

# How to change Brand vs. Multi vs. Property events on the Event Library? (Applicable for Shoreside Users only)

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

[scribehow.com/embed-preview/How\\_to\\_change\\_Brand...](https://scribehow.com/embed-preview/How_to_change_Brand...)

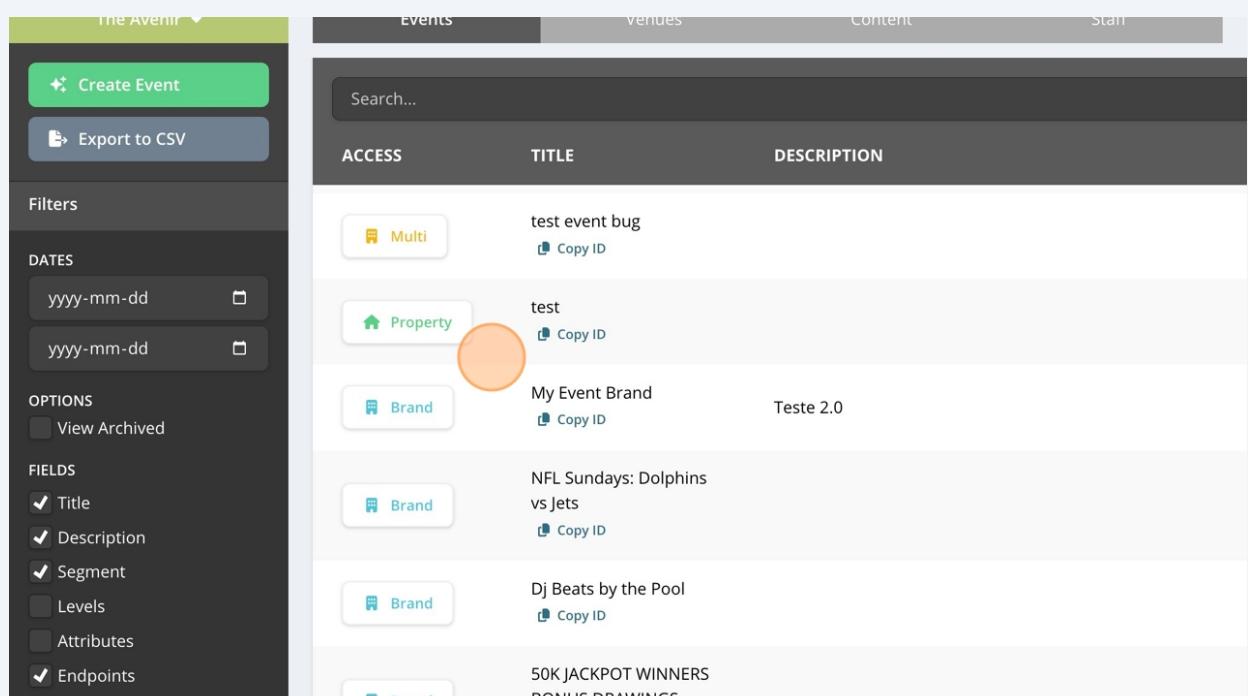
- 1 Navigate to your GO Software URL and open the Event Library.

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

- **Brand Level Content:** onboard users can use Brand Level content but cannot edit it. "Brand Level" content is accessible for shoreside users, with Brand access permissions, and in the shoreside instances only.

- **Multi Level Content:** are specific to multiple properties and can be used by onboard users, but cannot be edited. "Multi Level" content is accessible for shoreside users, with Brand access permissions, and in the shoreside instances only.

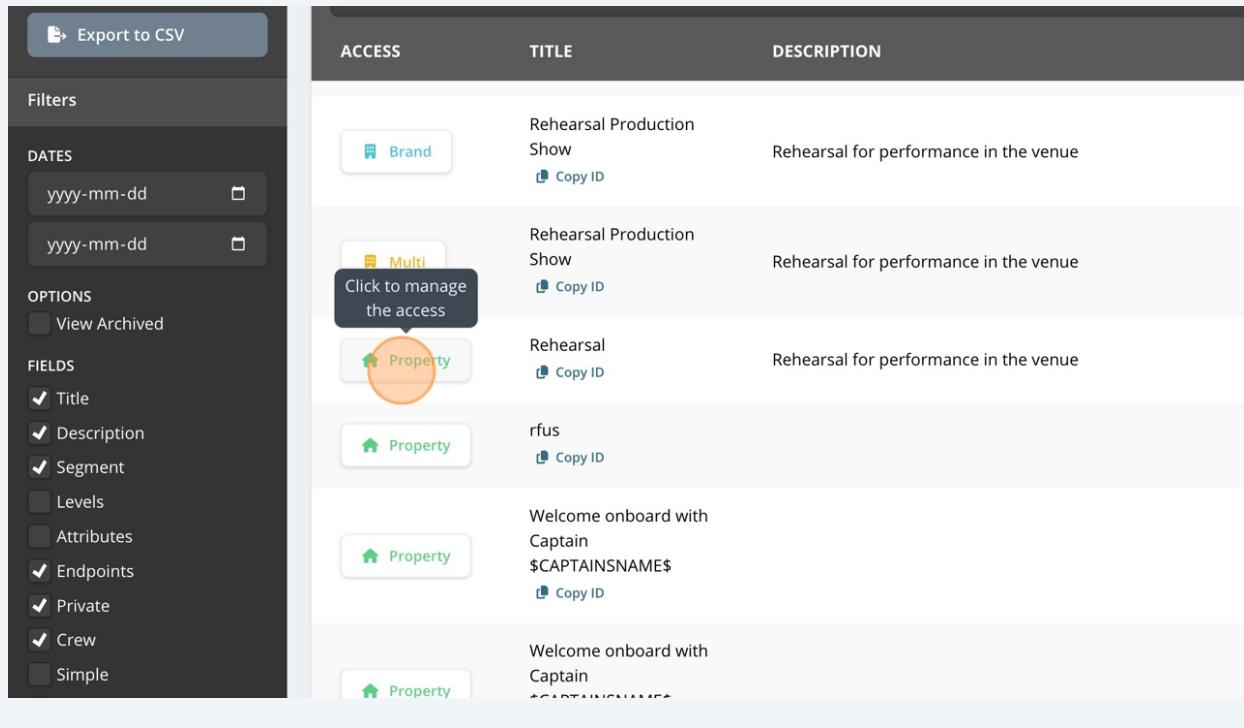
- **Property Level Content:** are specific to a property and **CAN** be edited by onboard users.



