

# How to add, edit and archive a Basic Content on the Content Library?

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

[scribehow.com/embed-preview/How to add edit and...](https://scribehow.com/embed-preview/How%20to%20add%20edit%20and...)

**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 Content Library items through GO.**

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

- 2 Click "Create Content" to add new content.

The screenshot shows the GO Software interface. On the left, there's a sidebar with a logo, a dropdown menu set to 'The Avenir', and a green 'Create Content' button circled in orange. Below this are buttons for 'Export to CSV' and filter sections for 'DATES', 'TYPE', and 'TAGS'. The main area has tabs for 'Libraries' and 'Assets', with 'Libraries' selected. Under 'Libraries', there are sub-tabs for 'Events', 'Venues', 'Content', and 'Staff', with 'Content' selected. A search bar is present above a table. The table has columns for 'ACCESS', 'NAME', and 'DESCRIPTION'. It lists four items, each with a 'Property' icon, a 'Copy ID' link, and a description.

ACCESS	NAME	DESCRIPTION
Property	Test <a href="#">Copy ID</a>	This is a test piece of content
Property	Test Content Offer <a href="#">Copy ID</a>	Test Content Offer
Property	Inclimate Weather <a href="#">Copy ID</a>	Rough weather is approaching. Pools will be closing at 2:00 pm.
Property	Inclimate Weather <a href="#">Copy ID</a>	Inclimate weather is approaching, therefore all pools will close at 2:00 pm.

### 3 Click "Basic".

"Basic" content is used for the Print Program.

The screenshot shows a 'Create Content' dialog box titled 'Content Details'. On the left, a sidebar contains a 'Create Content' button and an 'Export to CSV' button. Below these are filter sections for 'DATES', 'TYPE', and 'TAGS'. The dialog box has four tabs: 'Basic' (selected and highlighted with an orange circle), 'Offer', 'Message', and 'Information'. The 'NAME (INTERNAL) \*' field is empty. Below it is a 'PRINT MESSAGING' section with a 'Show HTML' checkbox and a rich text editor toolbar. The toolbar includes a paragraph dropdown, bold, italic, underline, strikethrough, bulleted list, numbered list, indent, outdent, link, and table icons. The main text area of the rich text editor is empty. Below the rich text editor is a 'TAGS' section with a search input field containing the text 'Search... (or create a new one)'. At the bottom of the dialog, there are sections for 'ENDPOINTS' and 'AUDIENCE'.

### 4 In the "Name" field, write an internal name to identify the Content Blurb.

This screenshot is identical to the one above, showing the 'Create Content' dialog box with the 'Basic' tab selected. The difference is that an orange circle is now placed over the 'NAME (INTERNAL) \*' input field, indicating where the user should enter an internal name for the content blurb.

5

In description section, write exactly what should populate including a title if needed. Users have the ability to change the style of the text.

**Create Content**

**Content Details**

Basic Offer Message Information

NAME (INTERNAL) \*

Welcome - Shops

PRINT MESSAGING ☐ Show HTML

Heading 1 **B** *I* U ~~IX~~

**WELCOME!**

- Visit us in the Shops Onboard and find the best discounts!

TAGS

Search... (or create a new one)

ENDPOINTS

All

Ddn

AUDIENCE

All

6

Add "Tags" to the content to make it easier to identify when using the content in the future.

**Create Content**

**Content Details**

Basic Offer Message Information

NAME (INTERNAL) \*

Welcome - Shops

PRINT MESSAGING ☐ Show HTML

Heading 1 **B** *I* U ~~IX~~

**WELCOME!**

- Visit us in the Shops Onboard and find the best discounts!

TAGS

**CLEAR ALL** **DRINK** Search... (or create a new one)

CALL TO ACTIONS

+ Add Call to Action

ENDPOINTS

All

Ddp

Mobile

Signage

Web View

AUDIENCE

All

Reset Save Changes

7

Click here to add a URL for the content blurb. This URL will populate and be accessible when this piece of content is displayed in the Digital Endpoints.

