

# How to add, edit, and archive events in the Scribe<sup>®</sup> Event 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 Event Library items through GO.**

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

Click "Create Event".

The screenshot shows the GO Software Event Library interface. On the left, there is a sidebar with a logo, a dropdown menu for 'The Avenir', and buttons for 'Create Event' (circled in orange) and 'Export to CSV'. Below these are filter sections for 'DATES' and 'OPTIONS'. The main area has tabs for 'Libraries' and 'Assets', with sub-tabs for 'Events', 'Venues', 'Content', and 'Staff'. A search bar is present above a table with columns 'ACCESS', 'TITLE', and 'DESCRIPTION'. The table lists three items: 'Rehearsal Production Show', 'Rehearsal', and 'rfus', each with a 'Property' icon and a 'Copy ID' link. The 'Welcome onboard with Captain' item is partially visible at the bottom.

ACCESS	TITLE	DESCRIPTION
Property	Rehearsal Production Show <a href="#">Copy ID</a>	Rehearsal for performance in the venue
Property	Rehearsal <a href="#">Copy ID</a>	Rehearsal for performance in the venue
Property	rfus <a href="#">Copy ID</a>	
	Welcome onboard with Captain	

2

While the Title field is the only mandatory field, please complete as many fields as possible to help define the event. GO allows users to add the following to an Event:

- Image (adding an image is optional) - Detailed instructions on how to "Add an Image" are at the bottom of the How To sheet.
- Properties - Select which property/properties the event is available in
- Event Title, Description, Default Duration
- Segments (select 1 only)
- Attributes, Levels (more than 1 can be selected)

The screenshot shows the event creation interface. On the left, a sidebar contains navigation options: Filter, DATE, OPTI, V, FIELD, and Private. The main form is divided into several sections:

- IMAGES**: A dashed box with a plus sign for adding an image.
- PROPERTIES**: A section with a blue link "Add All Properties". It contains a button "X CLEAR ALL", a button "X THE AVENIR", and a text input "Add additional property...".
- Title**: A text input field with an orange circle icon.
- Description**: A large text area.
- Default Duration (minutes)**: A text input field with the value "60".
- Segment**: A section with radio buttons for "Unassigned", "General", "The Bourgeois", "The Posh", "Kids", "Signature", "The Ambitious", "The Loyalists", and "Teens".
- Attributes**: A section with checkboxes for "Fitness", "Education", "Enjoyment", "For a Fee", "21+", "Relaxation", "Entertainment", "Beauty & Health", and "Weather Dependent".
- Levels**: A section with checkboxes for "Signature", "General", and "Segment-Specific".

3

In the Display Options section choose how the event hours of operation populate on the print program.

☐ Priced

Display Options

☒ Show finish time

☐ Start time only

☐ Time as '24/7'

☐ End time as 'Late'

☐ Override start time

☐ Internal Only

☐ Simple Event

☐ VIP

☐ Private (hide from endpoints)

Call to actions

+ Add Call to Action

Endpoints

Audience

All

All

4

To add a "Call to Action" click on the "+" icon.

☒ Show finish time

☐ Start time only

☐ Time as '24/7'

☐ End time as 'Late'

☐ Override start time

☐ Internal Only

☐ Simple Event

☐ VIP

☐ Private (hide from endpoints)

Call to actions

+ Add Call to Action

Endpoints

Audience

All

Ddp

Mobile

Signage

Web View

All

Guest

Visitor

5

Add the URL in the "Link" section. Add the name of the Call to Action in the Label section.

☒ Show finish time  
☐ Start time only  
☐ Time as '24/7'  
☐ End time as 'Late'  
☐ Override start time

☐ Internal Only  
☐ Simple Event  
☐ VIP  
☐ Private (hide from endpoints)

Call to actions

LINK\* LABEL NEW TAB

+ Add Call to Action

\*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:johndoe@example.com will open the guest's email client to send an email to johndoe@example.com. Likewise, tel:123-456-7890 will open the guest's phone book to call 123-456-7890.

Endpoints Audience

All All

Ddp Guest

6

Review and edit Endpoints as needed.

Click "Next" when finished.