ACCESS	TITLE	DESCRIPTION
Multi	test event bug	
Property	test	
Brand	My Event Brand	Teste 2.0
Brand	NFL Sundays: Dolphins vs Jets	
Brand	Dj Beats by the Pool	
Brand	50K JACKPOT WINNERS BONUS DRAWINGS	

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Choose the event you'd like to manage and click on the icon beside the content name.



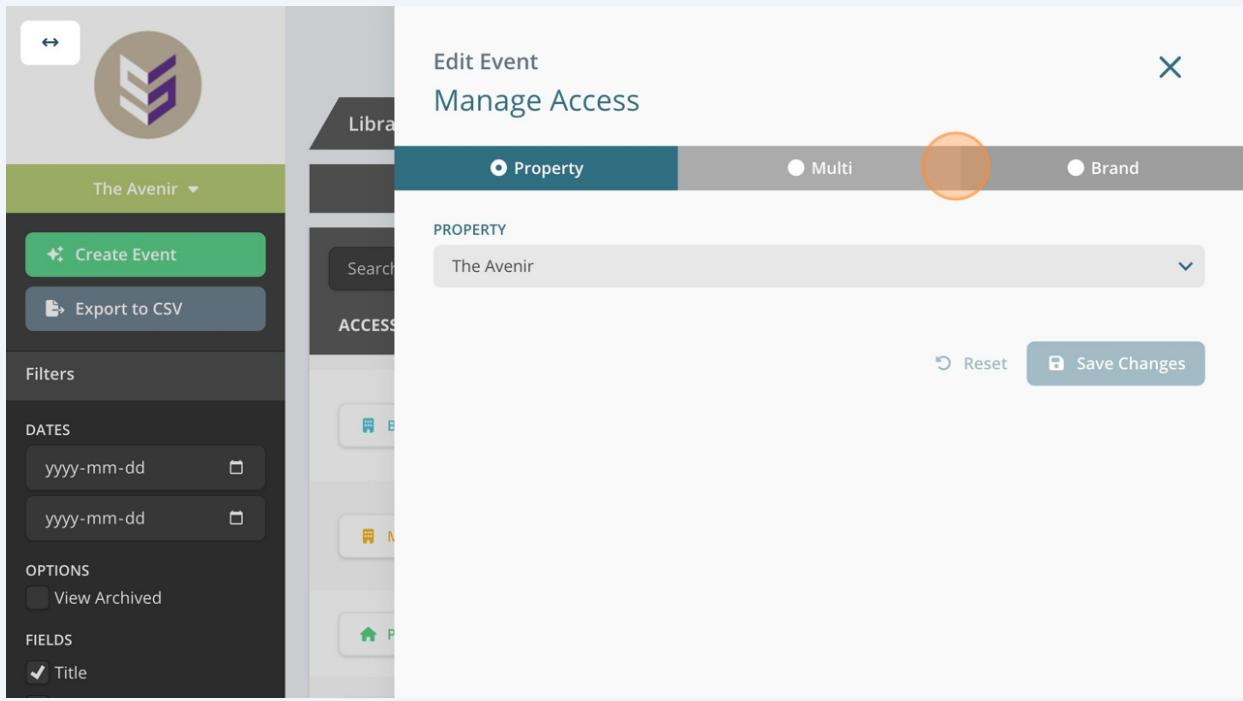
ACCESS	TITLE	DESCRIPTION
Brand	Rehearsal Production	Rehearsal for performance in the venue
Multi	Rehearsal Production	Rehearsal for performance in the venue
Brand	Rehearsal	Rehearsal for performance in the venue
Brand	rfus	Rehearsal for performance in the venue
Brand	Welcome onboard with Captain	\$CAPTAINSNAME\$
Brand	Welcome onboard with Captain	\$CAPTAINSNAME\$



Follow the below steps to promote an event to Multi or Brand Level.

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In this example a "Property Level" event was selected and it can now be promoted to "Multi Level" or "Brand Level" by selecting the appropriate tab.

