

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%20to%20change%20Brand...)

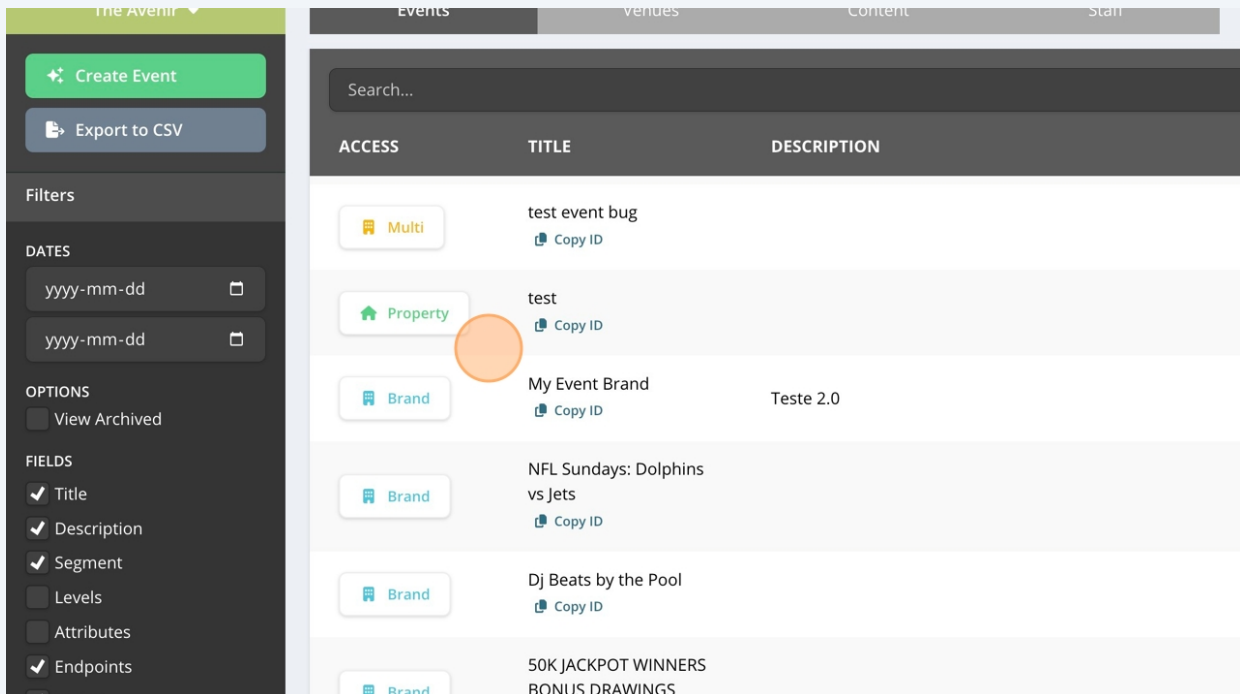
- 1 Navigate to your GO Software URL and open the Event Library.

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.



The screenshot shows the 'Event Library' interface. On the left is a sidebar with filters: 'Create Event', 'Export to CSV', 'Filters', 'DATES' (two date pickers), 'OPTIONS' (a 'View Archived' checkbox), and 'FIELDS' (checkboxes for Title, Description, Segment, Levels, Attributes, Endpoints, and Private). The main area has tabs for 'Events', 'Venues', 'Content', and 'Staff'. Below the tabs is a search bar and a table with columns 'ACCESS', 'TITLE', and 'DESCRIPTION'. The table lists several events, each with a filter button (Multi, Property, or Brand) and a 'Copy ID' link. An orange circle highlights the 'Property' filter button for the event titled 'test'.

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.

Export to CSV

Filters

DATES

yyyy-mm-dd

yyyy-mm-dd

OPTIONS

☐ View Archived

FIELDS

☒ Title

☒ Description

☒ Segment

☐ Levels













☐ Attributes

☒ Endpoints

☒ Private

☒ Crew

☐ Simple

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

Click to manage the access



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.