Endpoints Audience

All All

Ddp

Mobile

Signage

Web View

Export API

Boards

Print Program

Next

7

Click "Submit" - This is the final step in creating your event.

Export to CSV

Filter

DATE

yy

yy

OPTION

V

FIELD

✓ T

✓ Description

✓ Segment

Levels

Attributes

✓ Endpoints

✓ Private

✓ Crew

Simple

Inventoried

ACCESS

TITLE

DESCRIPTION

### Create Event

Duration: 1:00hr

Amount	Staff	Begin/End Time	Function
<div>+ Add Staff</div>			

Previous Submit

Property Private Event Copy ID

Property Testing Eye Icon Copy ID

Brand Rehearsal Production Show Rehearsal for performance in the venue Copy ID

Multi Rehearsal Production Show Rehearsal for performance in the venue



Alert! If you are using the "Staff" component in GO click "Add Staff" if any staff should be added to the event. The staff will automatically be added every time the event is added on the Canvas.

\*For detailed instructions on how to "Add Staff" reference the "How To" instruction sheet related to this specific task.

8 To edit an existing event, double click on the event or click the "edit" icon (pencil).

The Avenir ▾

Libraries Assets

Events Venues Content Staff

Create Event

Export to CSV

Filters

DATES

yyyy-mm-dd

yyyy-mm-dd

OPTIONS

☐ View Archived

FIELDS

☒ Title

☒ Description

☒ Segment

SEGMENT	ENDPOINTS	PRIVATE	CREW	IMAGES
	All			0
venue	All			0
venue	All			0
	All			0

9 Make the necessary edits to the event.

Edit Event - Test 20

Archive Template Duplicate

IMAGES

+

PROPERTIES

☒ CLEAR ALL ☒ THE AVENIR LAND

Add additional property...

Add All Properties

Title

Test 20

Copy ID

Description

Segment

☒ Unassigned

☐ General

☐ The Bourgeois

☐ The Posh

☐ Kids

☐ Signature

☐ The Ambitious

☐ The Loyalists

☐ Teens

Attributes

☐ Fitness

☐ Education

☐ Enjoyment

☐ For a Fee

☐ 21+

☐ Relaxation

☐ Entertainment

☐ Beauty & Health

☐ Weather Dependent

## 10 Click "Next" when edits are finished.

using their respective addresses. For example, `mailto:johndoe@example.com` will open the guest's email client to send an email to `johndoe@example.com`. Likewise, `tel:123-456-7890` will open the guest's phone book to call 123-456-7890.

**Endpoints**

☒ ☐ All

☒ ☐ Ddp

☒ ☐ Mobile

☒ ☐ Signage

☒ ☐ Web View

☒ ☐ Export API

☒ ☐ Boards

☒ ☐ Print Program

**Audience**

☒ All

☒ Guest

☒ Visitor

Next

## 11 Click "Submit" when edits are completed.

Edit Event - Test 20

Archive Template

Duplicate

Duration: 1:00hr

Amount

Staff

Begin/End Time

Function

+ Add Staff

Previous

Submit

12

Events cannot be deleted but users have the ability to archive the events. Open the event you'd like to archive by clicking on the "edit" icon and then click "Archive Template".

The screenshot shows the 'Edit Event - Test 20' form. At the top right, there are two buttons: 'Archive Template' (highlighted with an orange circle) and 'Duplicate'. The form includes sections for 'IMAGES', 'PROPERTIES' (with 'CLEAR ALL' and 'THE AVENIR LAND' buttons), 'Title' (set to 'Test 20'), 'Segment' (with radio buttons for 'Unassigned', 'General', 'The Bourgeois', 'The Posh', 'Kids', 'Signature', 'The Ambitious', 'The Loyalists', 'Teens'), 'Attributes' (checkboxes for 'Fitness', 'Education', 'Enjoyment', 'For a Fee', 'Relaxation', 'Entertainment', 'Beauty & Health', 'Weather Dependent'), and 'Description'.

13

Click "Yes" to confirm.

