

How to transfer a Template from one property to another?

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

[scribehow.com/embed-preview/GO by Spark How to...](https://scribehow.com/embed-preview/GO%20by%20Spark%20How%20to...)

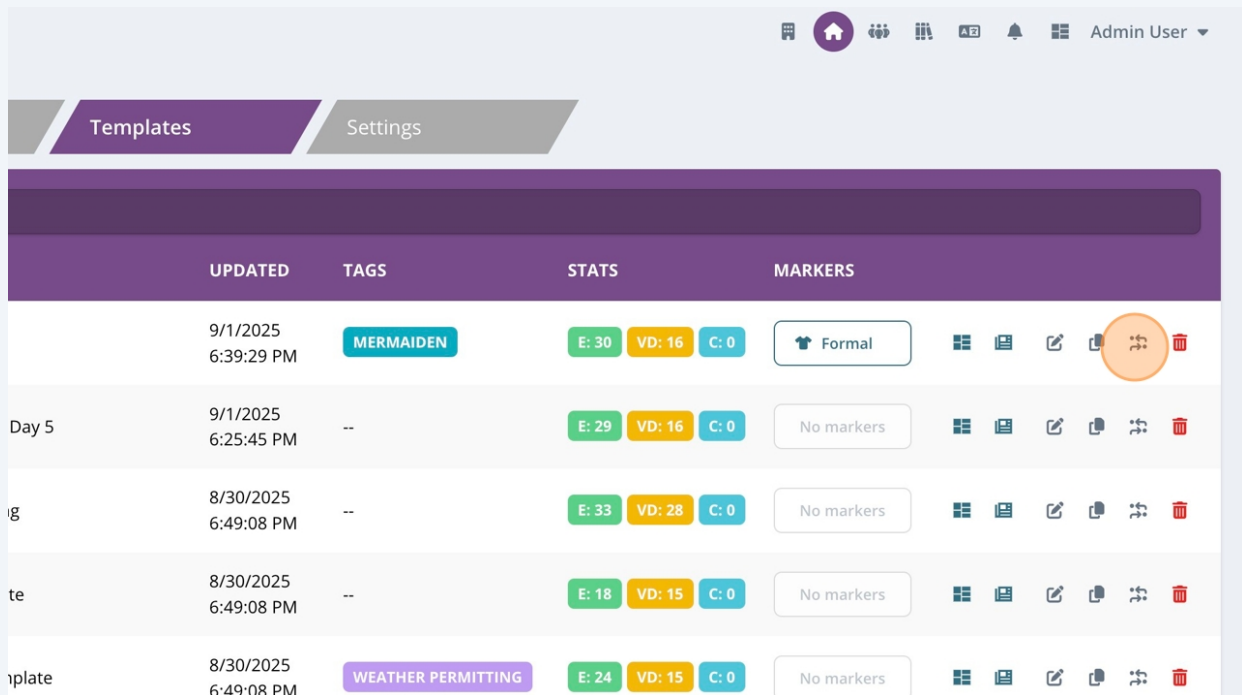
This guide provides a straightforward process for transferring a template from one property to another using the GO software, ensuring that users can efficiently manage their templates. This resource is helpful for anyone looking to streamline their operations and maintain consistency in their property offerings.


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Navigate to your GO Software URL and click "Templates" to view the Template Library.

SAILING	DATE	DAY	LOCATION	ARRIVAL	DEPARTURE	TEMPLATE
RIVIERA MAYA 31	8/21/2025	1	Miami	--	04:00pm	-- E --
	8/22/2025	2	At Sea	--	--	-- E --
	8/23/2025	3	Isla de Roatan	12:00pm	06:00pm	-- E --
	8/24/2025	4	Costa Maya	08:00am	06:00pm	-- E --
	8/25/2025	5	Cozumel	07:00am	06:00pm	-- E --
	8/26/2025	6	At Sea	--	--	-- E --
	8/27/2025	7	At Sea	--	--	-- E --
	8/28/2025	8	Miami	--	05:00pm	-- E --