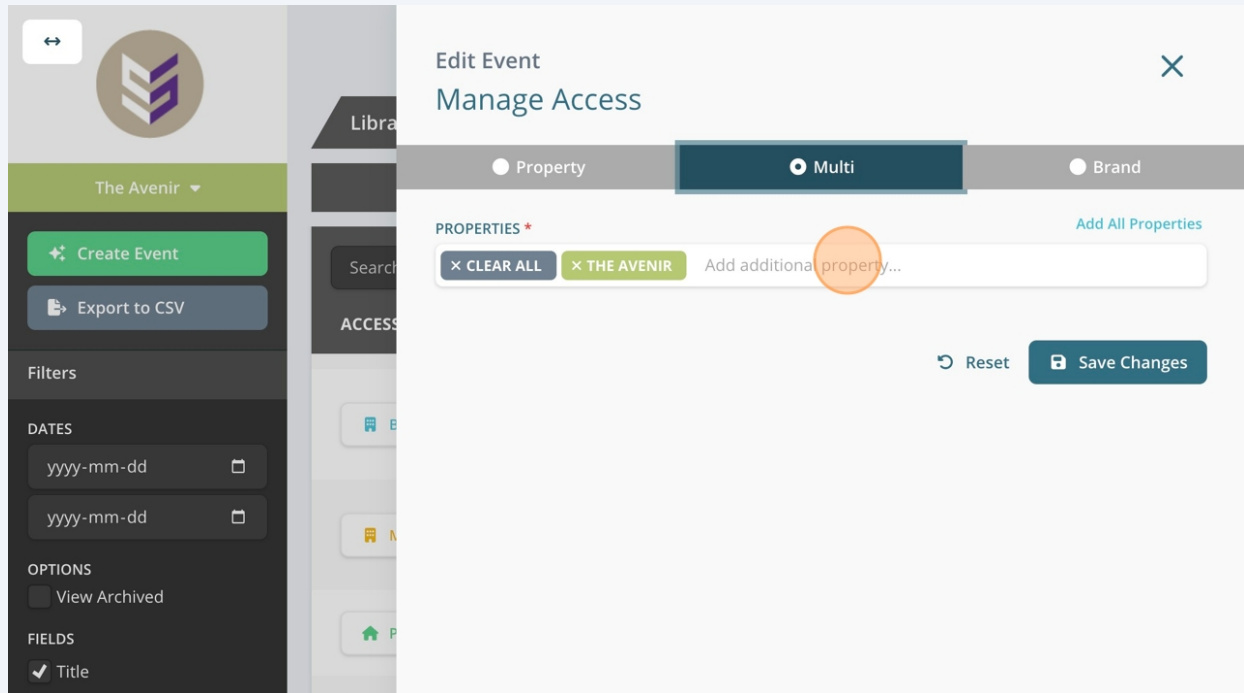
The screenshot shows a web application interface. On the left is a sidebar with a logo at the top, followed by a dropdown menu showing 'The Avenir'. Below this are two buttons: 'Create Event' (green) and 'Export to CSV' (grey). Further down is a 'Filters' section with three categories: 'DATES' (two date pickers), 'OPTIONS' (a 'View Archived' checkbox), and 'FIELDS' (a 'Title' checkbox). The main content area is partially obscured by a modal dialog titled 'Edit Event Manage Access'. This dialog has three tabs: 'Property' (which is active and highlighted in blue), 'Multi', and 'Brand'. An orange circle highlights the 'Multi' tab. The 'Property' tab contains a dropdown menu with 'The Avenir' selected. At the bottom right of the dialog are 'Reset' and 'Save Changes' buttons.

