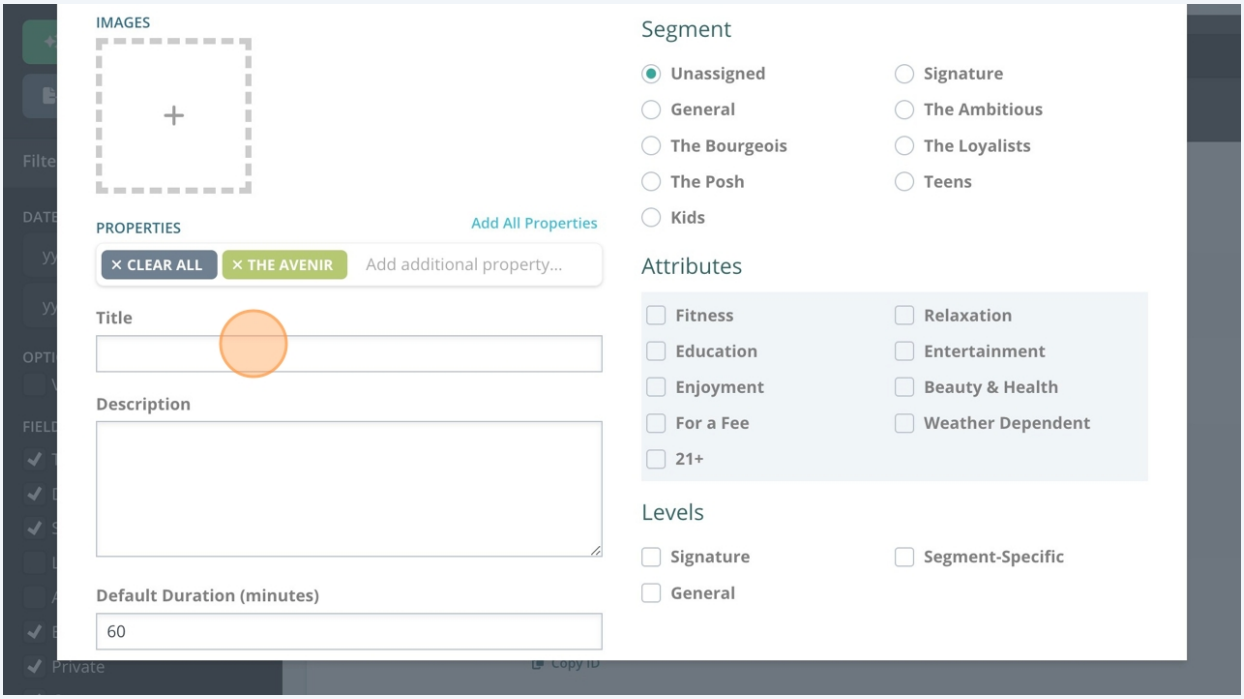
• Image (adding an image is optional) - Detailed instructions on how to "Add an Image" are at the bottom of the How To sheet.

• Properties - Select which property/properties the event is available in

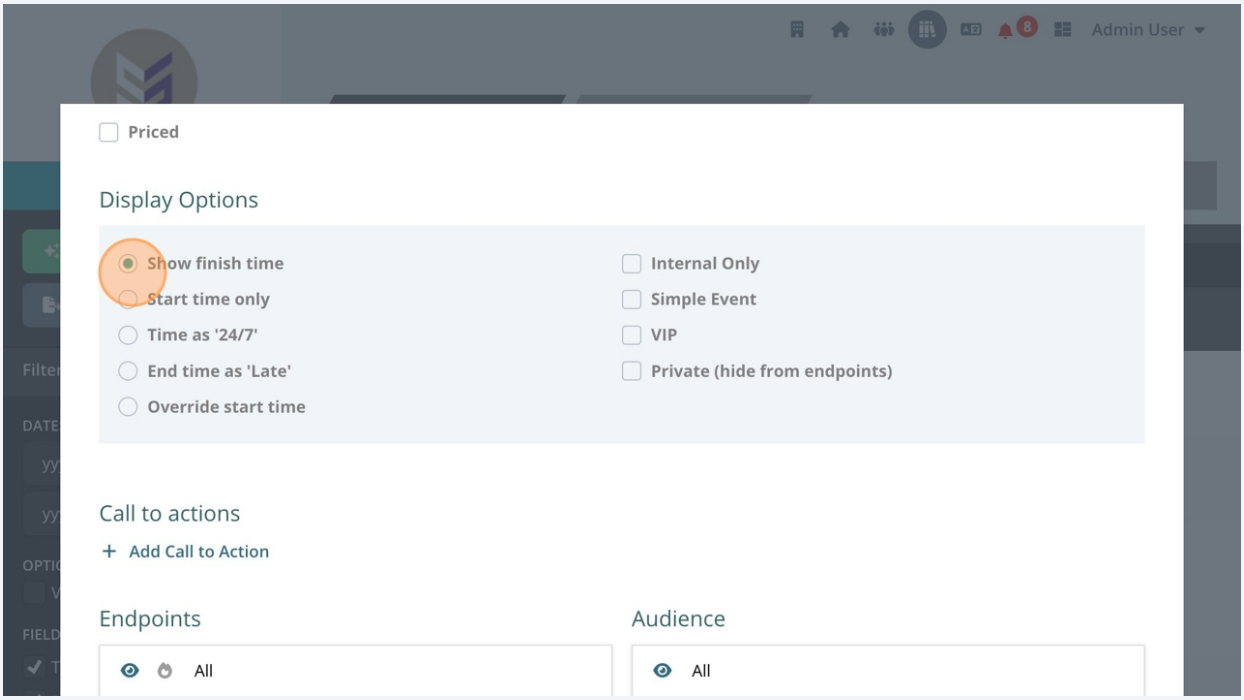
• Event Title, Description, Default Duration

• Segments (select 1 only)

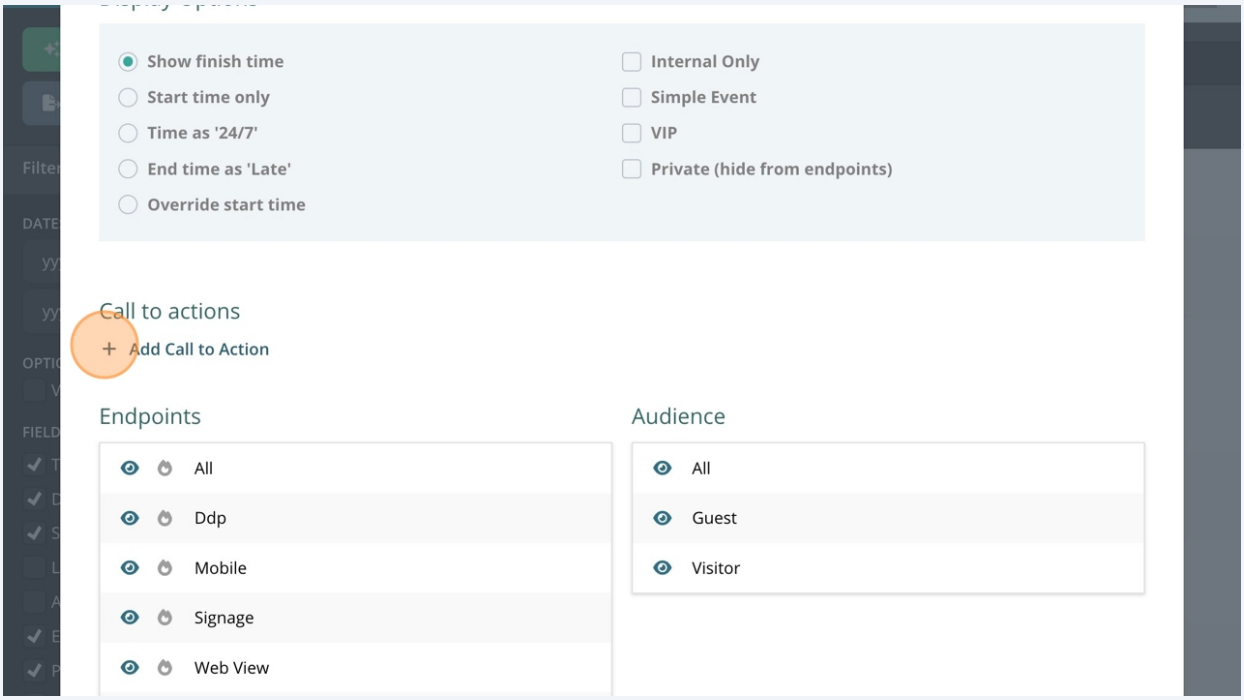
• Attributes, Levels (more than 1 can be selected)