The screenshot shows a content management interface. On the left is a sidebar with filters and a 'Create Content' button. The main area is divided into 'Libraries' and 'Assets' tabs. The 'Assets' tab displays a table of content items with columns for 'ACCESS' and 'NAME'. The right-hand panel is titled 'PRINT MESSAGING' and contains a rich text editor with a 'WELCOME!' heading and a bullet point. Below the editor are sections for 'TAGS', 'CALL TO ACTIONS', 'ENDPOINTS', and 'AUDIENCE'. The 'CALL TO ACTIONS' section has a circled '+ Add Call to Action' button.

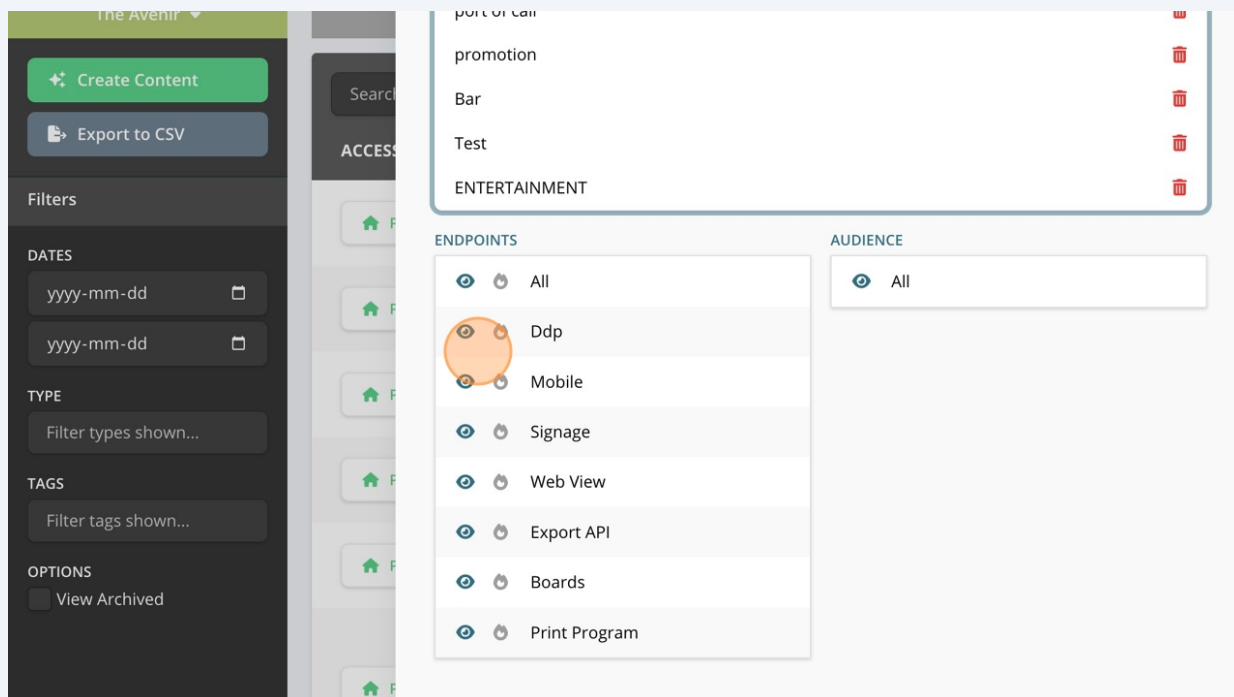
8

Insert/Edit the URL link and label.

This screenshot shows the same interface as the previous one, but with the 'CALL TO ACTIONS' section expanded. The 'LINK\*' field contains the URL 'https://docs.sparkgo.co/' and the 'LABEL' field contains the text 'Click Here'. A circled orange box highlights the 'LABEL' field. The 'NEW TAB' checkbox is checked. Below the 'CALL TO ACTIONS' section, there is a note: '\*Ensure links start with http:// or https:// if you intend the link to take the guest to a different web page. You may also create links to email or phone by using their respective addresses. For example, mailto:john.doe@example.com will open the guest's email client to send an email to john.doe@example.com. Likewise, tel:123-456-7890 will open the guest's phone book to call 123-456-7890.' The 'ENDPOINTS' and 'AUDIENCE' sections are also visible.