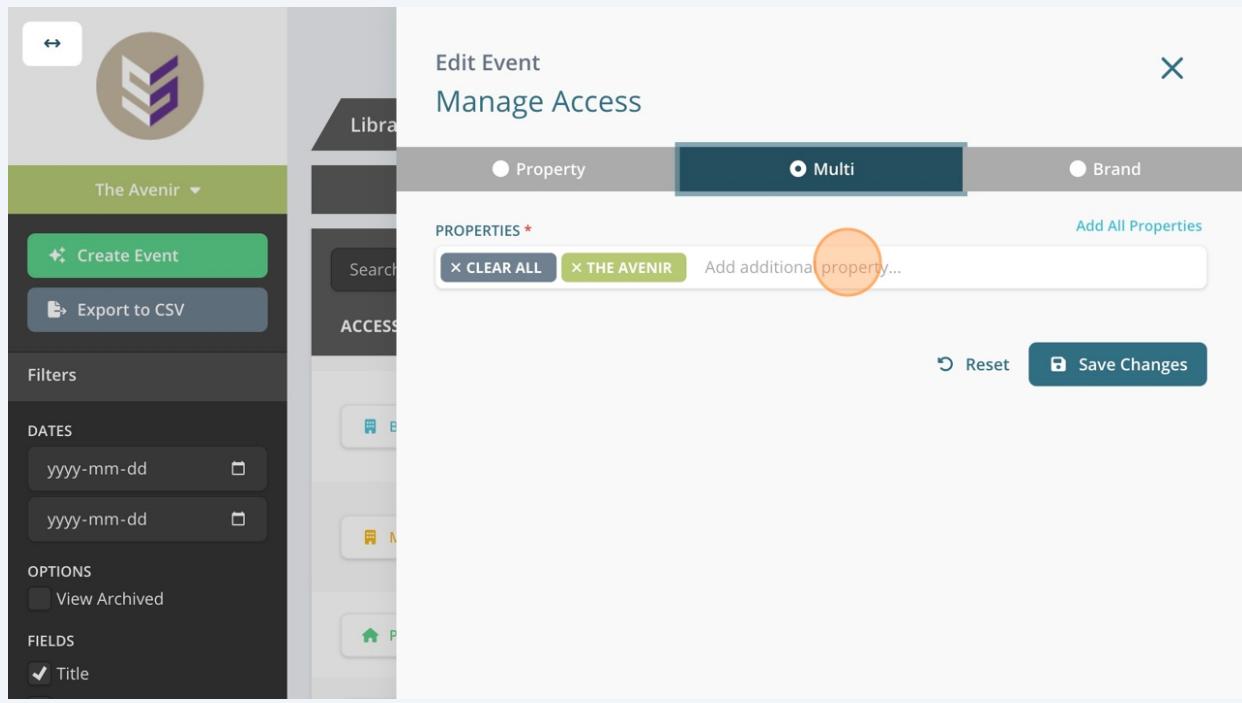


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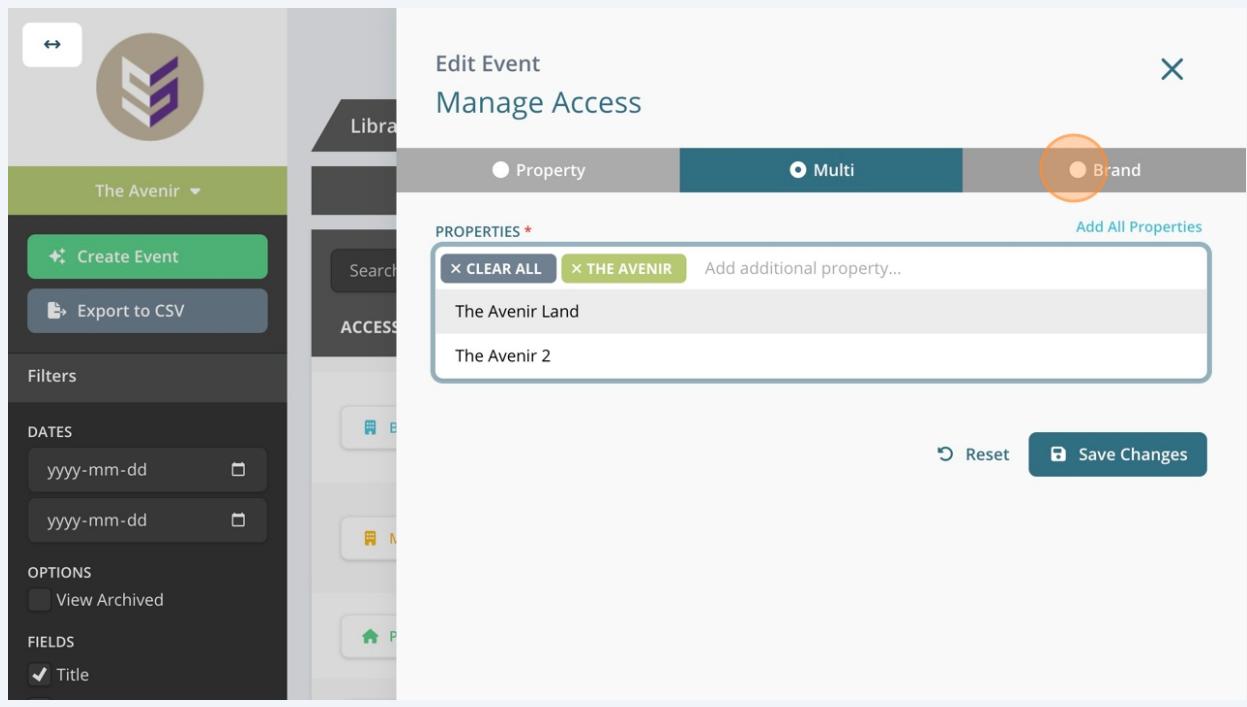
To promote to "Multi Level" click the Multi tab and then you can select properties from the drop down menu or use the search bar to search for a property. You can choose as many properties as needed.