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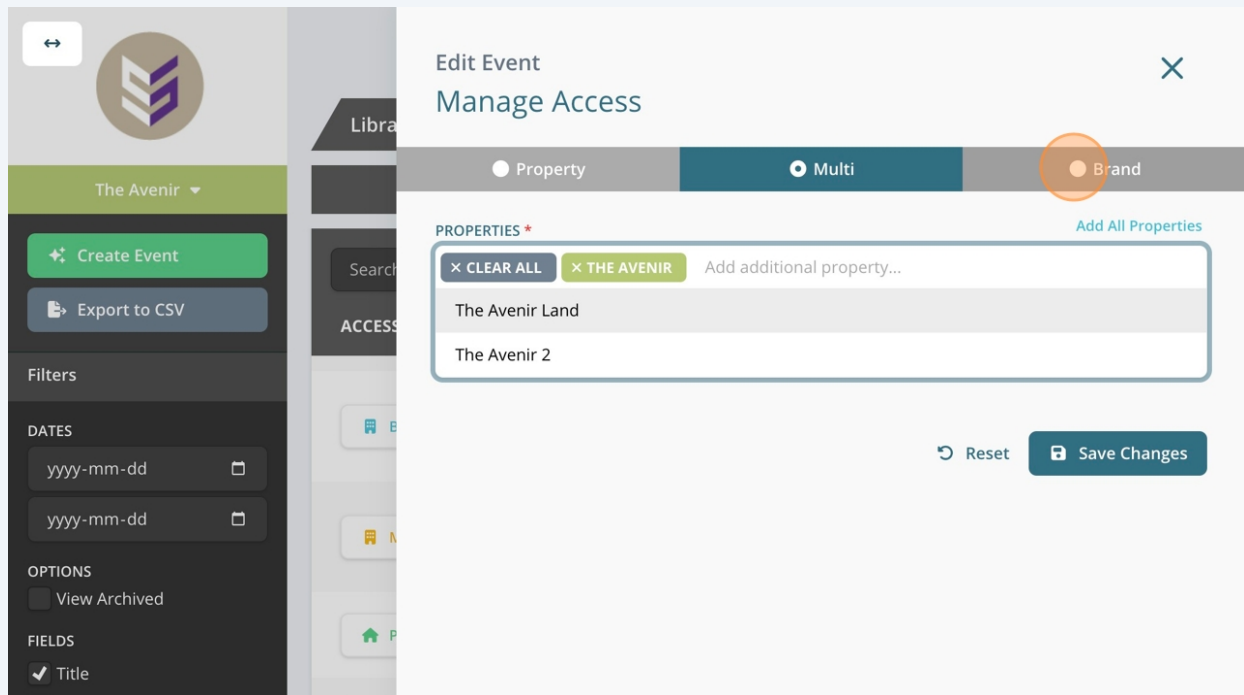
To promote to "Multi Level" click the Multi tab and then you can select properties from the drop down menu or use the search bar to search for a property. You can choose as many properties as needed.

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.