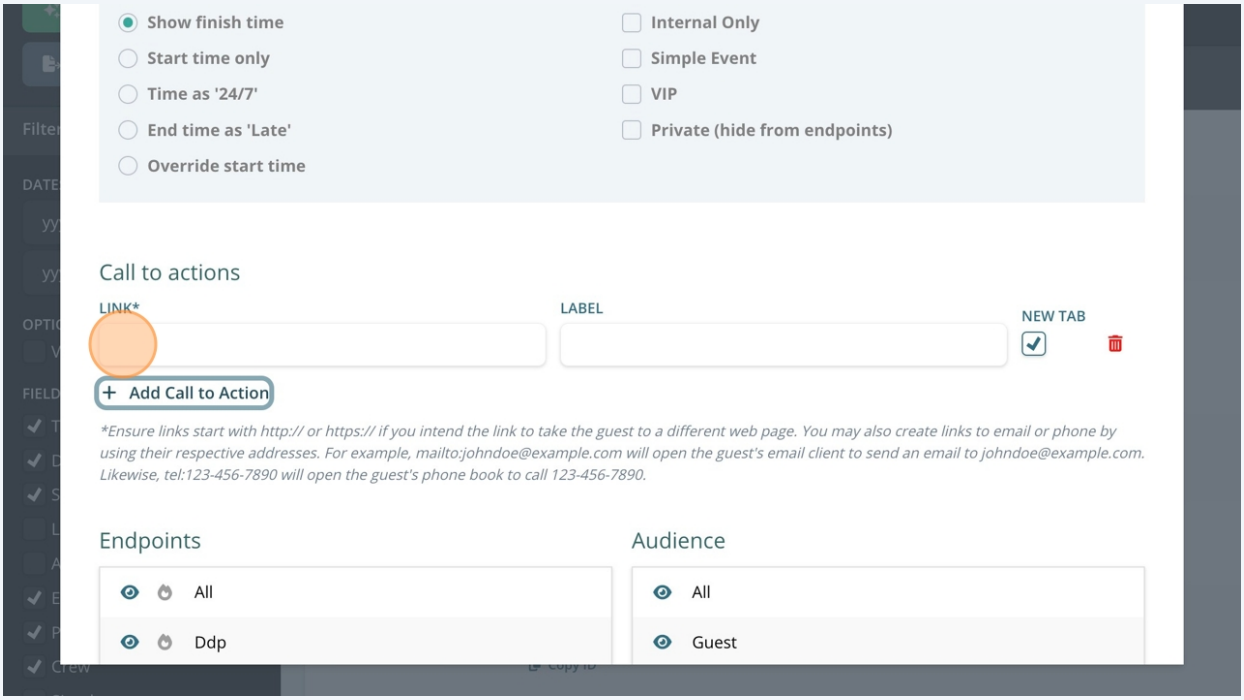
3 In the Display Options section choose how the event hours of operation populate on the print program.