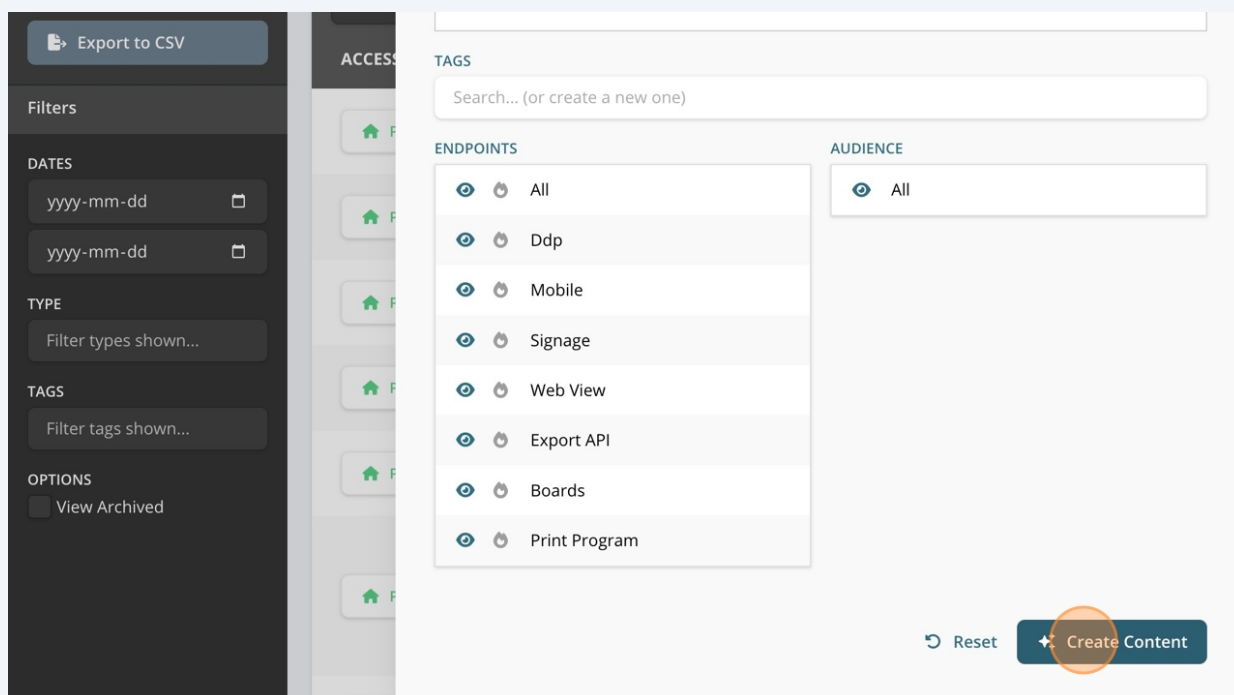
9

Review Endpoints. If this content should be hidden from other endpoints by default, you can "hide" the endpoint by clicking on the eye.



10

Click "Create Content" when finished.










Tip! For instructions on how to create Offers, Messages and Information please see the "How To" instructions in the Multi Channel Management section.

11

To edit content, double click on the content you'd like to edit or click the "edit" icon and make necessary changes.

Click "Save Changes" when finished.