The screenshot shows the same 'Edit Event - Test 20' form, but with a confirmation dialog box overlaid in the center. The dialog box has an orange header with a question mark and the text 'Question'. The main text asks 'Are you sure you want to archive "Test 20"?'. There are two buttons: 'No' and 'Yes' (highlighted with an orange circle). The background form is partially visible, showing the 'Segment' and 'Attributes' sections.





Tip! Click "Export to CSV" in the top left corner if you want to download all event data to a CSV file.

## How To Add An Image

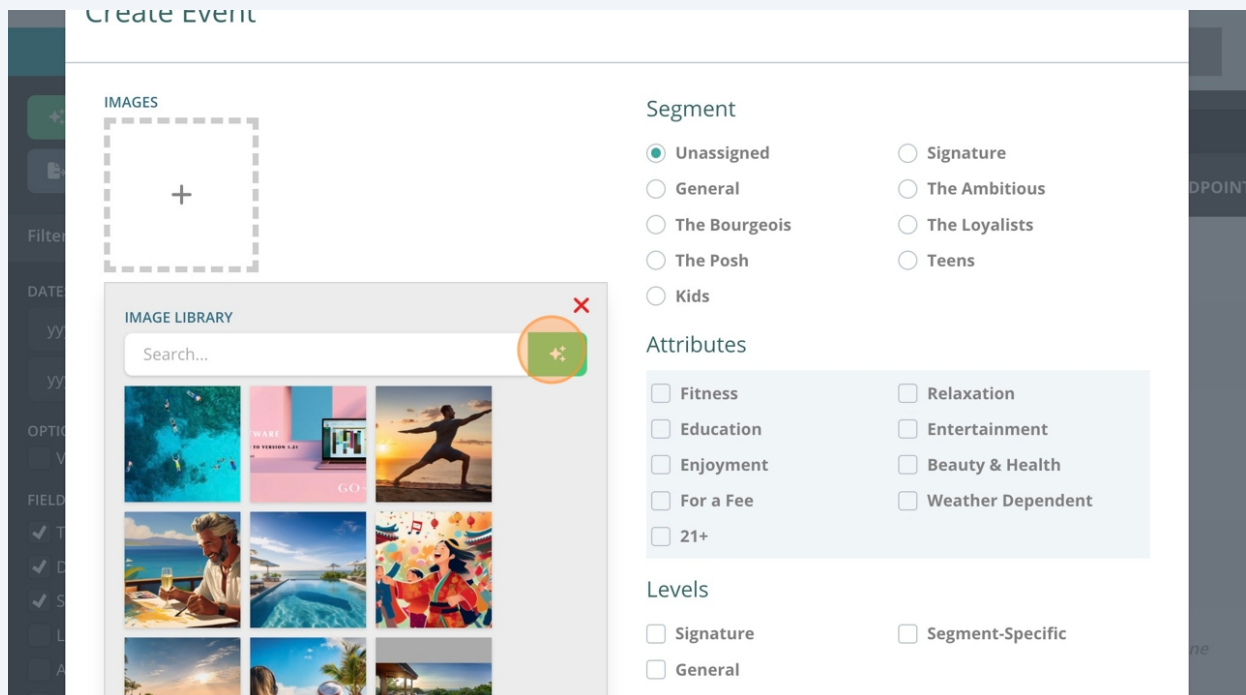
- 14 To add an image to the event click on the "+" inside the box.

The screenshot shows the 'Create Event' form with the following sections:

- IMAGES:** A dashed box containing an orange circle with a white plus sign, indicating where to click to add an image.
- PROPERTIES:** Includes a 'CLEAR ALL' button, a 'THE AVENIR LAND' button, and a text input field for 'Add additional property...'. A link 'Add All Properties' is also present.
- Title:** A text input field.
- Description:** A text input field.
- Segment:** Radio button options: Unassigned (selected), General, The Bourgeois, The Posh, Kids, Signature, The Ambitious, The Loyalists, and Teens.
- Attributes:** Checkable options: Fitness, Education, Enjoyment, For a Fee, 21+, Relaxation, Entertainment, Beauty & Health, and Weather Dependent.

