

How to duplicate an existing event in the Event Library?

Scribe 

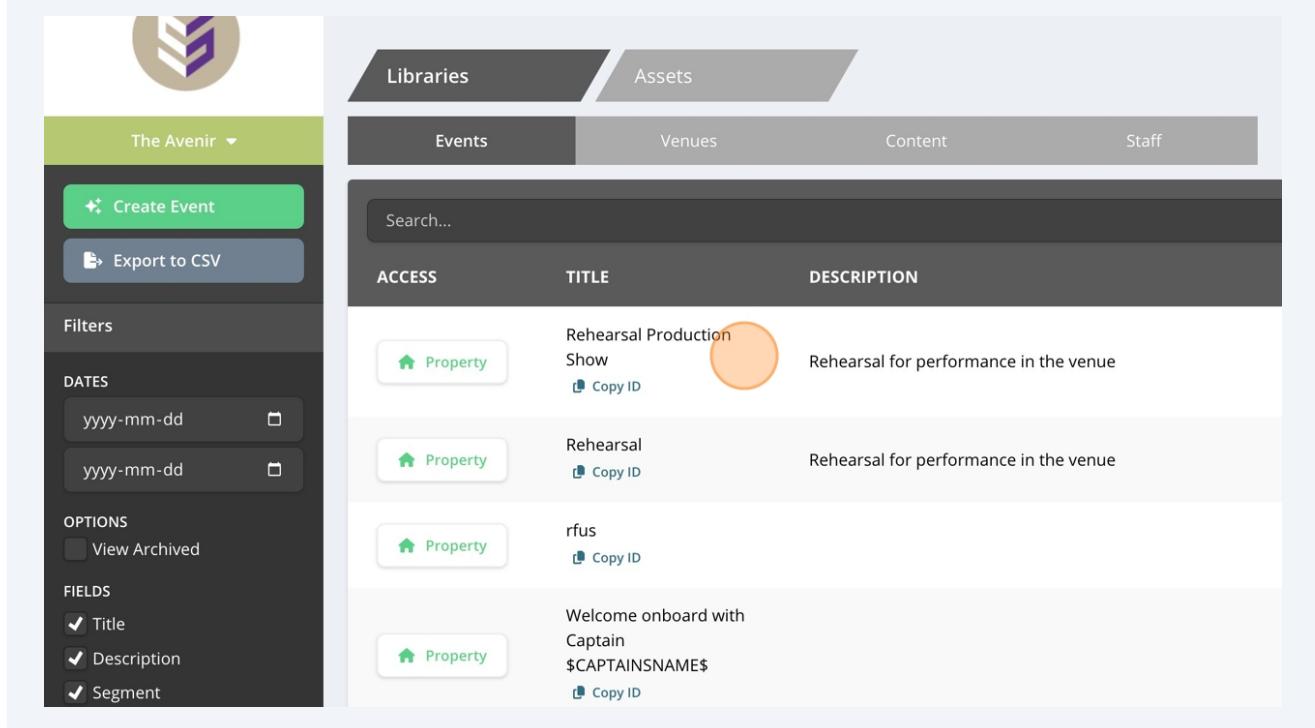
This guide is also available as a video. Click the link below to watch:

scribehow.com/embed-preview/How_to_duplicate_an...

GO Libraries have all staff, event, content, and venue data from the client that populates on guest facing materials. Users have the ability to duplicate library items through GO.

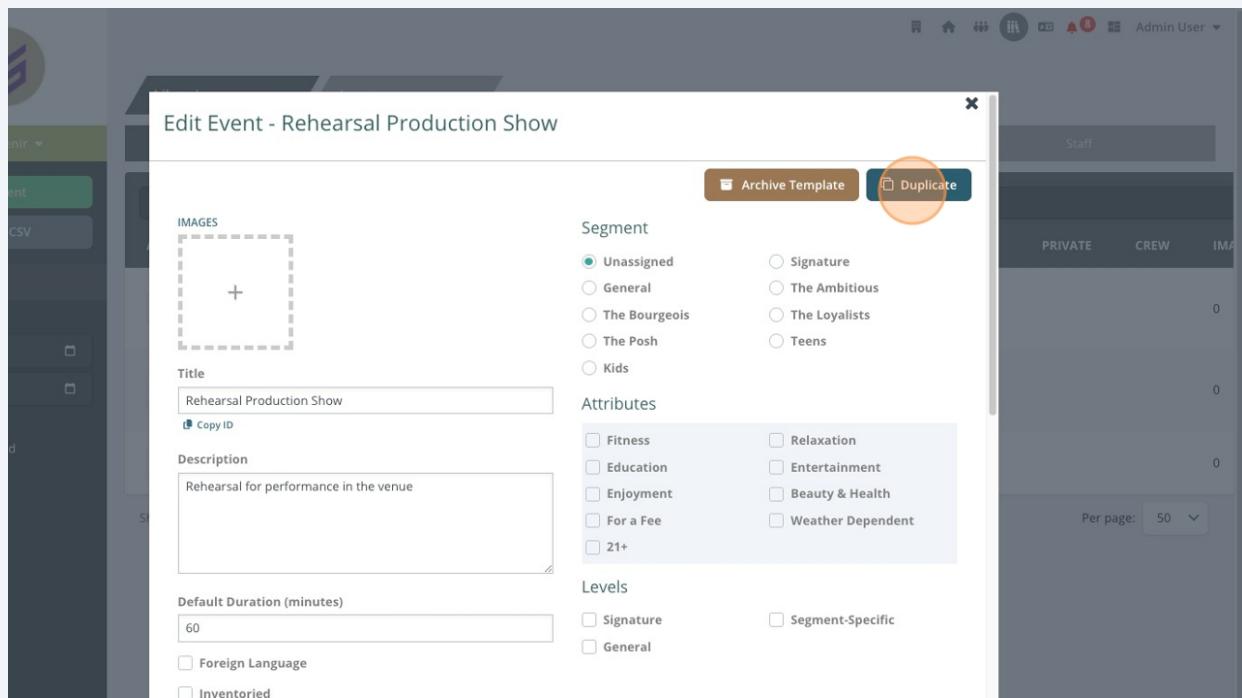
- 1 Navigate to your GO Software URL and open the Event Library.