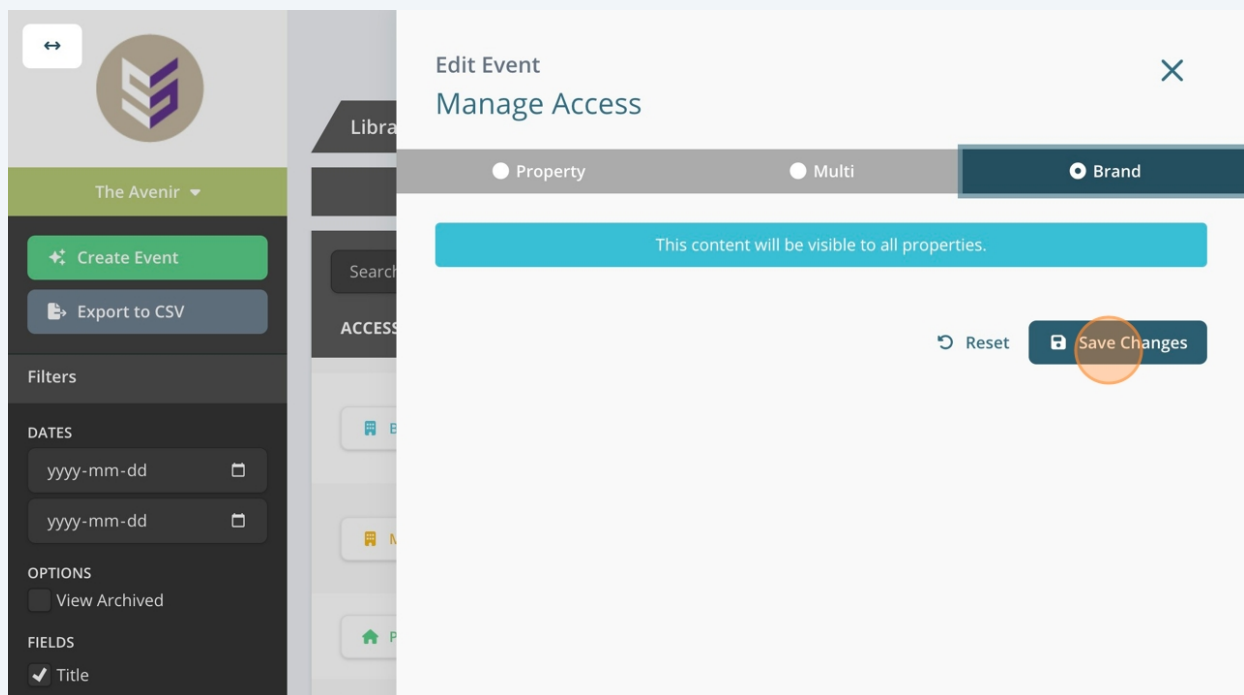


5 To promote to "Brand Level" click on the Brand tab.



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. On the left, there's a sidebar with a dropdown menu set to 'The Avenir'. Below it are buttons for 'Create Event' and 'Export to CSV'. Further down are filter sections for 'DATES' (two date pickers), 'OPTIONS' (a 'View Archived' checkbox), and 'FIELDS' (checkboxes for 'Title', 'Description', 'Segment', 'Levels', and 'Attributes'). The main area has tabs for 'Events', 'Venues', 'Content', and 'Staff'. A search bar is present above a table. The table has columns 'ACCESS', 'TITLE', and 'DESCRIPTION'. The first row shows a 'Multi' access level for an event titled 'Show'. The second row shows a 'Brand' access level for an event titled 'Rehearsal', which is highlighted with an orange circle and a tooltip that says 'Click to manage the access'. Below this are two rows with 'Property' access levels for events titled 'rfus' and 'Welcome onboard with Captain \$CAPTAINSNAME\$'. Each row also includes a 'Copy ID' link.

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\$	



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' tab of a management interface. The left sidebar contains filters for 'The Avenir' venue, including 'DATES' (two date pickers) and 'OPTIONS' (a 'View Archived' checkbox). The main table lists events with columns 'ACCESS', 'TITLE', and 'DESCRIPTION'. The 'Brand' access level is highlighted with an orange circle and a tooltip that says 'Click to manage the access'.