4 To add a "Call to Action" click on the "+" icon.

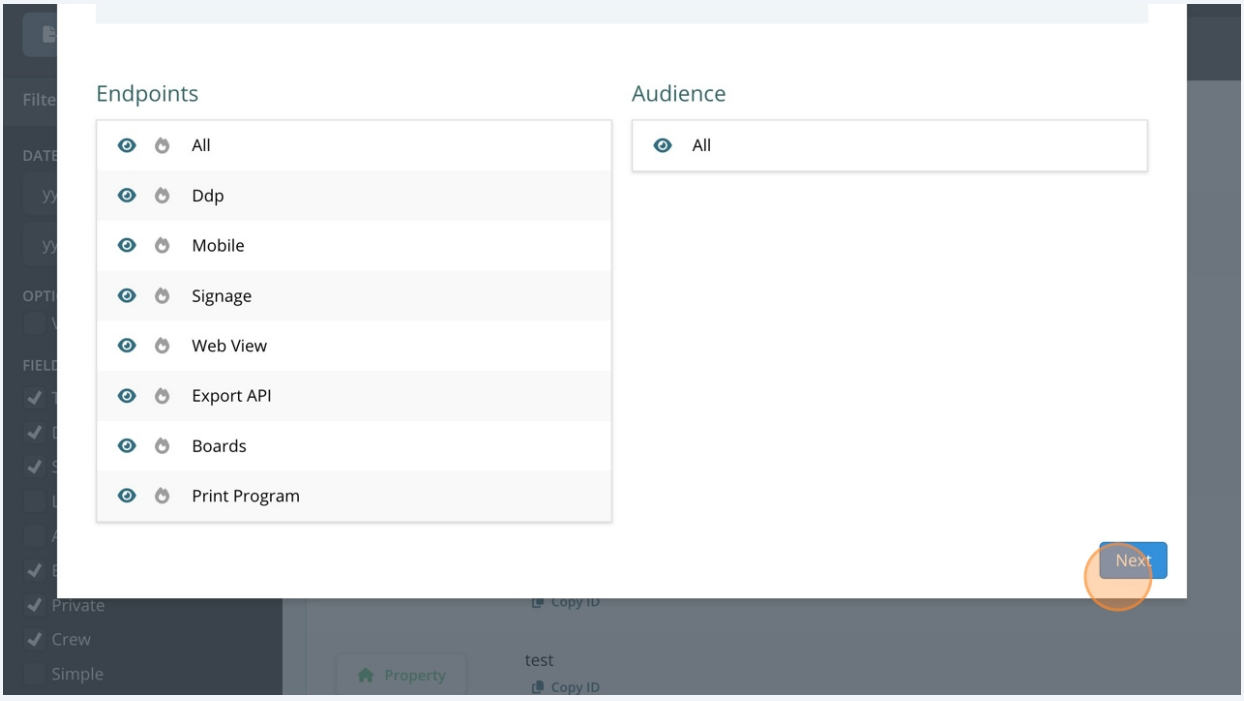


5 Add the URL in the "Link" section. Add the name of the Call to Action in the Label section.

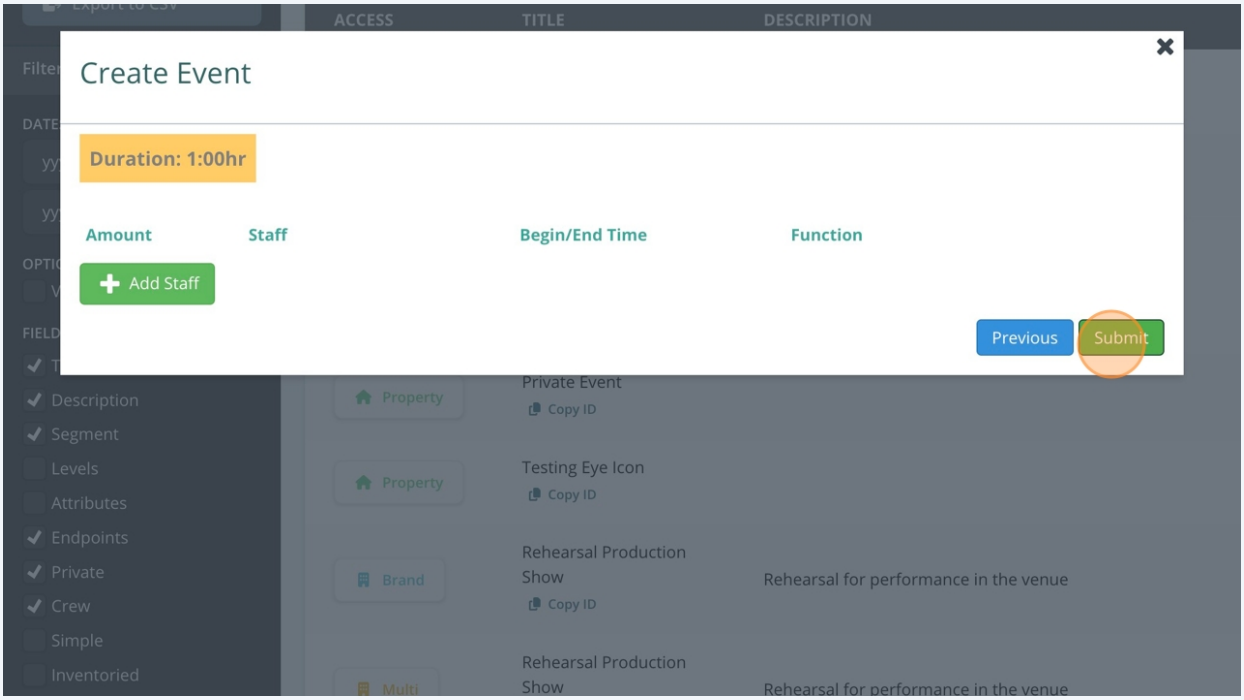


6 Review and edit Endpoints as needed.

Click "Next" when finished.



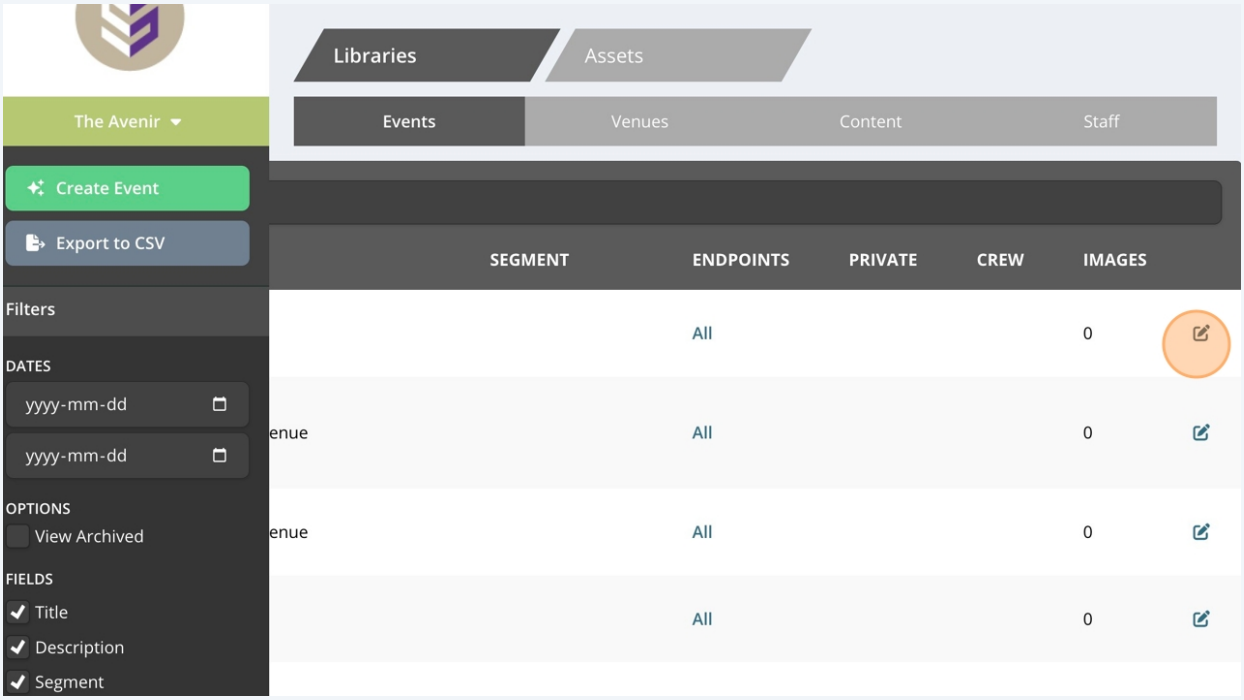
7 Click "Submit" - This is the final step in creating your event.



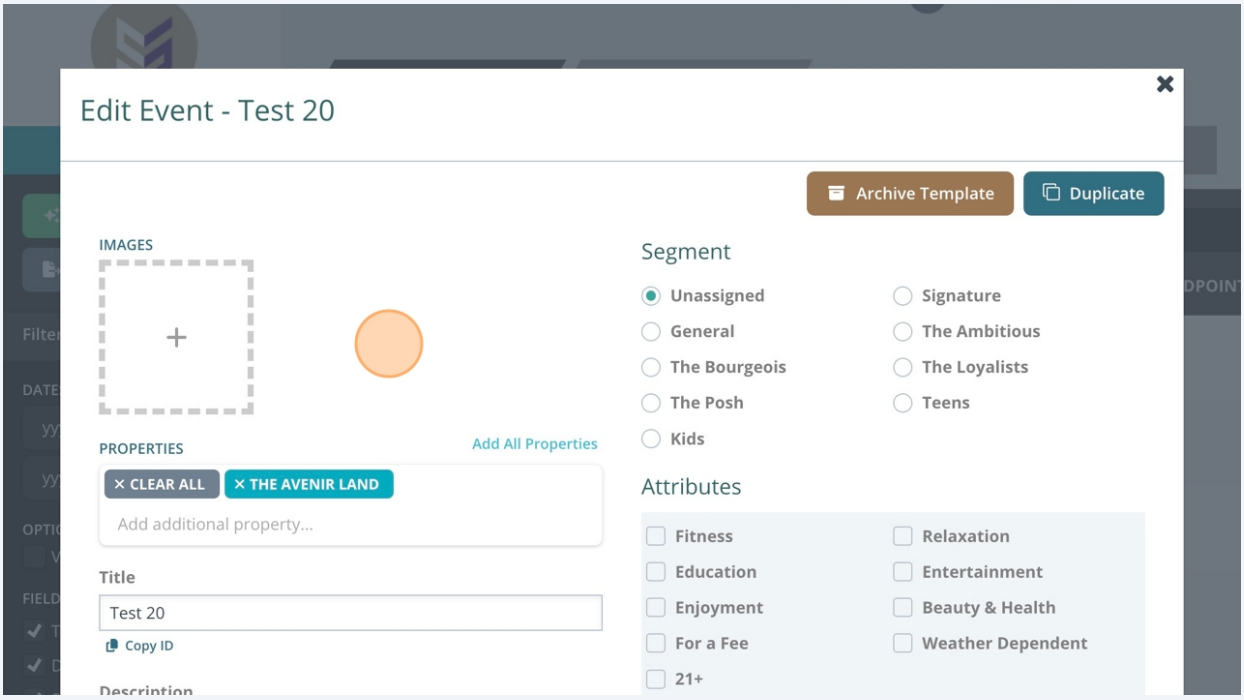
Alert! If you are using the "Staff" component in GO click "Add Staff" if any staff should be added to the event. The staff will automatically be added every time the event is added on the Canvas.

*For detailed instructions on how to "Add Staff" reference the "How To" instruction sheet related to this specific task.