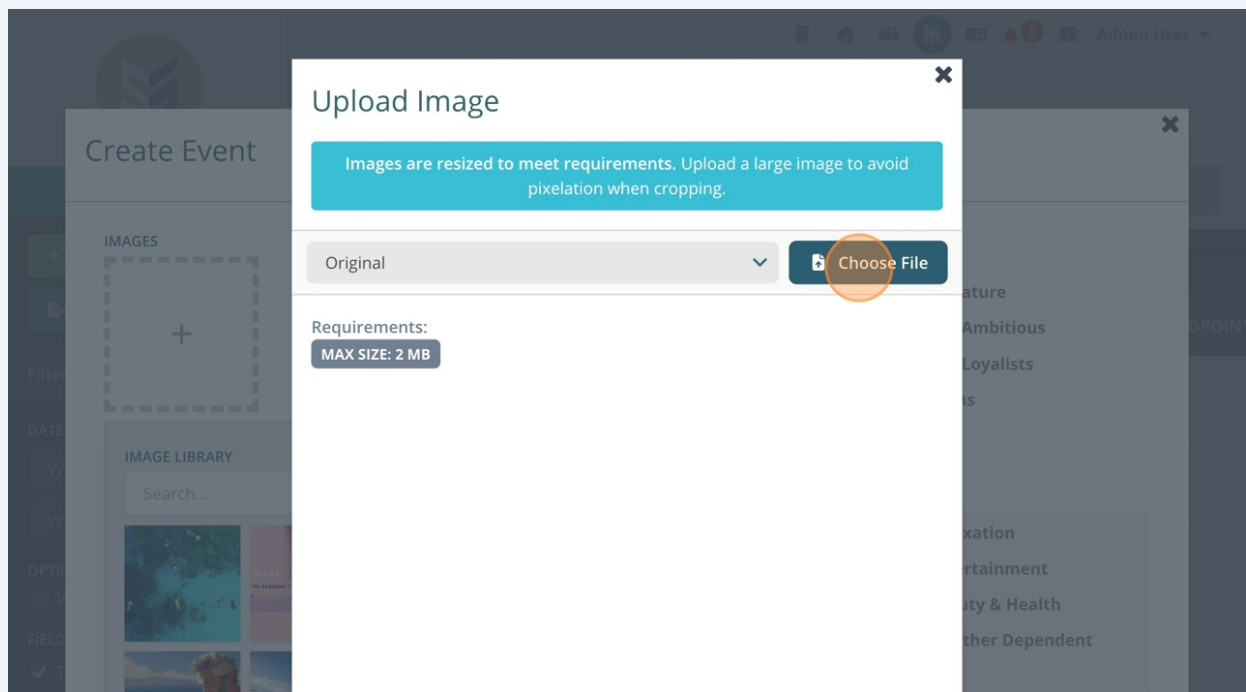
15

You can select an image already in the Asset Library or you can choose an image from your files by clicking on the green box on the right hand side as indicated below.



16

If you are choosing to add an image from your files, click "Choose File".