2 Click here the "bi-directional arrows" icon of the template you'd like to transfer.

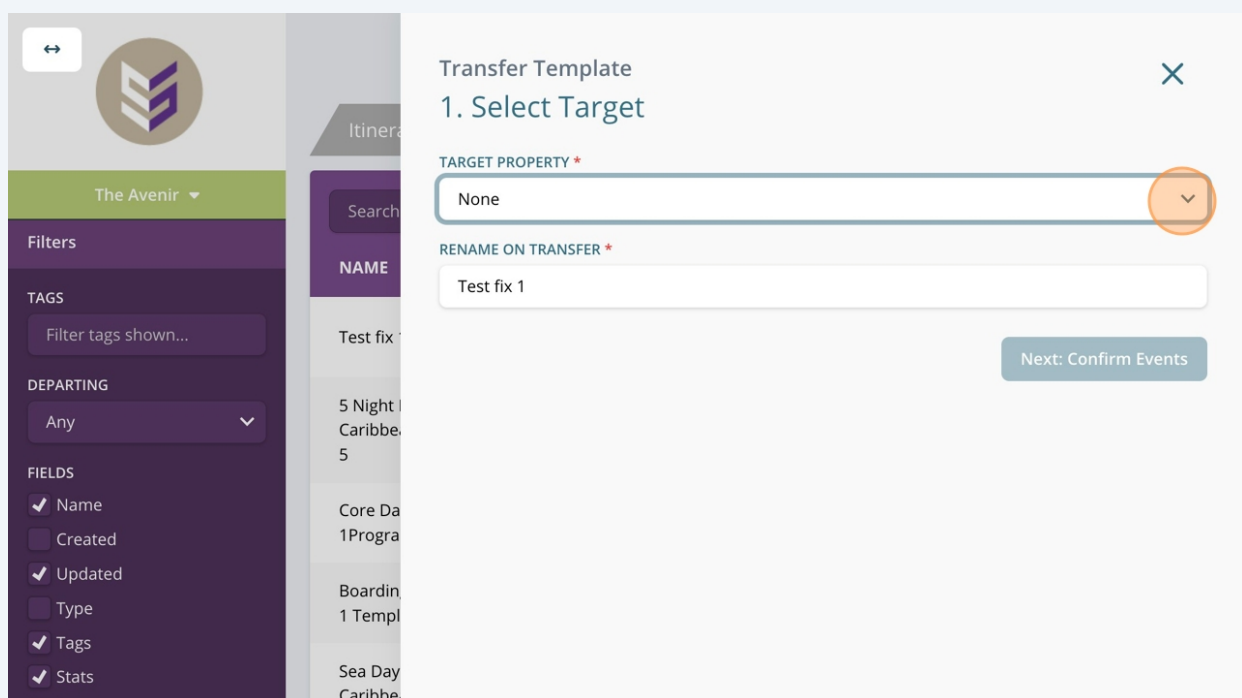


	UPDATED	TAGS	STATS	MARKERS
	9/1/2025 6:39:29 PM	MERMAIDEN	E: 30 VD: 16 C: 0	Formal 
Day 5	9/1/2025 6:25:45 PM	--	E: 29 VD: 16 C: 0	No markers
g	8/30/2025 6:49:08 PM	--	E: 33 VD: 28 C: 0	No markers
te	8/30/2025 6:49:08 PM	--	E: 18 VD: 15 C: 0	No markers
plate	8/30/2025 6:49:08 PM	WEATHER PERMITTING	E: 24 VD: 15 C: 0	No markers

3 The template replication tool has 5 steps:

1. Select Target

Click the drop down arrow to select the property you'd like to transfer your selected template to.



Transfer Template

1. Select Target

TARGET PROPERTY *

None

RENAME ON TRANSFER *

Test fix 1

Next: Confirm Events

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1. Select Target

You have the option to rename the template you are transferring by typing in the field highlighted.

The screenshot shows a 'Transfer Template' dialog box with the following elements:

- Header:** 'Transfer Template' with a close button (X) in the top right.
- Section:** '1. Select Target'.
- Form Fields:**
 - TARGET PROPERTY ***: A dropdown menu currently showing 'The Avenir Land'.
 - RENAME ON TRANSFER ***: A text input field containing '5 Night East Caribbean Day 5 - from the Avenir Property'. This field is highlighted with an orange circle.
- Feedback:** Below the input fields, it says 'Target Selected: The Avenir Land'.
- Action:** A blue button labeled 'Next: Confirm Events' is located at the bottom right.
- Sidebar (Left):** Contains a search bar, a 'NAME' filter, and a list of filters including 'TAGS', 'DEPARTING' (set to 'Any'), and 'FIELDS' (with checkboxes for Name, Created, Updated, Type, Tags, and Stats).



Tip! Renaming the template can help to better identify the transferred template in the template library of the property it is being transferred to.

5 Click "Next: Confirm Events" when finished.

The screenshot shows a web application interface with a sidebar on the left containing filters and a main panel on the right. The sidebar includes a logo, a dropdown menu for 'The Avenir', and sections for 'Filters', 'TAGS', 'DEPARTING', and 'FIELDS'. The main panel displays a 'Transfer Template' dialog box titled '1. Select Target'. It has a 'TARGET PROPERTY' dropdown set to 'The Avenir Land' and a 'RENAME ON TRANSFER' text field containing '5 Night East Caribbean Day 5 - from the Avenir Property'. Below these fields, it says 'Target Selected: The Avenir Land'. At the bottom right, there is a button labeled 'Next: Confirm Events' which is circled in orange.