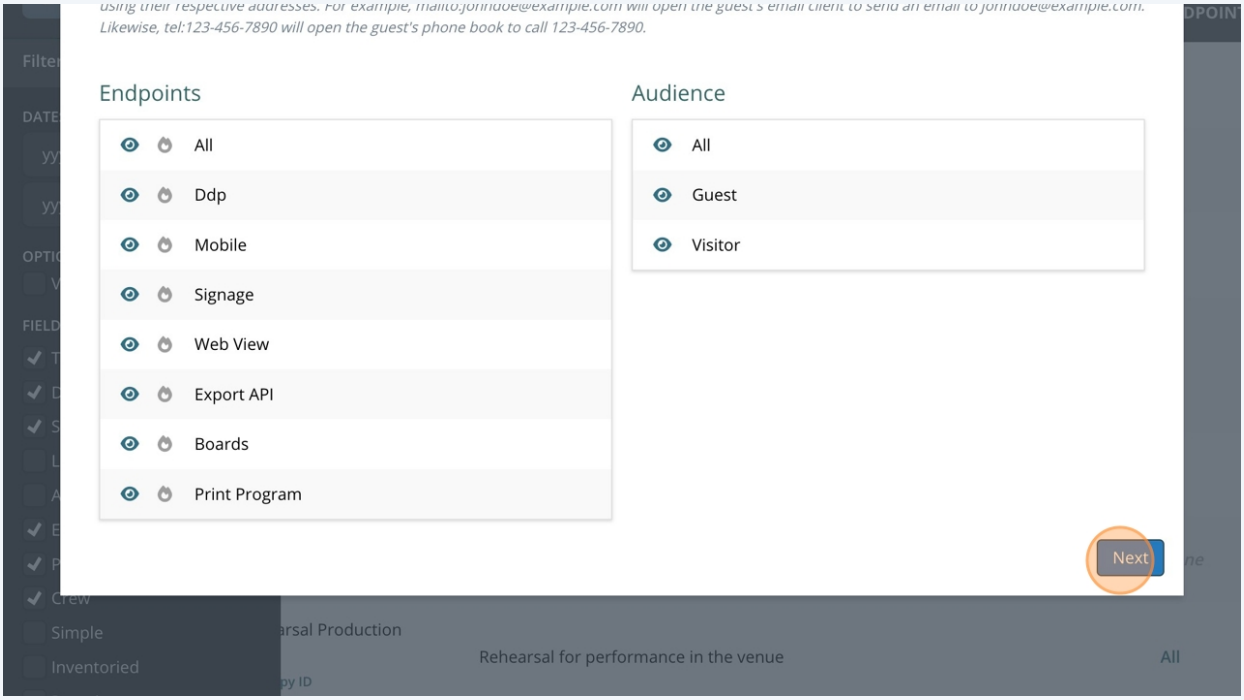
8 To edit an existing event, double click on the event or click the "edit" icon (pencil).



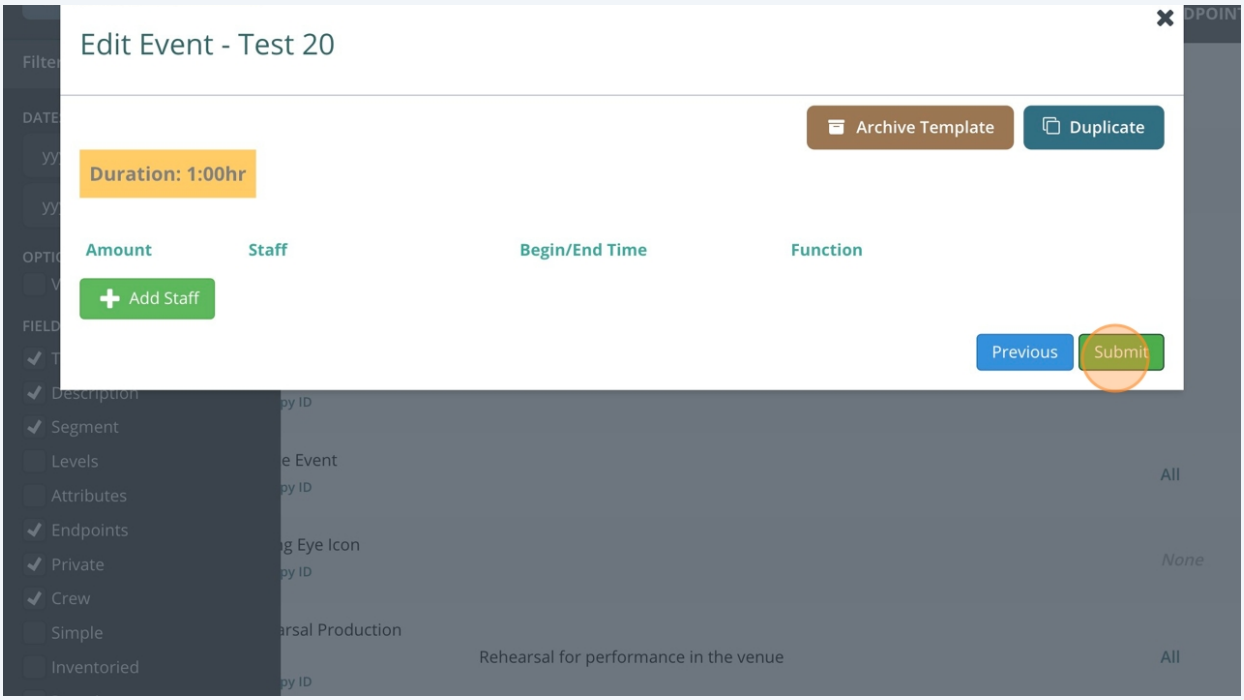
9 Make the necessary edits to the event.



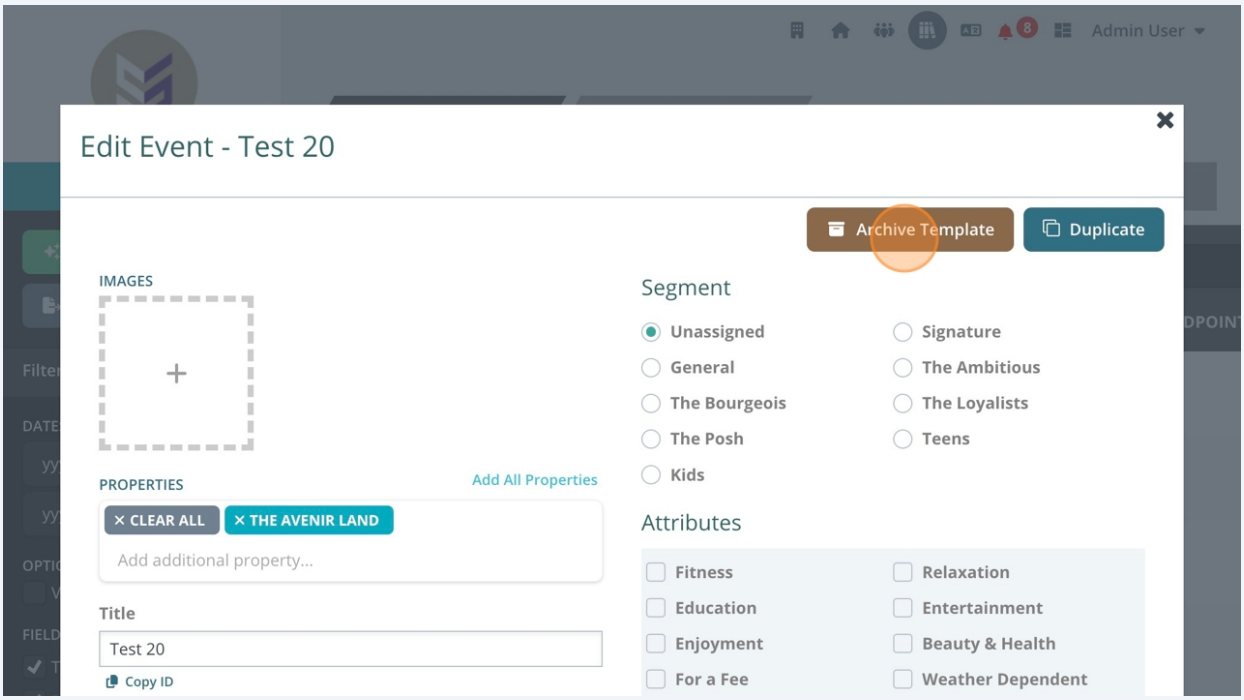
10 Click "Next" when edits are finished.