Click "Save Changes" when finished.

*This event will now only be editable on the shoreside instances of GO and by a shoreside user with Brand access permissions.*

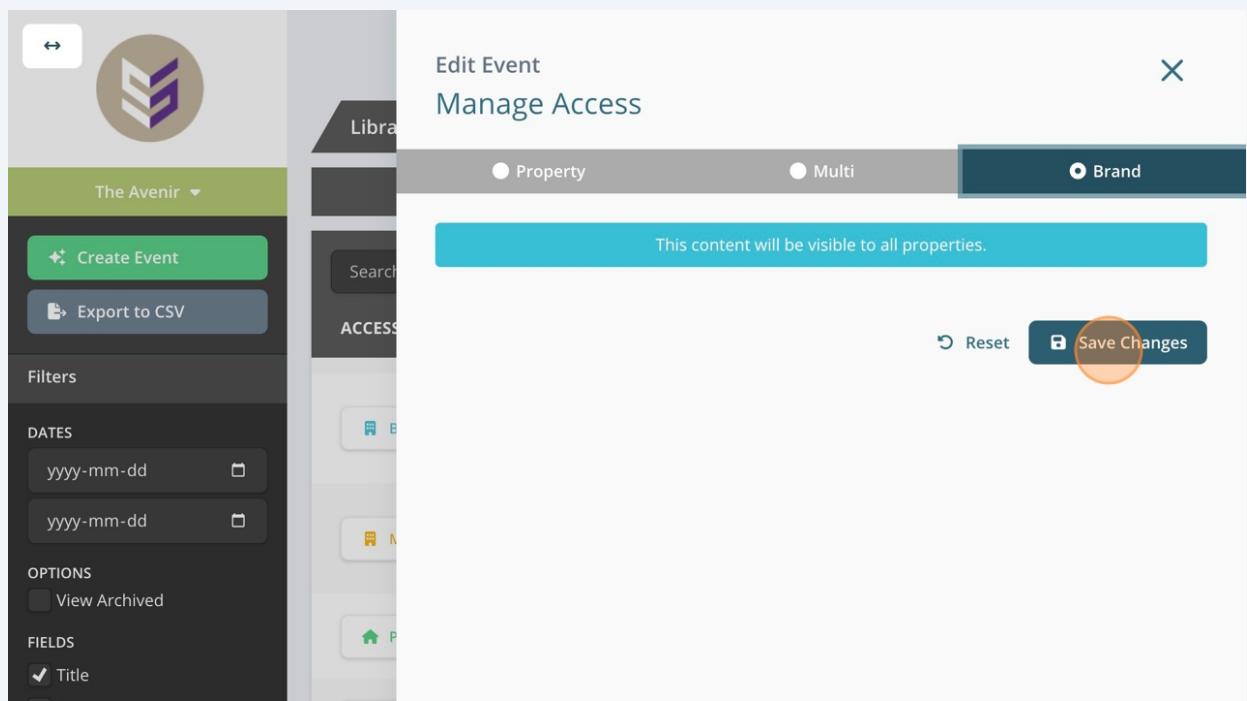


5 To promote to "Brand Level" click on the Brand tab.



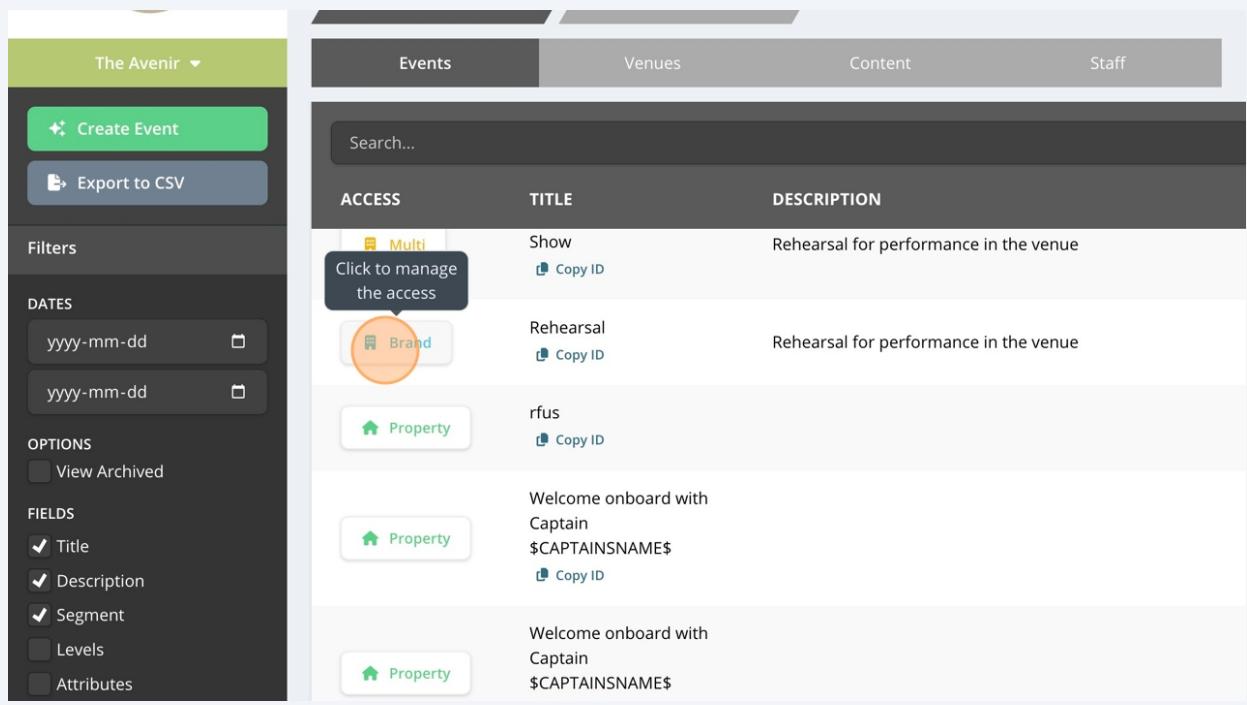
6 Click "Save Changes".