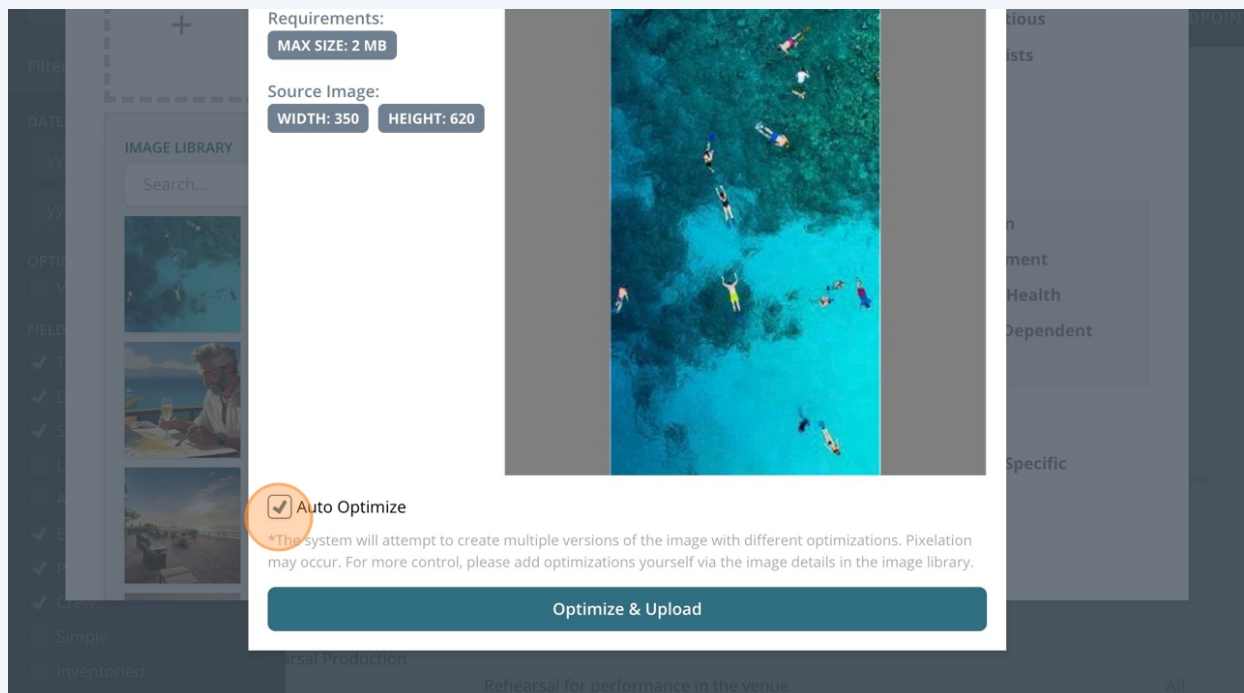


17

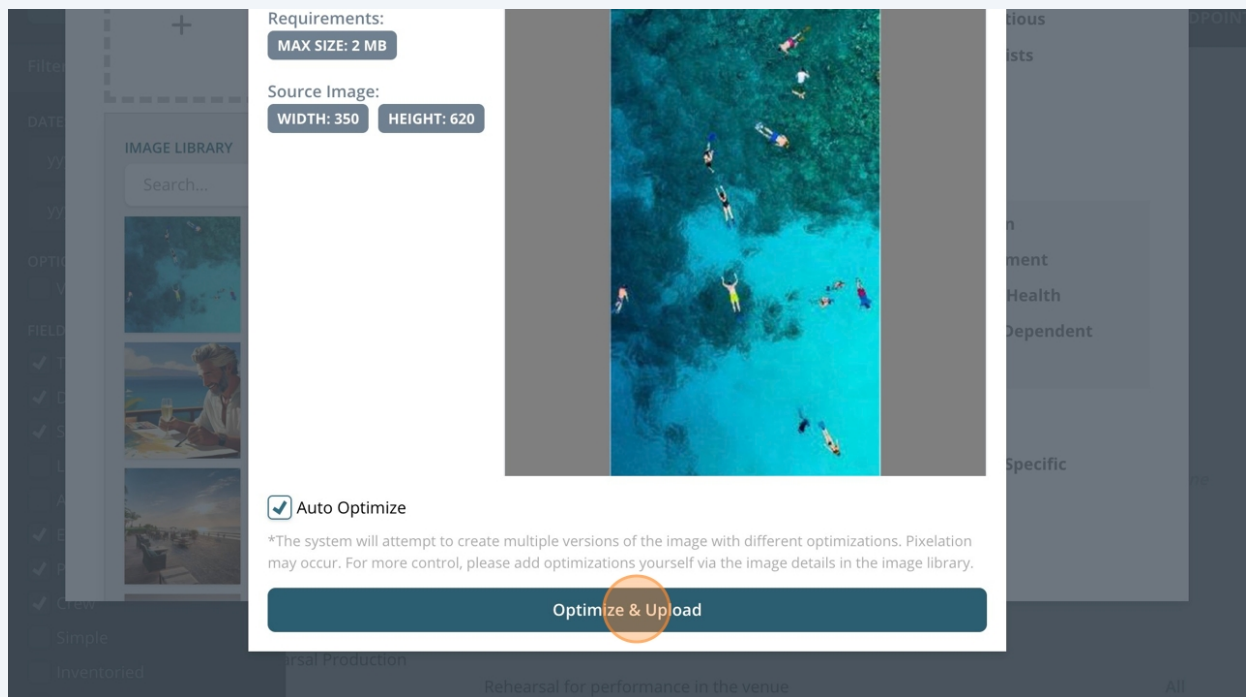
If you'd like GO to create multiple versions of the image with different size optimizations, click the "Auto Optimize" checkbox. If you choose the Auto Optimize option there are 4 different versions:

1. Thumbnail
2. Small - Mobile/Web
3. Large - TV/Signage
4. Tiny - Calendar

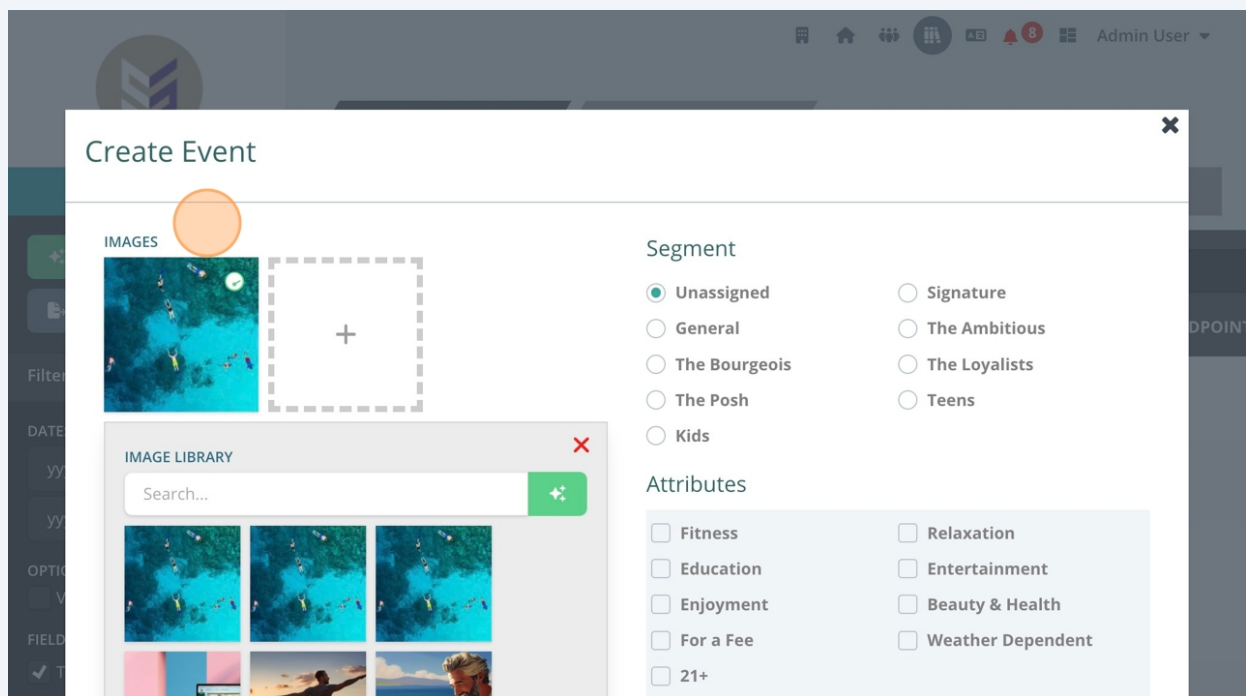
**\*\*The use of this feature and what options are available to you, will be dependent on what endpoints are in your GO environment. For example if the Print Program is your only guest facing endpoint, there would be no options for optimization.**