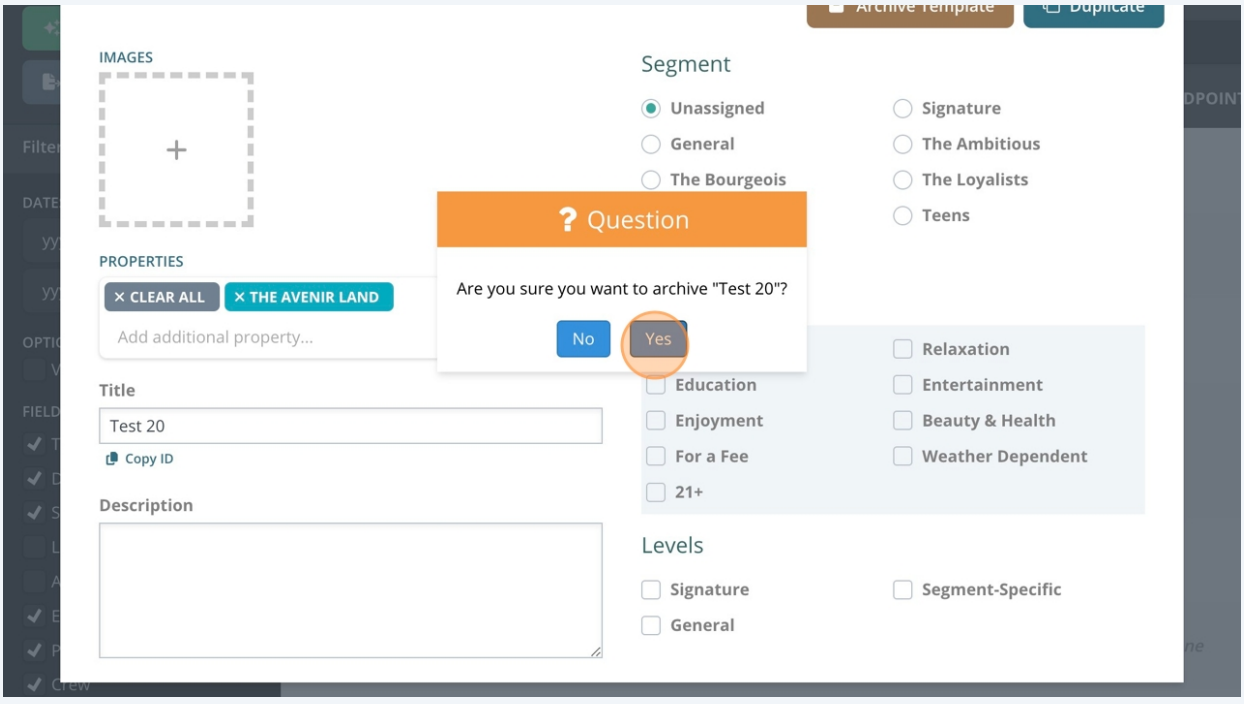
11 Click "Submit" when edits are completed.



12 Events cannot be deleted but users have the ability to archive the events. Open the event you'd like to archive by clicking on the "edit" icon and then click "Archive Template".



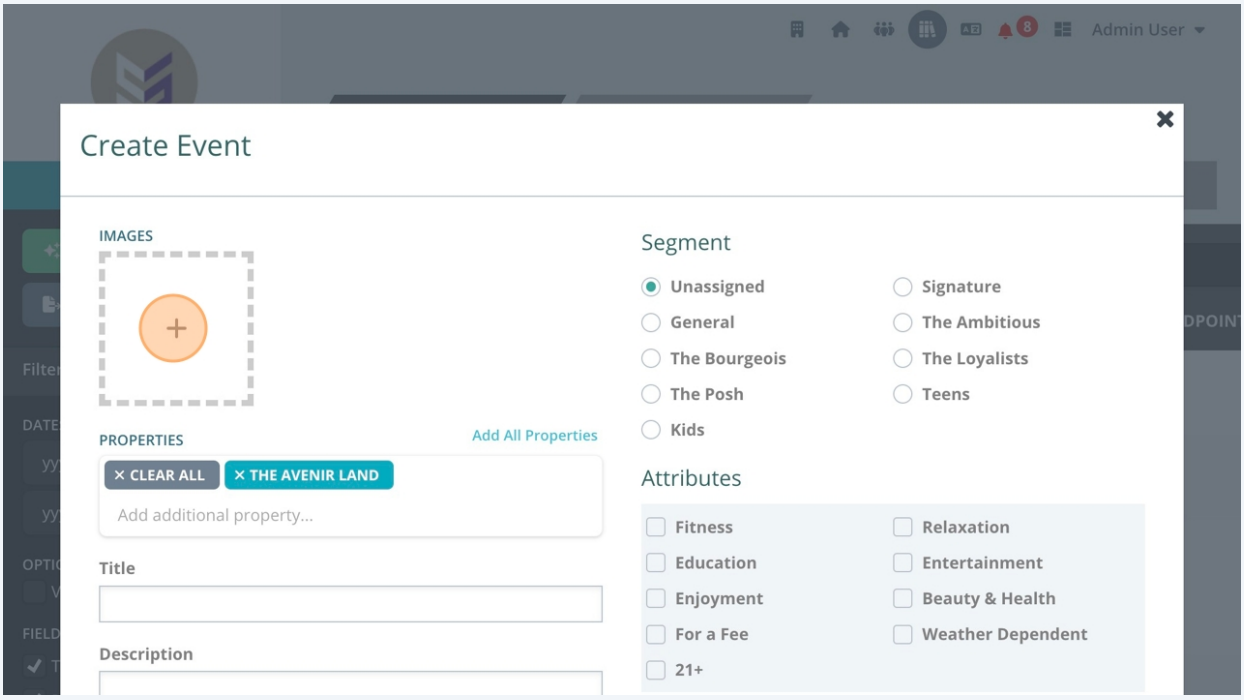
13 Click "Yes" to confirm.



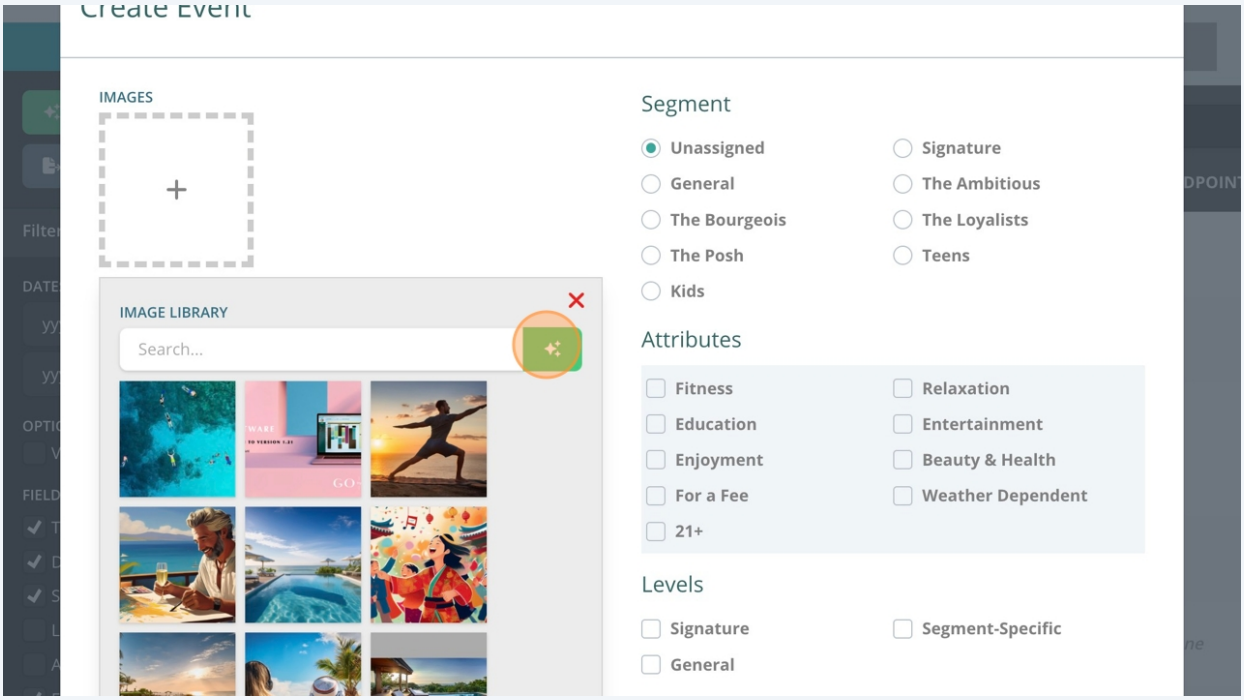
Tip! Click "Export to CSV" in the top left corner if you want to download all event data to a CSV file.