6 1. Confirm Events

If all the events are reachable by the target property you will see the below message in blue.

Click "Next: Map Venues" when finished.

The screenshot shows the same web application interface as before, but the 'Transfer Template' dialog box is now at step '2. Confirm Events'. It features a blue confirmation message: 'All events are reachable by the target property. No action is needed on this panel.' Below this message, it says 'Target Selected: The Avenir Land'. At the bottom right, there are two buttons: 'Go Back' and 'Next: Map Venues'. The 'Next: Map Venues' button is circled in orange.

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1. Confirm Events

If there are any events that are not reachable by the target property, you will see the below message in yellow.

You can use the drop down arrow to choose how you'd like to resolve it. You have 3 options:

1. **Promote to Brand:** This would promote the event to Brand and it would be accessible by all properties.
2. **Add Property to Access:** This would give your target property access to the event, making it a Multi Event.
3. **Do Not Transfer:** You can choose to not transfer the event in question.

Click "Next: Map Venues" when finished.

Transfer Template

2. Confirm Events

Some events are not accessible by the target property. Please resolve these issues by selecting a strategy for each event below.

TITLE	RESOLVE BY
event fix 1	Promote to Brand

Target Selected: The Avenir Land

Go Back Next: Map Venues

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1. Map Venues

Step 3 involves mapping the Venues from one property to the next. The Venues may not be exactly the same on each property involved in your template transfer so you have the option to choose which Venue to map to.

Do Not Transfer - If you don't want to transfer a particular venue, please note that all events associated to that venue won't be transferred over.

In the example below all events in the "Avenir Restaurant" will NOT be transferred to the new property because "Do not transfer" is selected. **These events will be excluded from the transfer.**

The screenshot shows the 'Transfer Template' interface with the title '3. Map Venues'. On the left is a sidebar with filters for 'The Avenir' property, including tags, departing dates, and fields. The main area contains a table mapping source venues to target venues.

SOURCE	TARGET
Art Gallery	Do not transfer
Atrium	Do not transfer
Avenir Restaurant	Do not transfer
Azul Restaurant	Restaurant
Baby Club	Baby Club
Boutique	Boutique
Butler Suites	Do not transfer
Café	Café
Casino	Casino

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1. Map Venues

In the example below you can see a venue with the same name exists on the property the template is being transferred to. In this case all events in the Kids Club will be transferred to the Kids Club venue on the target property.

Cooking School	Cooking School	▼
Fitness Center	Fitness Center	▼
Grill	Grill	▼
Guest Services	Do not transfer	▼
Kids Club	Kids Club	▼
Library	Do not transfer	▼
Library	Do not transfer	▼
Lounge	Club Lounge	▼
Pool	Adult Pool	▼

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1. Map Venues

The example below showcases how you can select a different venue to map to. In this case all events in the Comedy Club will be transferred to the Night Club venue on the target property.

NAME	Target
Boutique	Boutique
Butler Suites	Do not transfer
Café	Café
Casino	Casino
Casino	Casino
Club	Baby Club
Comedy Club	Night Club
Cooking School	Cooking School
Fitness Center	Fitness Center
Grill	Grill
Guest Services	Do not transfer
Kids Club	Kids Club
Library	Do not transfer

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Click "Next: Confirm Content" when finished.

NAME	Target
Baby Club	Baby Club
Boutique	Boutique
Butler Suites	Do not transfer
Café	Café
Casino	Casino
Casino	Casino
Club	Baby Club
Comedy Club	Night Club
Cooking School	Cooking School
Fitness Center	Fitness Center
Grill	Grill