Select the event you'd like to duplicate by double clicking.

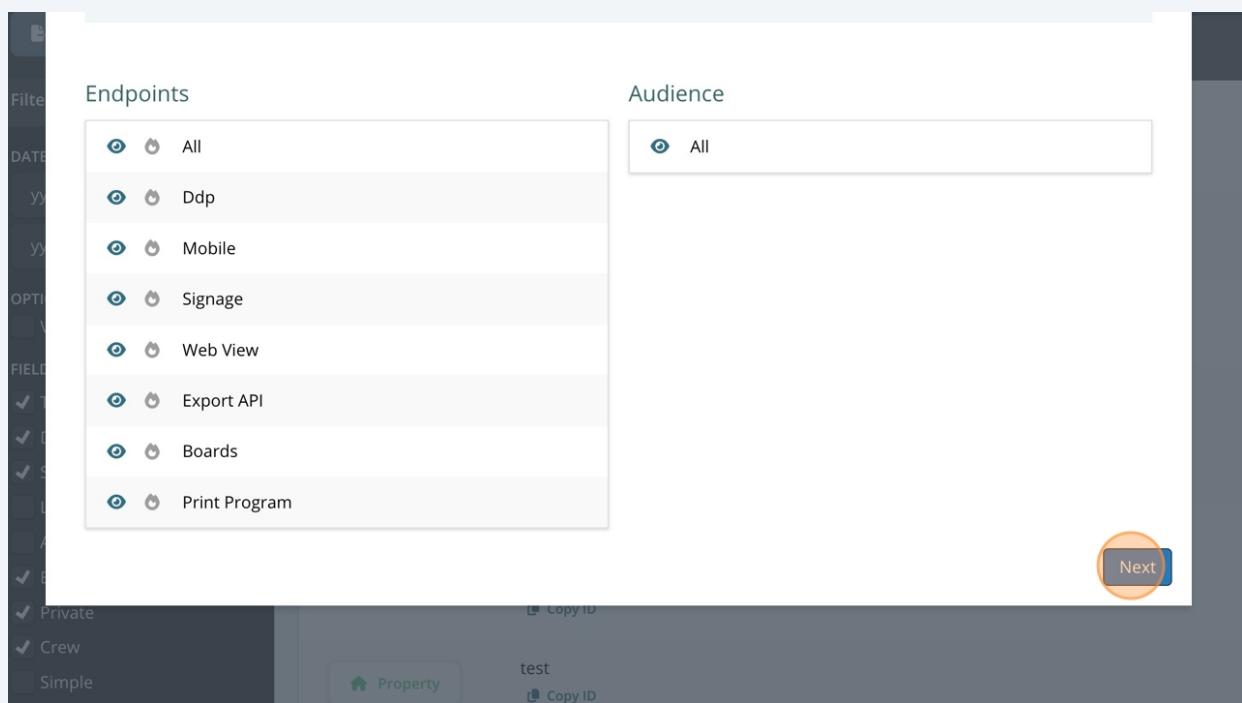


| ACCESS | TITLE | DESCRIPTION |
|--|---|--|
|  Property | Rehearsal Production Show | Rehearsal for performance in the venue |
|  Property | Rehearsal | Rehearsal for performance in the venue |
|  Property | rfus | |
|  Property | Welcome onboard with Captain \$CAPTAINSNAME\$ | |

2 Click "Duplicate" and make any edits as needed.



3 Click "Next" when finished.



4

Click "Submit"

The screenshot shows a 'Create Event' interface. At the top, there is a 'Duration: 1:00hr' field highlighted with a yellow box. Below this, there are sections for 'Amount', 'Staff', 'Begin/End Time', and 'Function'. A green button labeled '+ Add Staff' is visible. On the right, there are 'Previous' and 'Submit' buttons, with 'Submit' being circled in orange. The left sidebar lists various fields with checkboxes: Title, Description, Segment, Levels, Attributes, Endpoints, Private, Crew, and Simple. Several 'Property' buttons are visible on the right, each with a 'Copy ID' link. The bottom of the sidebar shows a list of checked items: Title, Description, Segment, Endpoints, Private, Crew, and Simple.