*This event will now only be editable on the shoreside instances of GO and by a shoreside user with Brand access permissions.*



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On the Event Library home page, the event will now display as a Brand event.



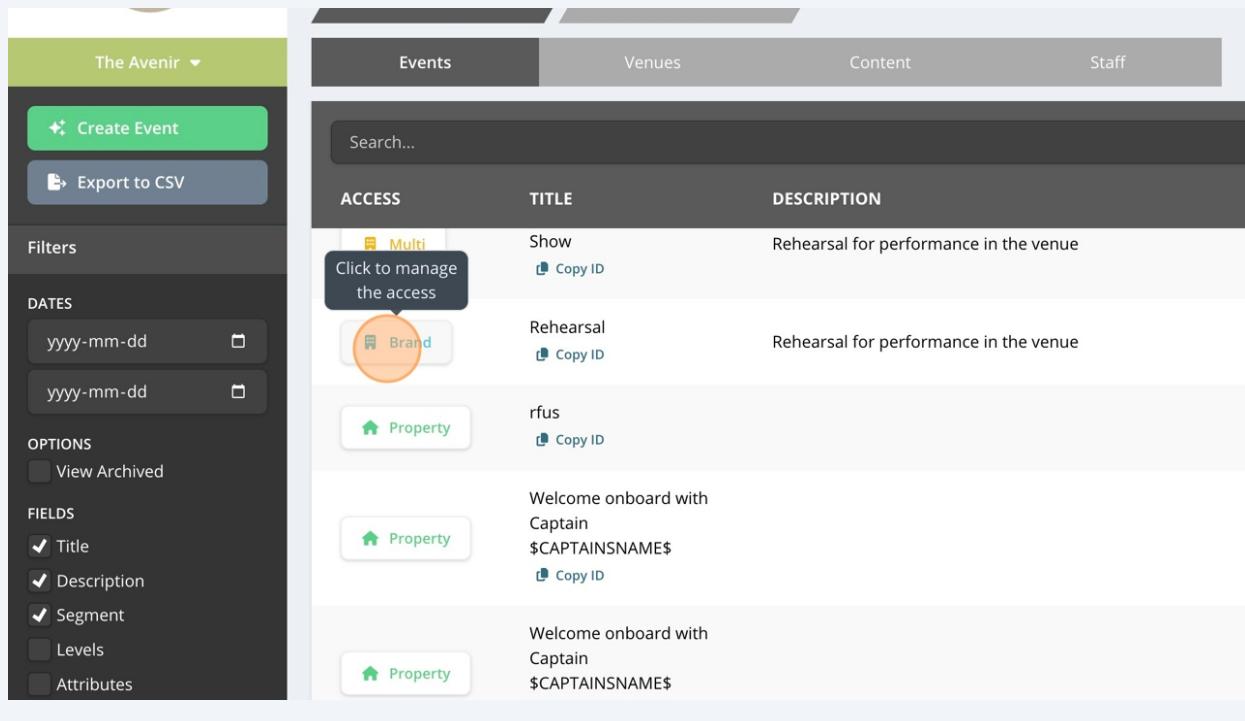
The screenshot shows the Event Library interface for 'The Avenir'. On the left, there's a sidebar with 'Create Event' and 'Export to CSV' buttons, and filters for 'Dates' and 'Fields'. The main area is titled 'Events' and shows a table with three rows. The first row has an 'ACCESS' column with a 'Multi' icon, a 'TITLE' column with 'Show', and a 'DESCRIPTION' column with 'Rehearsal for performance in the venue'. The second row has an 'ACCESS' column with a 'Brand' icon (circled in orange), a 'TITLE' column with 'Rehearsal', and a 'DESCRIPTION' column with 'Rehearsal for performance in the venue'. The third row has an 'ACCESS' column with a 'Property' icon, a 'TITLE' column with 'rfus', and a 'DESCRIPTION' column with 'Welcome onboard with Captain \$CAPTAIN\$'. Each row has a 'Copy ID' button.

ACCESS	TITLE	DESCRIPTION
Multi	Show	Rehearsal for performance in the venue
Brand	Rehearsal	Rehearsal for performance in the venue
Property	rfus	Welcome onboard with Captain \$CAPTAIN\$



Follow the below steps to demote Brand Level content to Multi Level or Property Level.