How To Add An Image

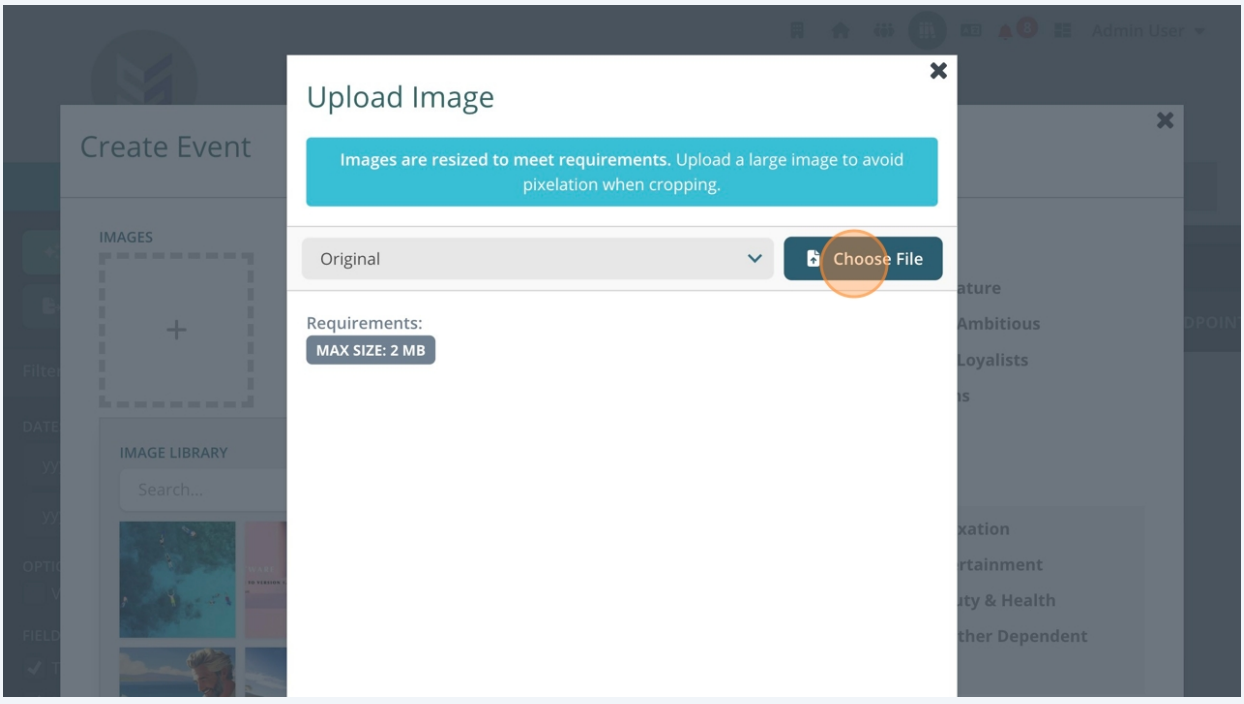
14 To add an image to the event click on the "+" inside the box.



15 You can select an image already in the Asset Library or you can choose an image from your files by clicking on the green box on the right hand side as indicated below.



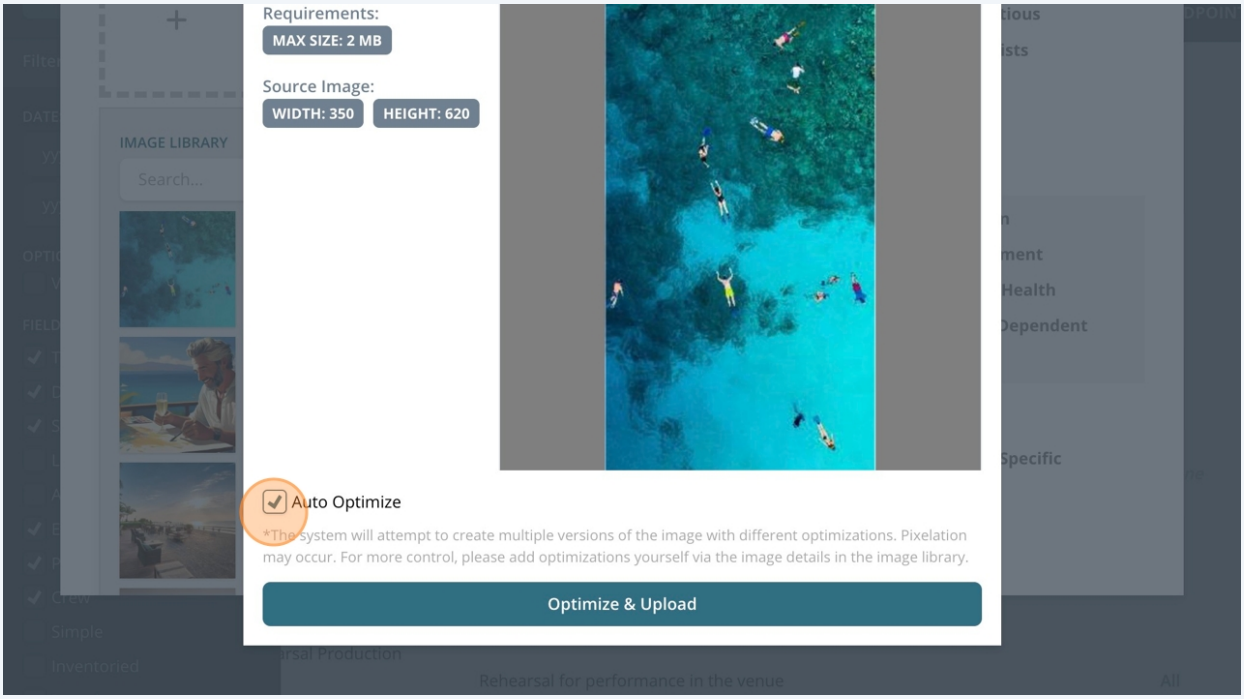
16 If you are choosing to add an image from your files, click "Choose File".



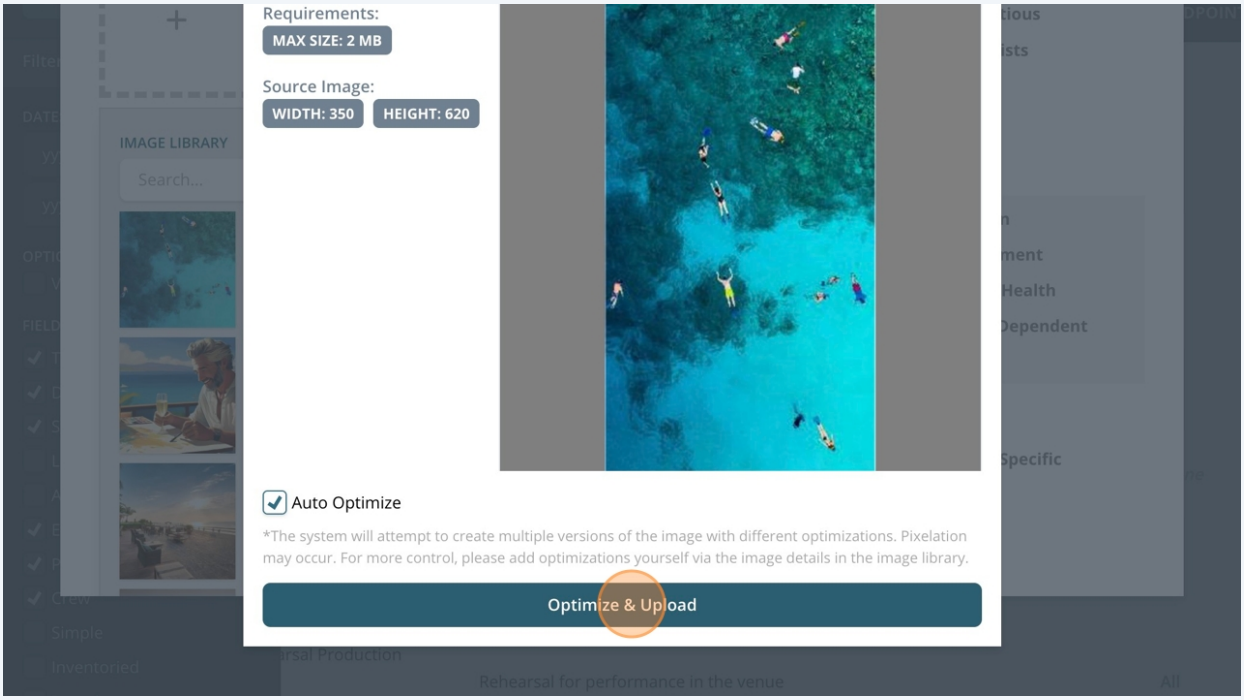
17 If you'd like GO to create multiple versions of the image with different size optimizations, click the "Auto Optimize" checkbox. If you choose the Auto Optimize option there are 4 different versions:

