

How to duplicate an existing event in the Event Library?

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

[scribehow.com/embed-preview/How to duplicate an...](https://scribehow.com/embed-preview/How%20to%20duplicate%20an...)

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.

The screenshot shows the GO Software Event Library interface. On the left is a sidebar with a logo, a dropdown menu set to 'The Avenir', and buttons for 'Create Event' and 'Export to CSV'. Below these are filter sections for 'DATES' (with two date pickers), 'OPTIONS' (with a 'View Archived' checkbox), and 'FIELDS' (with checkboxes for 'Title', 'Description', and 'Segment'). The main area has tabs for 'Libraries' and 'Assets', with 'Libraries' selected. Under 'Libraries' are sub-tabs for 'Events', 'Venues', 'Content', and 'Staff', with 'Events' selected. A search bar is present above a table with columns 'ACCESS', 'TITLE', and 'DESCRIPTION'. The table lists four items, each with a 'Property' icon and a 'Copy ID' link. An orange circle highlights the first item, 'Rehearsal Production Show'.

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.

The screenshot shows a web application interface for editing an event. The main window is titled "Edit Event - Rehearsal Production Show". It contains several sections: "IMAGES" with a dashed box and a plus sign; "Title" with a text input field containing "Rehearsal Production Show" and a "Copy ID" button; "Description" with a text area containing "Rehearsal for performance in the venue"; "Default Duration (minutes)" with a text input field containing "60"; and checkboxes for "Foreign Language" and "Inventoried". On the right, there are sections for "Segment" (with radio buttons for "Unassigned", "General", "The Bourgeois", "The Posh", "Kids", "Signature", "The Ambitious", "The Loyalists", "Teens"), "Attributes" (with checkboxes for "Fitness", "Education", "Enjoyment", "For a Fee", "21+", "Relaxation", "Entertainment", "Beauty & Health", "Weather Dependent"), and "Levels" (with checkboxes for "Signature", "General", "Segment-Specific"). At the top right, there are two buttons: "Archive Template" and "Duplicate", with the "Duplicate" button circled in orange.

3 Click "Next" when finished.

The screenshot shows a web application interface for selecting endpoints and audience. The main window is divided into two sections: "Endpoints" and "Audience". The "Endpoints" section has a list of options with eye and flame icons: "All", "Ddp", "Mobile", "Signage", "Web View", "Export API", "Boards", and "Print Program". The "Audience" section has a single option "All" with an eye icon. At the bottom right, there is a "Next" button circled in orange.

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Click "Submit"

Export to CSV

Create Event

Duration: 1:00hr

Amount	Staff	Begin/End Time	Function
+ Add Staff			
Previous Submit			

✓ Title
✓ Description
✓ Segment
Levels
Attributes
✓ Endpoints
✓ Private
✓ Crew
Simple

Property
Welcome onboard with Captain
\$CAPTAINSNAME\$
Copy ID

Property
Welcome onboard with Captain
\$CAPTAINSNAME\$
Copy ID

Property
test
Copy ID