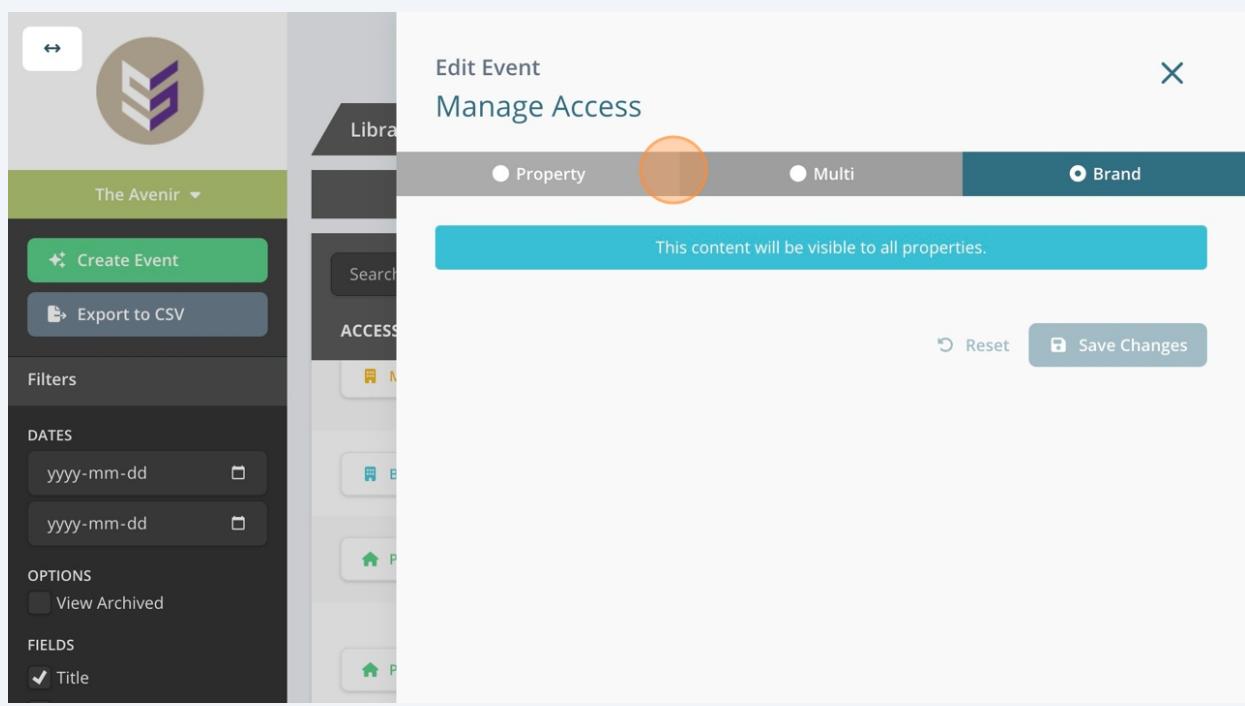
8 Select the "Brand Level" event you'd like to demote to another level.



The screenshot shows the 'Events' section of a software interface. On the left, there's a sidebar with 'The Avenir' logo, 'Create Event' button, 'Export to CSV' button, 'Filters', 'DATES' (two date pickers), 'OPTIONS' (checkbox for 'View Archived'), 'FIELDS' (checkboxes for 'Title', 'Description', 'Segment', 'Levels', 'Attributes'), and a 'Multi' access level icon with a tooltip 'Click to manage the access'. The main table lists events with columns for 'ACCESS', 'TITLE', and 'DESCRIPTION'. The first event has 'Multi' access. The second event has 'Brand' access, which is highlighted with an orange circle. The third and fourth events have 'Property' access. Each event row includes a 'Copy ID' button.

ACCESS	TITLE	DESCRIPTION
Multi	Show	Rehearsal for performance in the venue
Brand	Rehearsal	Rehearsal for performance in the venue
Property	rfus	
Property	Welcome onboard with Captain \$CAPTAINSNAME\$	
Property	Welcome onboard with Captain \$CAPTAINSNAME\$	

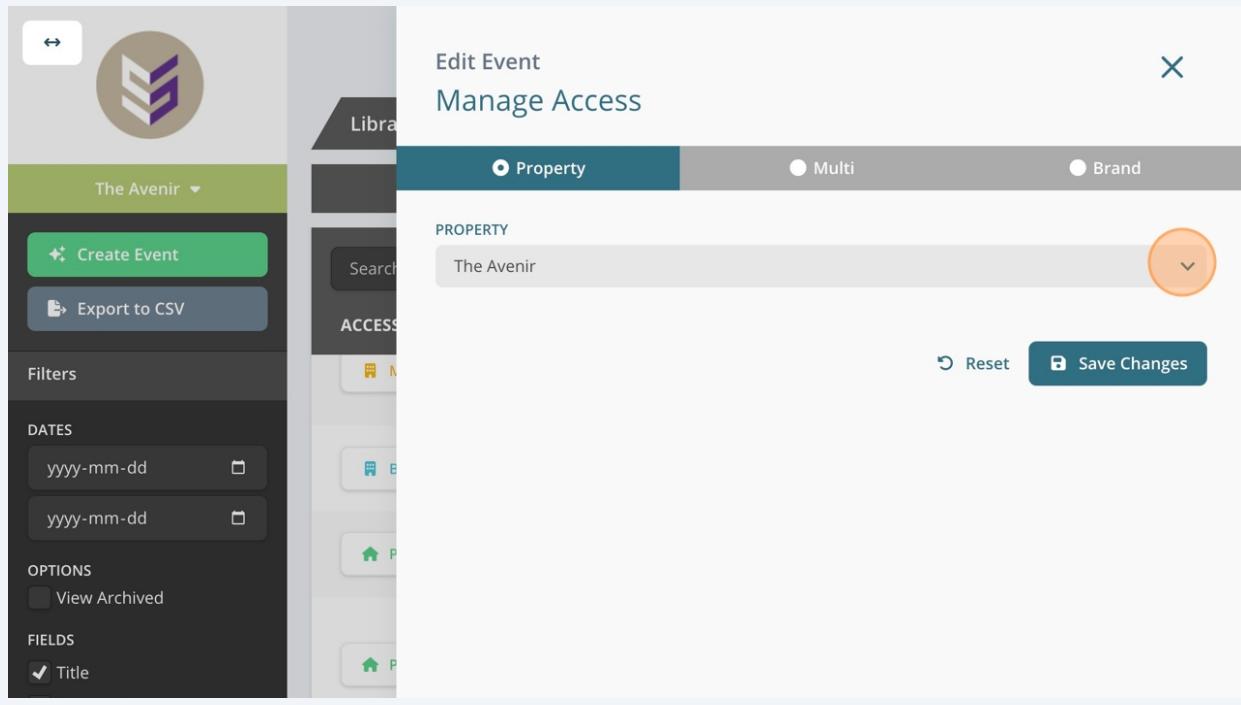
9 Select Property or Multi as needed.