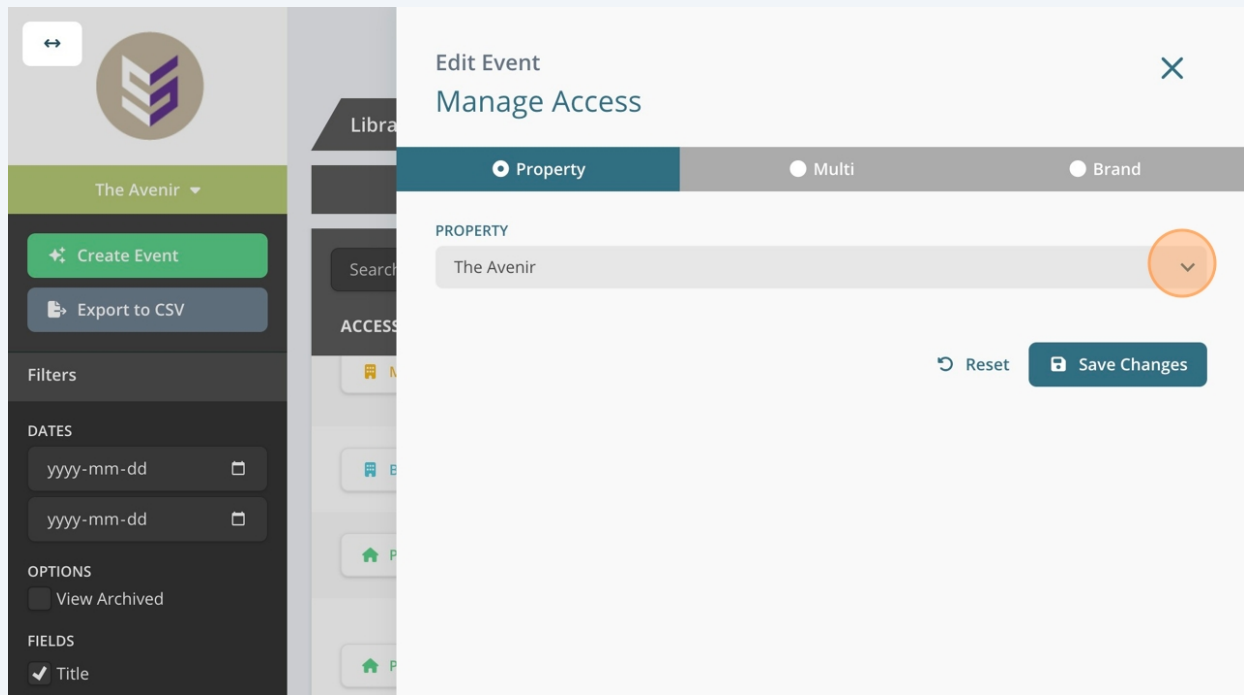
ACCESS	TITLE	DESCRIPTION
Multi	Show	Rehearsal for performance in the venue
Brand	Rehearsal	Rehearsal for performance in the venue
Property	rfus	
Property	Welcome onboard with Captain \$CAPTAINSNAME\$	
Property	Welcome onboard with Captain \$CAPTAINSNAME\$	