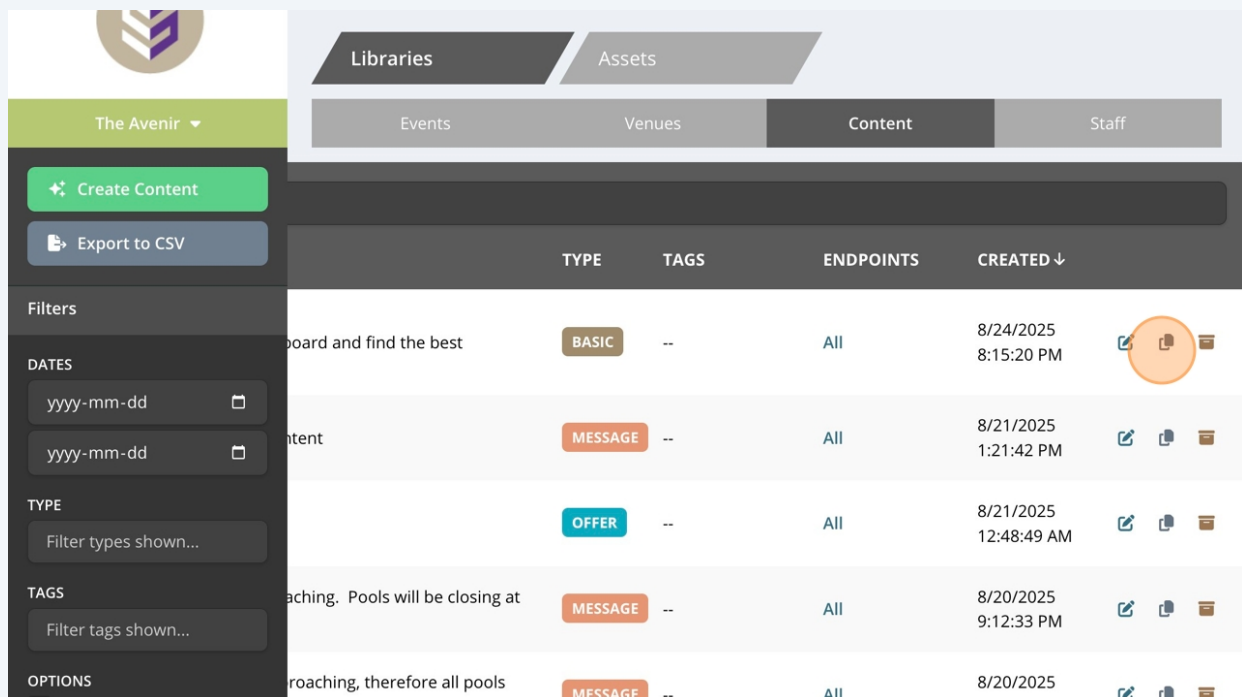
The screenshot shows a web application interface for managing content. At the top, there are tabs for 'Libraries' and 'Assets'. Below these are sub-tabs for 'Events', 'Venues', 'Content', and 'Staff'. The 'Content' tab is active. On the left, there is a sidebar with a 'Create Content' button, an 'Export to CSV' button, and a 'Filters' section. The 'Filters' section includes 'DATES' (with two date pickers), 'TYPE' (with a dropdown), 'TAGS' (with a dropdown), and 'OPTIONS'. The main area displays a table of content items. The table has columns for 'TYPE', 'TAGS', 'ENDPOINTS', and 'CREATED'. The first row shows a 'BASIC' type item with the text 'board and find the best'. The second row shows a 'MESSAGE' type item with the text 'tent'. The third row shows an 'OFFER' type item with the text 'aching. Pools will be closing at'. The fourth row shows a 'MESSAGE' type item with the text 'roaching, therefore all pools'. The 'CREATED' column shows dates and times. An orange circle highlights the edit icon (a pencil) in the first row.

	TYPE	TAGS	ENDPOINTS	CREATED ↓	
board and find the best	BASIC	--	All	8/24/2025 8:15:20 PM	
tent	MESSAGE	--	All	8/21/2025 1:21:42 PM	
aching. Pools will be closing at	OFFER	--	All	8/21/2025 12:48:49 AM	
roaching. Pools will be closing at	MESSAGE	--	All	8/20/2025 9:12:33 PM	
roaching, therefore all pools	MESSAGE	--	All	8/20/2025	

12

To duplicate the content, click the "duplicate" icon and make the necessary changes.

Click "Save Changes" when finished.