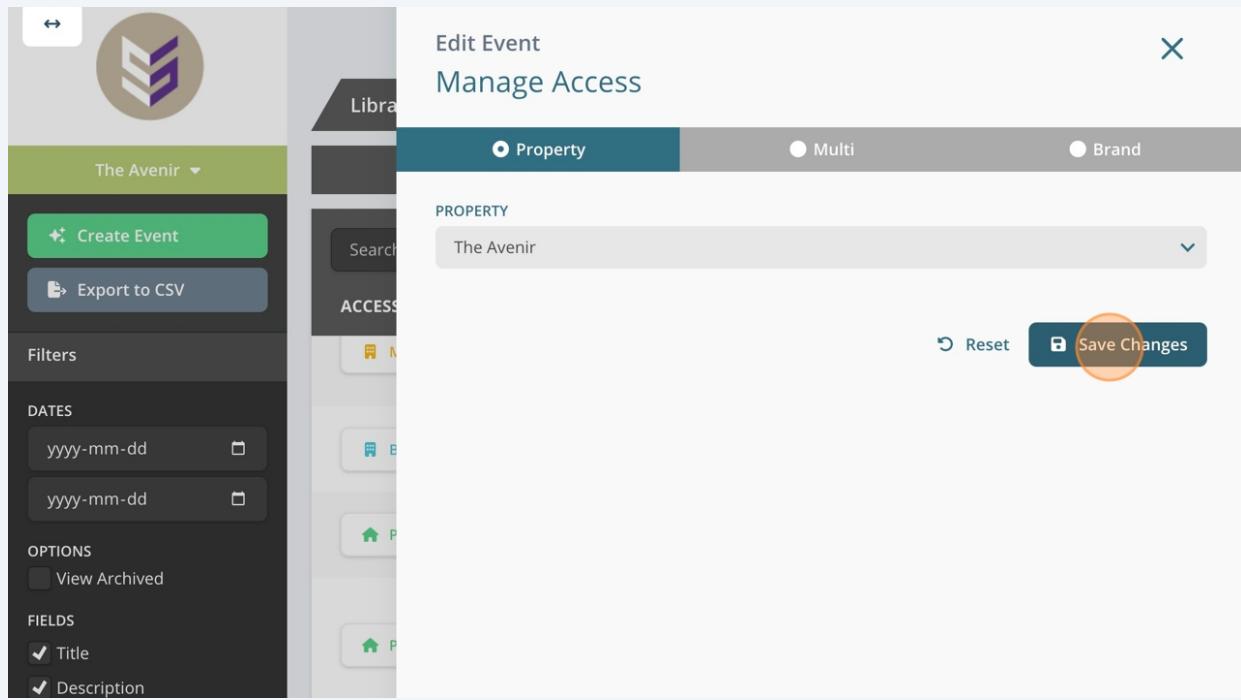
The screenshot shows the 'Edit Event' dialog with 'Manage Access' tab selected. On the left, there's a sidebar with 'The Avenir' logo, 'Create Event' button, 'Export to CSV' button, 'Filters', 'DATES' (two date pickers), 'OPTIONS' (checkbox for 'View Archived'), and 'FIELDS' (checkbox for 'Title'). The 'Manage Access' section has a 'Property' radio button, a 'Multi' radio button (which is highlighted with an orange circle), and a 'Brand' radio button (which is selected and highlighted with an orange circle). A blue bar below the radio buttons says 'This content will be visible to all properties.' At the bottom right are 'Reset' and 'Save Changes' buttons.

10 In the example below the Property tab is selected.

The property shown is where the event was originally created. When you demote the event, it will remain linked to this property.