18 Click "Optimize & Upload".

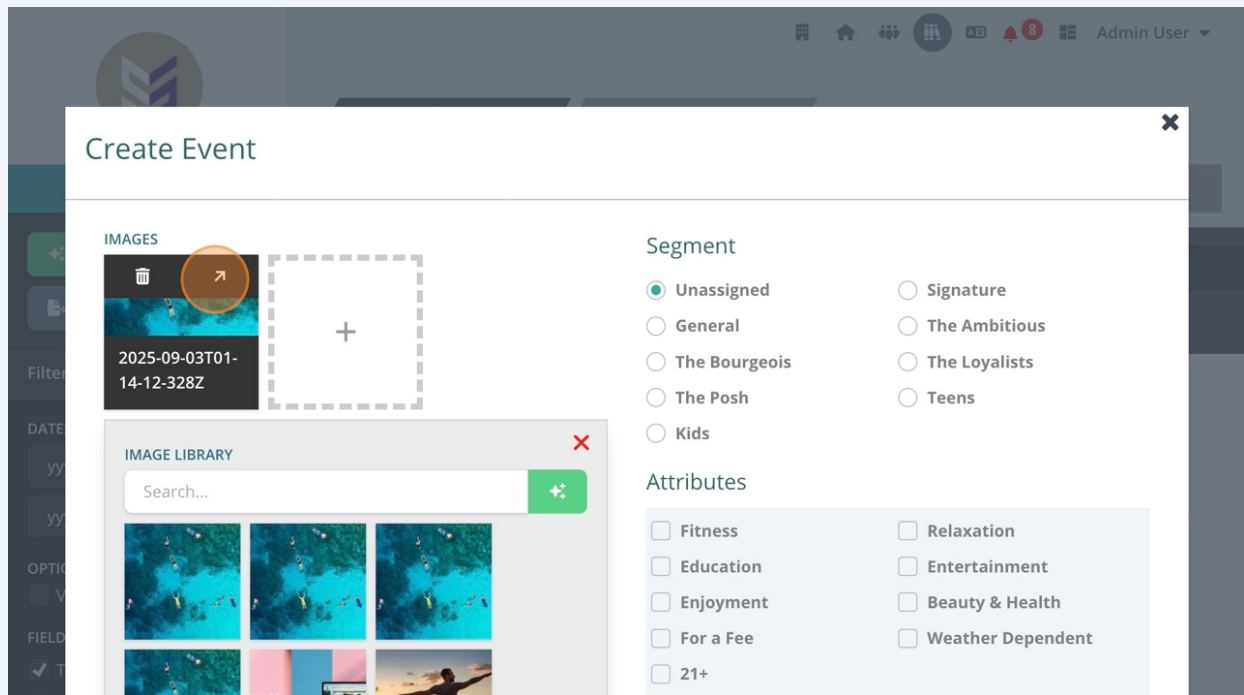


19 The image you added will now appear on the event template under "Images".



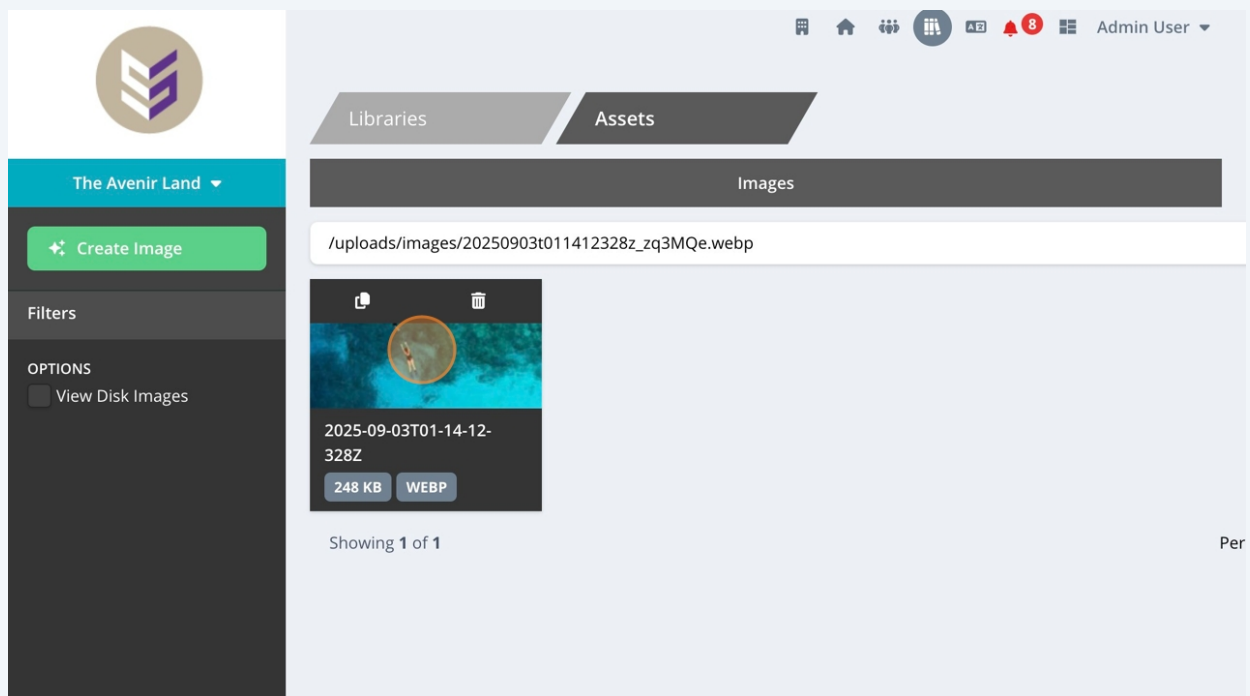
20

To name your image, click on the "arrow" icon. This will bring you to the Asset Library.