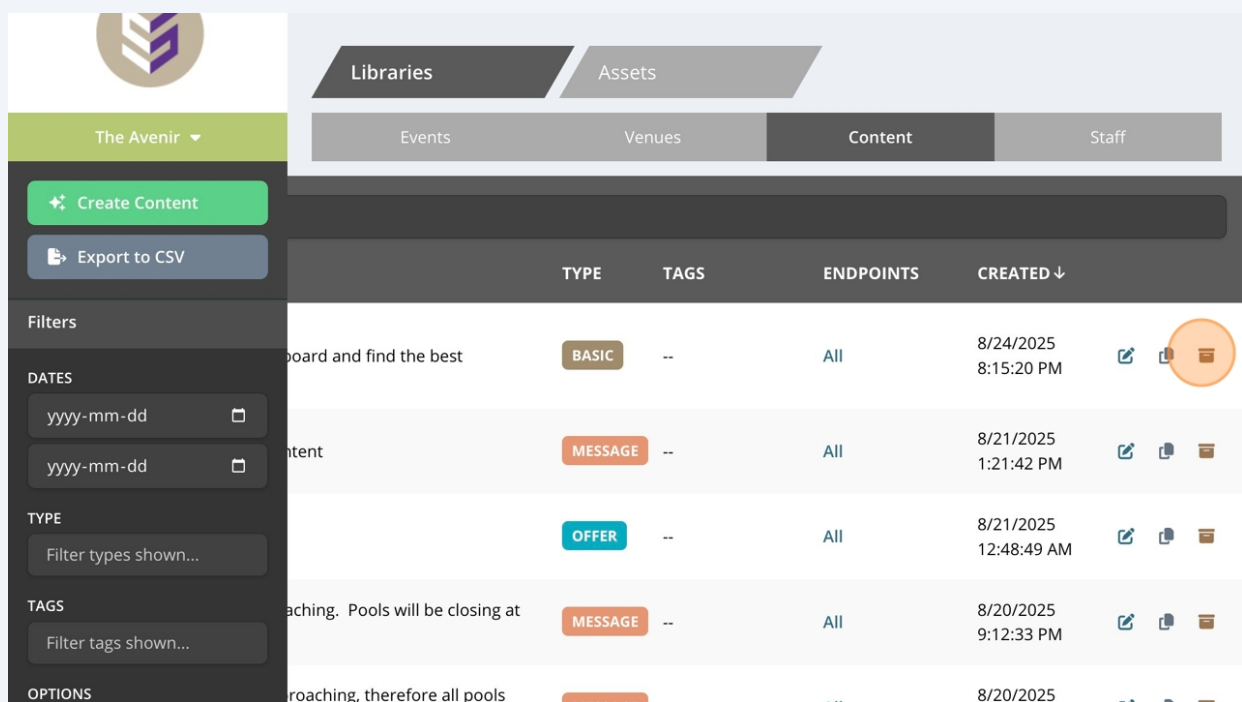


The screenshot shows the 'Content' management interface. On the left, there is a sidebar with a logo, a dropdown menu 'The Avenir', and buttons for 'Create Content' and 'Export to CSV'. Below these are filter sections for 'DATES', 'TYPE', 'TAGS', and 'OPTIONS'. The main area displays a table with columns: TYPE, TAGS, ENDPOINTS, and CREATED. The table contains four rows of content items. A red circle highlights the 'duplicate' icon (two overlapping squares) in the action column of the first row.

TYPE	TAGS	ENDPOINTS	CREATED ↓
BASIC	--	All	8/24/2025 8:15:20 PM
MESSAGE	--	All	8/21/2025 1:21:42 PM
OFFER	--	All	8/21/2025 12:48:49 AM
MESSAGE	--	All	8/20/2025 9:12:33 PM

13

Content cannot be deleted but users have the ability to archive the content blurbs. Click the "archive" icon.



The screenshot shows the 'Content' management interface, similar to the previous one. A red circle highlights the 'archive' icon (a folder) in the action column of the first row.