9 Select Property or Multi as needed.

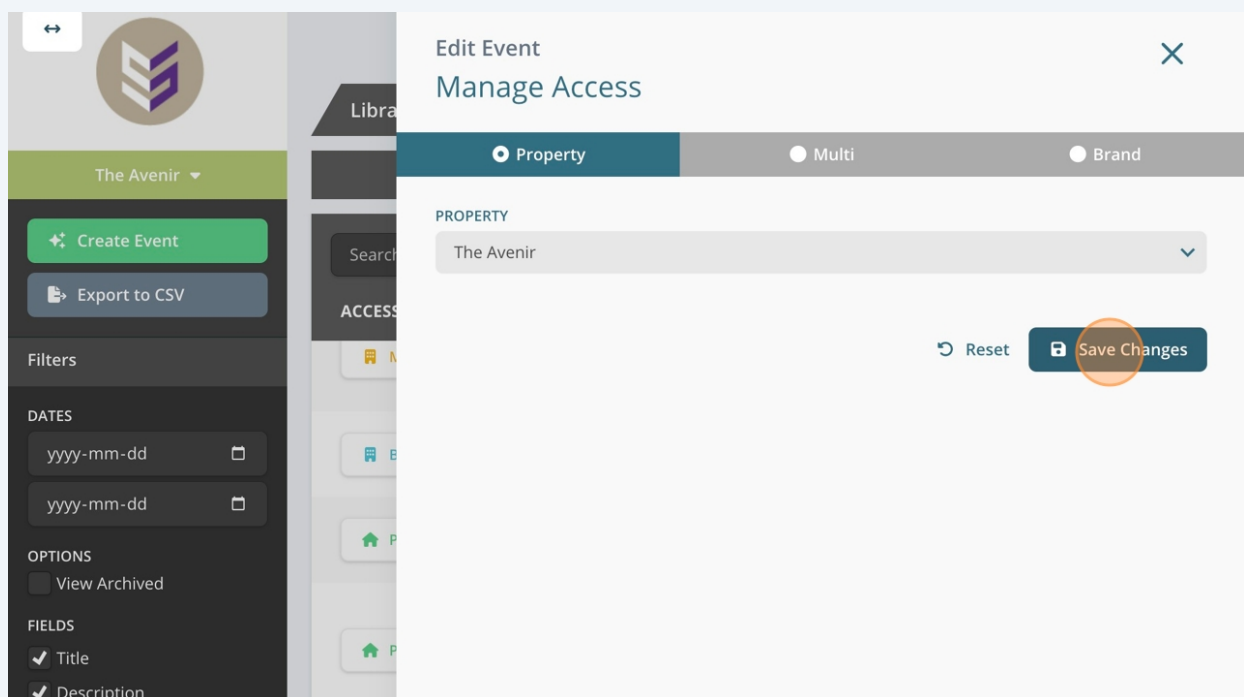
The screenshot shows the 'Edit Event Manage Access' dialog. The dialog has three radio buttons for 'Property', 'Multi', and 'Brand'. The 'Brand' button is selected. A blue banner states 'This content will be visible to all properties.' Below the banner are 'Reset' and 'Save Changes' buttons.

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.