1. Thumbnail
2. Small - Mobile/Web
3. Large - TV/Signage
4. Tiny - Calendar

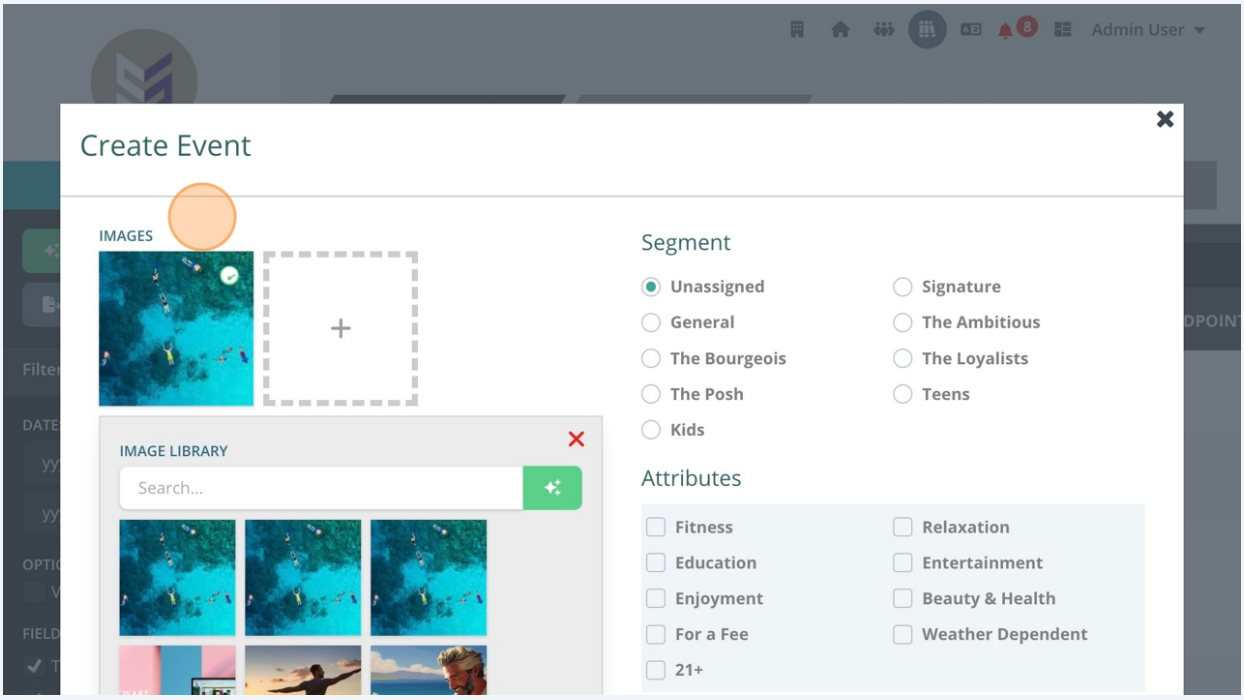
**The use of this feature and what options are available to you, will be dependent on what endpoints are in your GO environment. For example if the Print Program is your only guest facing endpoint, there would be no options for optimization.



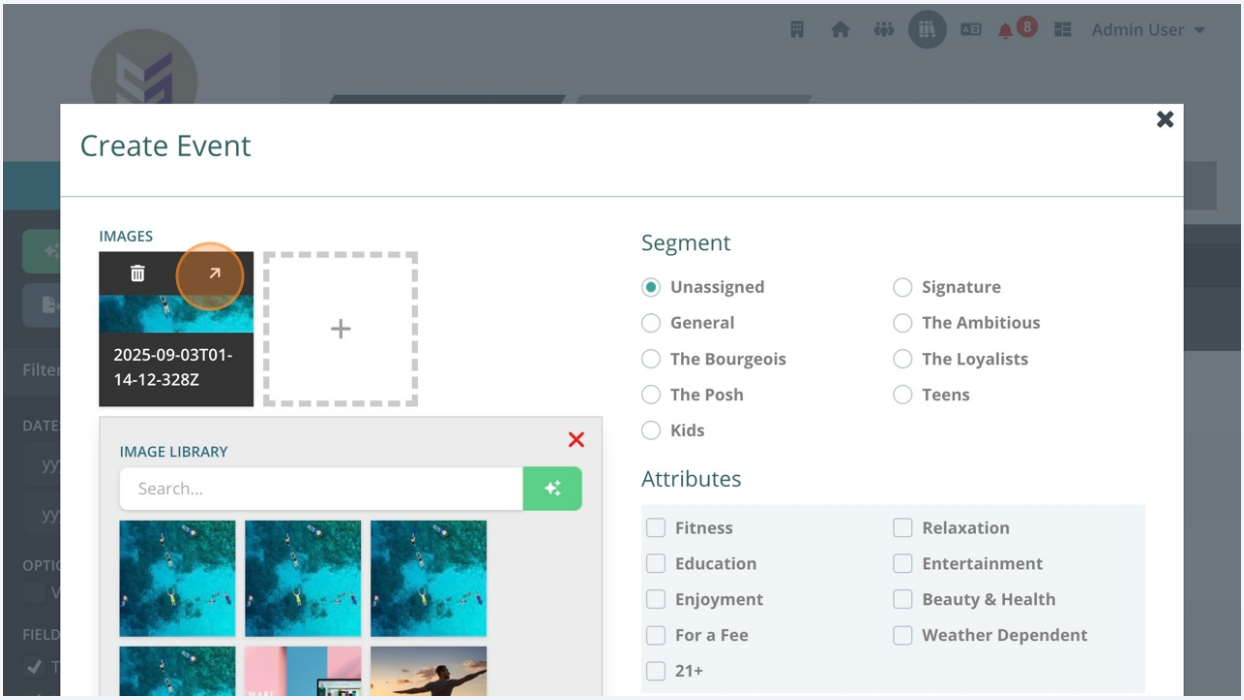
18 Click "Optimize & Upload".