TYPE	TAGS	ENDPOINTS	CREATED ↓
BASIC	--	All	8/24/2025 8:15:20 PM
MESSAGE	--	All	8/21/2025 1:21:42 PM
OFFER	--	All	8/21/2025 12:48:49 AM
MESSAGE	--	All	8/20/2025 9:12:33 PM

14 To confirm the action, click the second "archive" icon with the checkmark.

The screenshot shows a web application interface for managing content. On the left, there's a sidebar with a logo, a dropdown menu for 'The Avenir', and buttons for 'Create Content' and 'Export to CSV'. Below these are filter sections for 'DATES', 'TYPE', and 'TAGS'. The main area displays a table of content items. The table has columns for 'TYPE', 'TAGS', 'ENDPOINTS', and 'CREATED'. The second row of the table has an orange circle highlighting the second 'archive' icon (with a checkmark) in the action menu.

TYPE	TAGS	ENDPOINTS	CREATED ↓
BASIC	--	All	8/24/2025 8:15:20 PM
MESSAGE	--	All	8/21/2025 1:21:42 PM
OFFER	--	All	8/21/2025 12:48:49 AM
MESSAGE	--	All	8/20/2025 9:12:33 PM

15 To unarchive a content, click "View Archived".

The screenshot shows the 'View Archived' interface. On the left, there's a sidebar with a button for 'Export to CSV' and filter sections for 'DATES', 'TYPE', and 'TAGS'. Below these is an 'OPTIONS' section with a checked 'View Archived' button, which is highlighted with an orange circle. The main area displays a table of archived content items. The table has columns for 'NAME', 'DESCRIPTION', 'TYPE', and 'TAGS'. The items are listed with their names, descriptions, and types.

NAME	DESCRIPTION	TYPE	TAGS
Welcome - Shops (archived) Copy ID	<b>Welcome!</b> Visit us in the Shops Onboard and find the best discounts!	BASIC	--
Test (archived) Copy ID	This is a test piece of content	MESSAGE	--
Test Content Offer (archived) Copy ID	Test Content Offer	OFFER	--
Automation Content - Library Admin (archived) Copy ID	Automation Description - Library Admin	BASIC	--
Automation Content - Library Admin (archived) Copy ID	Automation Description - Library Admin	BASIC	--
Automation Content -			





















16

Click on the "archive" icon and then click on the "archive" icon with the checkmark, to confirm you'd like to unarchive the content.

The screenshot shows a web application interface for managing content. At the top, there are tabs for 'Events', 'Venues', 'Content', and 'Staff'. The 'Content' tab is active. On the left, there is a sidebar with a 'Filters' section. The main area displays a table of content items. The table has columns for 'TYPE', 'TAGS', 'ENDPOINTS', and 'CREATED'. The 'TYPE' column contains labels like 'BASIC', 'MESSAGE', and 'OFFER'. The 'TAGS' column contains '--'. The 'ENDPOINTS' column contains 'All'. The 'CREATED' column shows dates and times. To the right of each row, there are icons for editing, deleting, and archiving. The 'archive' icon (a box with a checkmark) is highlighted with an orange circle in the second row.

The sidebar on the left includes the following sections:

- Create Content** (green button)
- Export to CSV** (blue button)
- Filters**
  - DATES**
    - yyyy-mm-dd (calendar icon)
    - yyyy-mm-dd (calendar icon)
  - TYPE**
    - Filter types shown...
  - TAGS**
    - Filter tags shown...
  - OPTIONS**
    - ☒ View Archived

	TYPE	TAGS	ENDPOINTS	CREATED ↓	
onboard and find the best	BASIC	--	All	8/24/2025 8:15:20 PM	   
content	MESSAGE	--	All	8/21/2025 1:21:42 PM	   
	OFFER	--	All	8/21/2025 12:48:49 AM	   
on - Library Admin	BASIC	--	All	3/3/2025 9:21:50 AM	  
on - Library Admin	BASIC	--	All	3/2/2025	  



Tip! Click "Export to CSV" on the left hand side to if you want to download all event data to a CSV file.