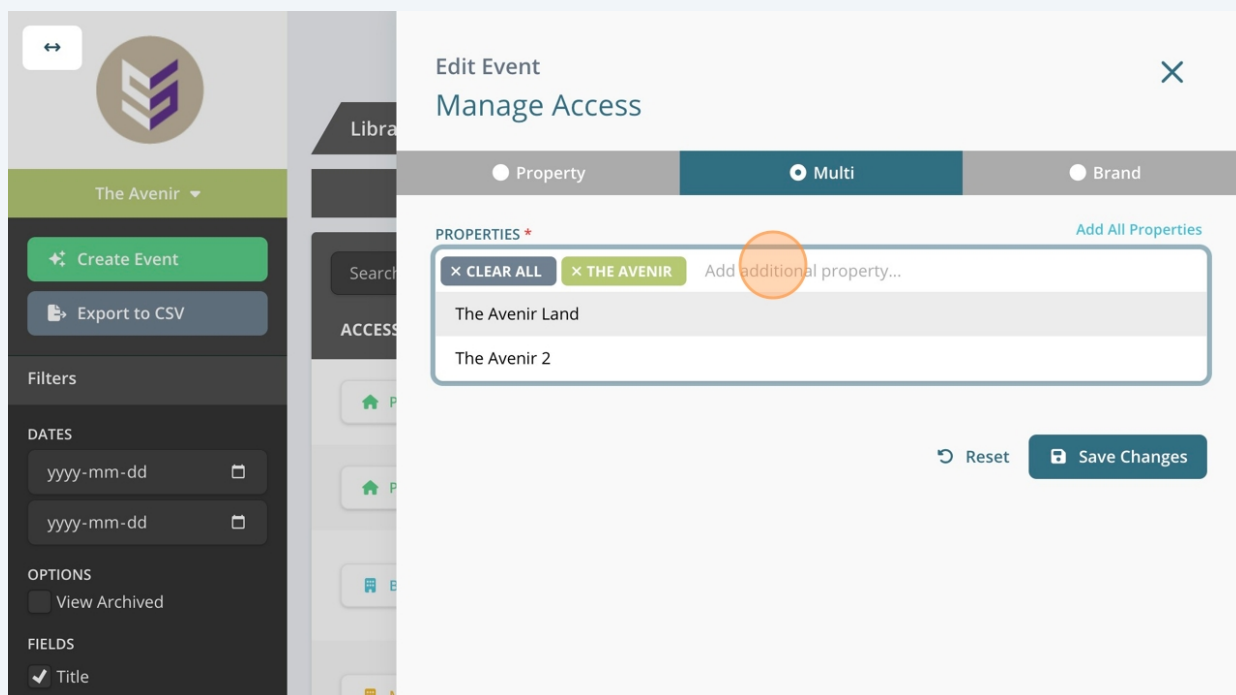


11 Click "Save Changes".



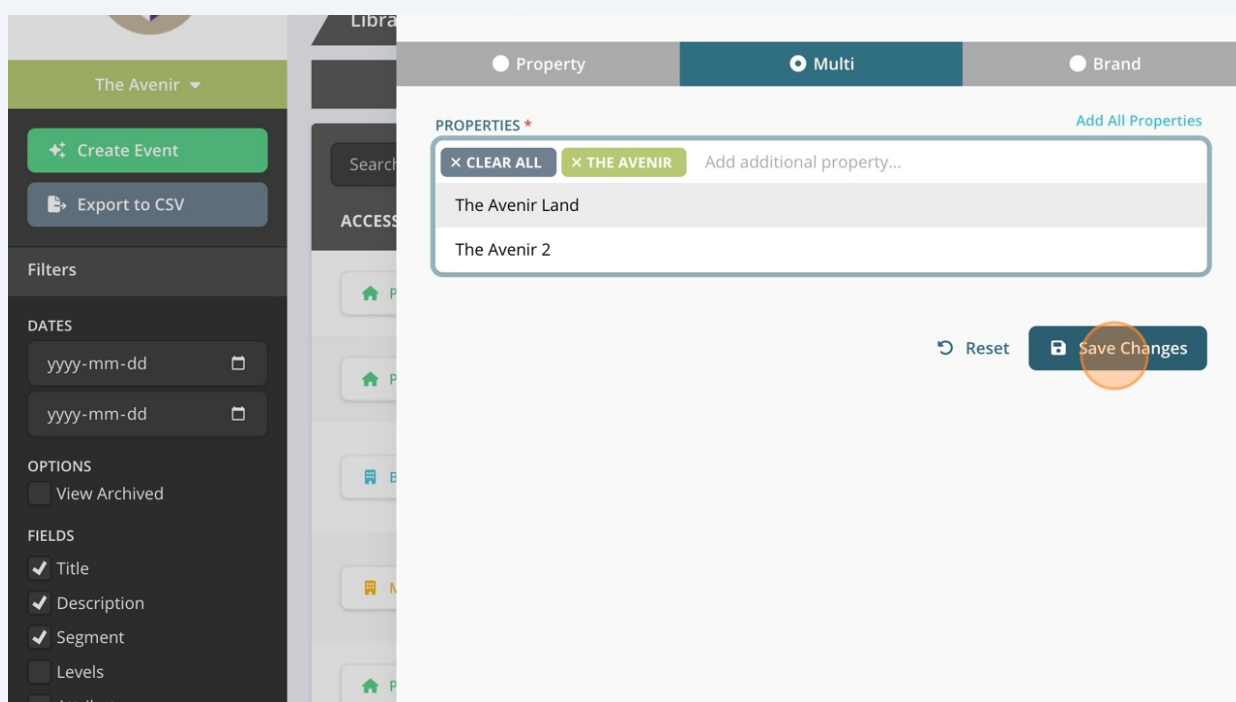
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In the example below Multi is selected. Select which properties you'd like from the drop down or use the search bar to type the name of the specific properties.



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Click "Save Changes".



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

