

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 displays 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' and 'Export to CSV'. Below these are filter sections for 'DATES' (with two date pickers) and 'OPTIONS' (with a 'View Archived' checkbox). The 'FIELDS' section has checkboxes for 'Title', 'Description', and 'Segment'. The main area shows a table with columns 'ACCESS', 'TITLE', and 'DESCRIPTION'. The table lists four events: 'Rehearsal Production Show', 'Rehearsal', 'rfus', and 'Welcome onboard with Captain'. Each event has a 'Property' icon and a 'Copy ID' link. An orange circle highlights the 'Rehearsal Production Show' event, indicating it should be double-clicked for duplication.

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	

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" (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, 21+, Relaxation, Entertainment, Beauty & Health, Weather Dependent), and "Levels" (checkboxes for Signature, General, Segment-Specific). At the top right, there are buttons for "Archive Template" and "Duplicate", with the "Duplicate" button highlighted by an orange circle.

3 Click "Next" when finished.

The screenshot shows a web application interface for selecting endpoints and audience. The main window is titled "Endpoints" and "Audience". The "Endpoints" section on the left has a list of options: All, Ddp, Mobile, Signage, Web View, Export API, Boards, and Print Program. The "Audience" section on the right has a text input field containing "All". At the bottom right, there is a "Next" button highlighted with an orange circle.

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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