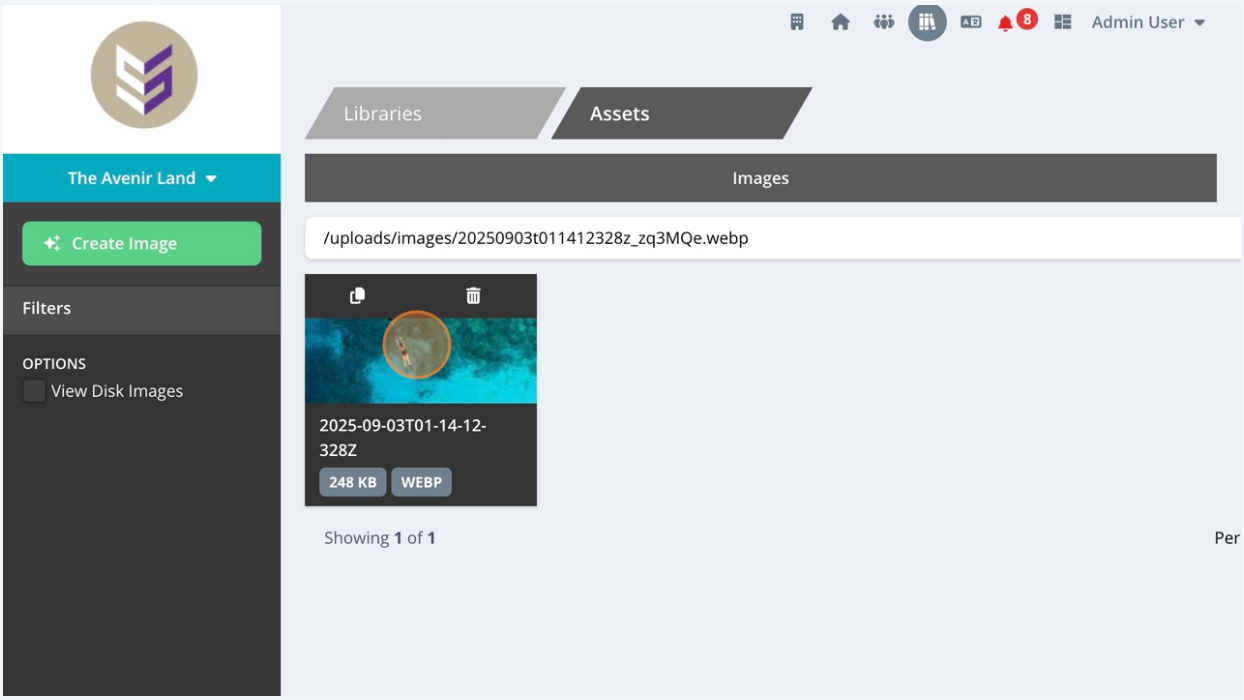
19 The image you added will now appear on the event template under "Images".



20 To name your image, click on the "arrow" icon. This will bring you to the Asset Library.



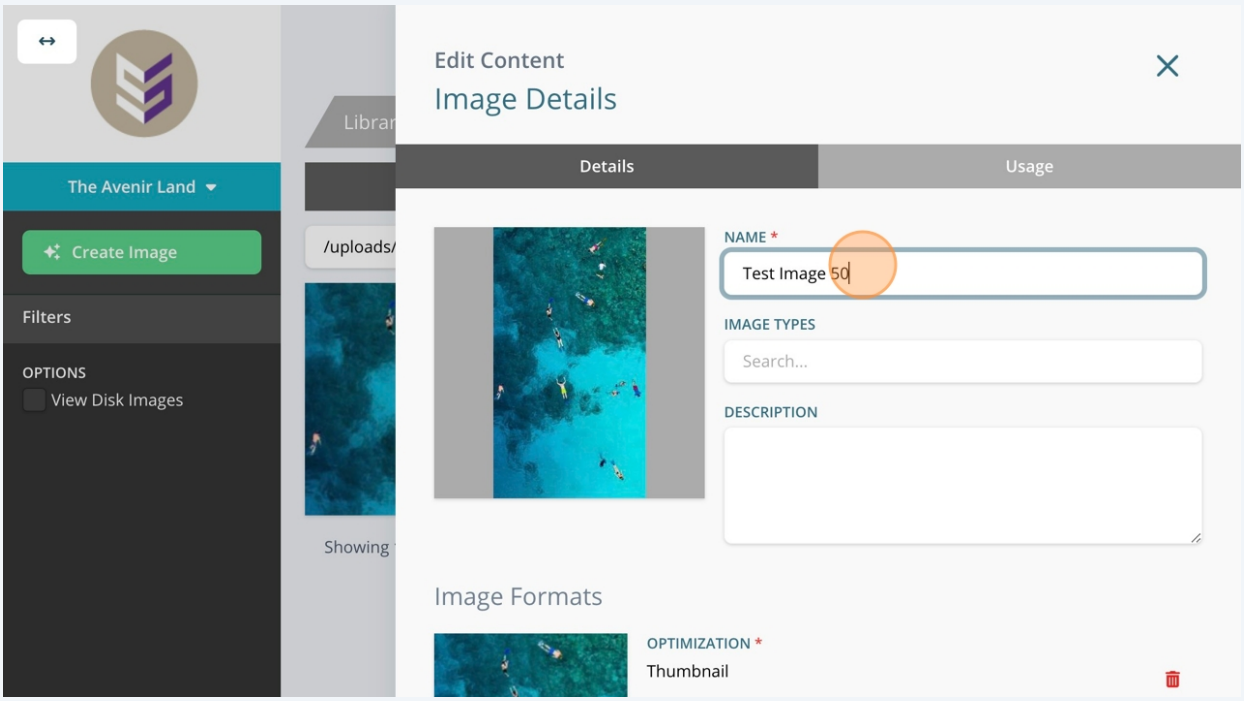
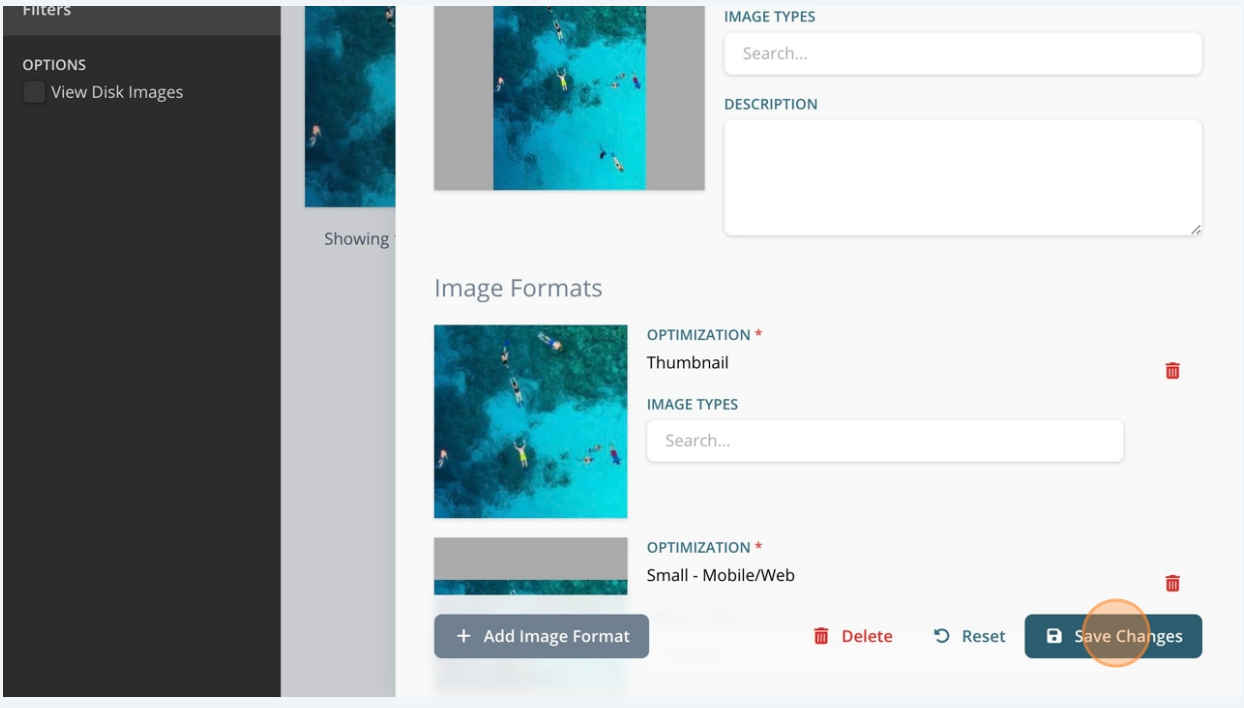
21 Click on the Image.



22 Type the name of the image in the "NAME" field.

You can also add an Image Type and a Description.

If you chose the "Auto Optimization" you will be able to see the versions here as well.



23 Click "Save Changes".