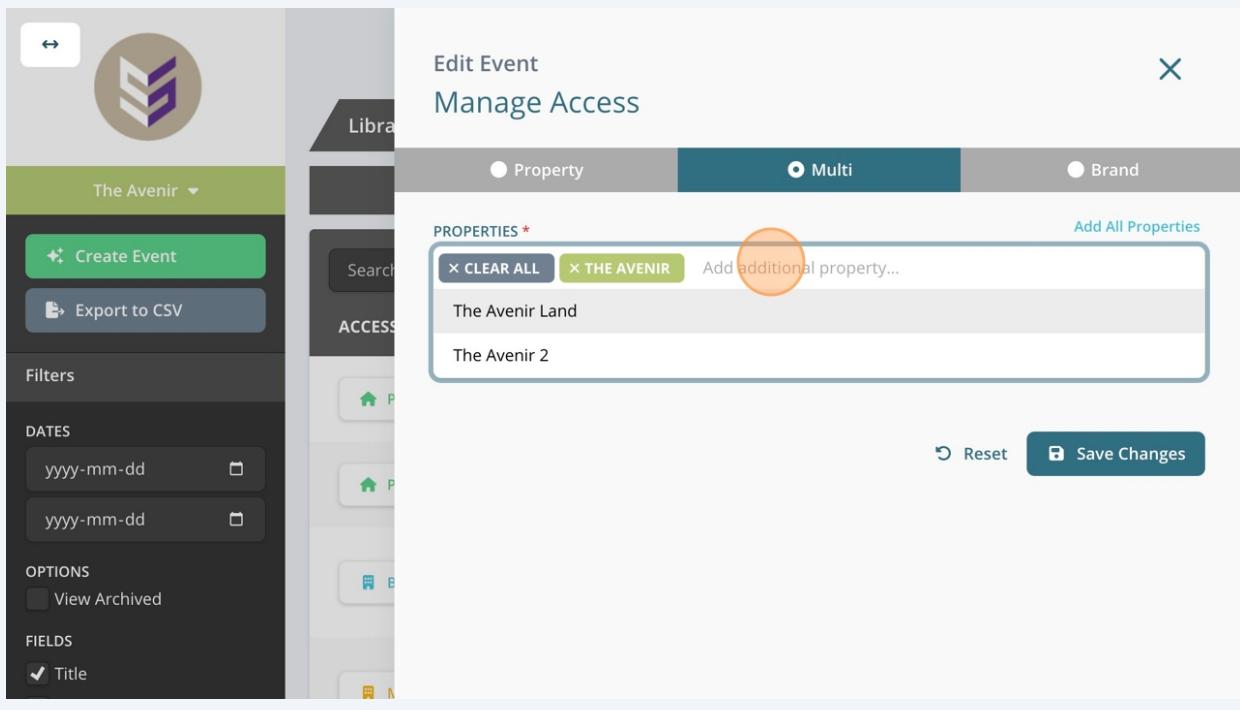


11 Click "Save Changes".



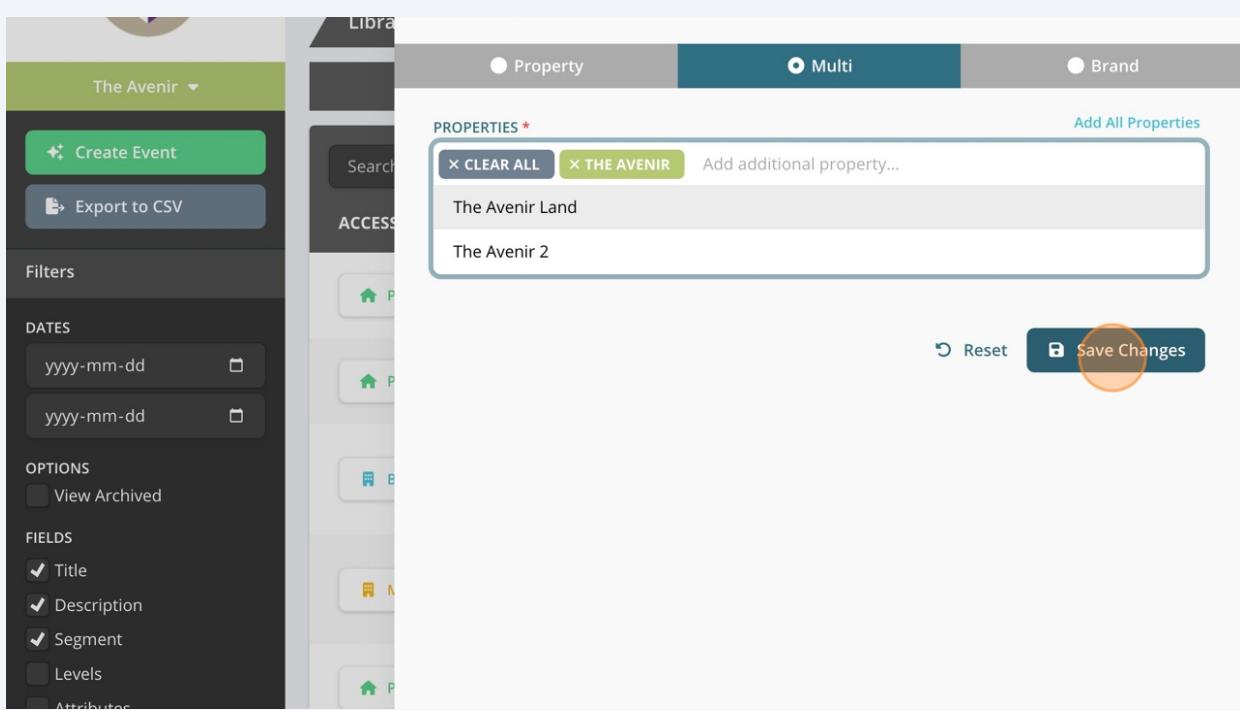
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In the example below Multi is selected. Select which properties you'd like from the drop down or use the search bar to type the name of the specific properties.



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Click "Save Changes".



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Shoreside users can promote or demote content as many times as needed.