21

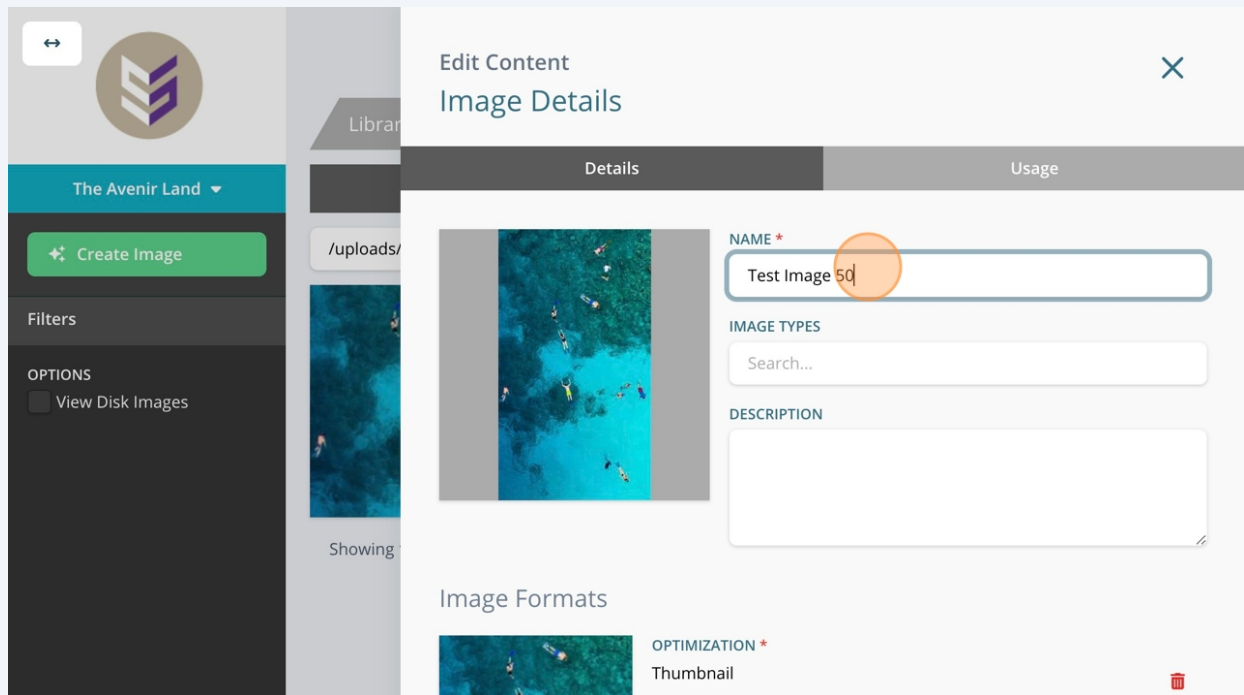
Click on the Image.



22 Type the name of the image in the "NAME" field.

You can also add an Image Type and a Description.

If you chose the "Auto Optimization" you will be able to see the versions here as well.



23 Click "Save Changes".