Target Selected: The Avenir Land

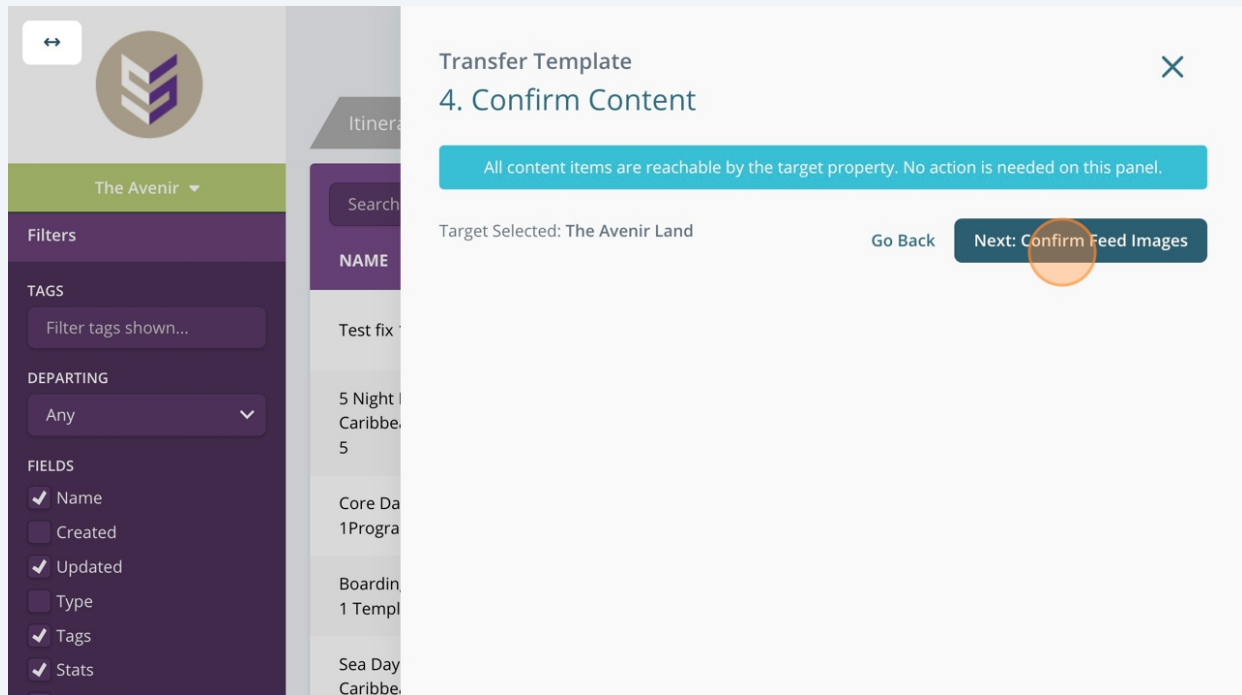
Go Back **Next: Confirm Content**

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1. Confirm Content

If all the content is reachable by the target property you will see the below message in blue.

Click "Next: Confirm Feed Images" when finished.



Tip! If there is any content that is not reachable by the target property, you will see an alert in yellow (similar to the example provided in Step 7 above) and you will be given the option to promote the content to Brand which would make it accessible on your target property. You can choose to "Do not transfer". You will be given options to manage the pieces of content that are not reachable.

13 1. Confirm Feed Images

Step 5 allows you to transfer the background feed images.

Use the dropdown arrow to select the image you'd like to use on the property the template is being transferred to.

The screenshot shows the 'Transfer Template' interface. On the left is a sidebar with a search bar and filters. The main panel is titled '5. Confirm Feed Images' and contains a table with two columns: 'TARGET PAGE' and 'IMAGE TO USE'.

TARGET PAGE	IMAGE TO USE
Page 1 Click to Preview	jalesh-02.jpg Click to Preview
Page 2 Click to Preview	avenir-land-01.png Click to Preview

Below the table, it says 'Target Selected: The Avenir Land'. At the bottom right, there are two buttons: 'Go Back' and 'Finish: Transfer Template'.

14 The "Click to Preview" option allows you to preview the image.

The screenshot shows the 'Transfer Template' interface. On the left is a sidebar with a search bar and filters. The main panel is titled '5. Confirm Feed Images' and contains a table with two columns: 'TARGET PAGE' and 'IMAGE TO USE'.

TARGET PAGE	IMAGE TO USE
Page 1 Click to Preview	jalesh-02.jpg Click to Preview
Page 2 Click to Preview	avenir-land-01.png Click to Preview

Below the table, it says 'Target Selected: The Avenir Land'. At the bottom right, there are two buttons: 'Go Back' and 'Finish: Transfer Template'.

15 Click "Finish: Transfer Template" when complete.

The screenshot shows a web application interface for managing templates. On the left, there is a sidebar with a 'TAGS' section containing a 'Filter tags shown...' dropdown. Below this is a 'DEPARTING' section with a 'Any' dropdown. The 'FIELDS' section lists several fields with checkboxes: 'Name' (checked), 'Created' (unchecked), 'Updated' (checked), 'Type' (unchecked), 'Tags' (checked), 'Stats' (checked), and 'Markers' (checked). The main area displays a list of templates, including 'Test fix', '5 Night Caribbean', 'Core Data', 'Boarding', 'Sea Day Caribbean', 'Sea Day', 'Test', and 'TestDav'. On the right, there is a 'Page 1' section with a dropdown menu showing 'jalesh-02.jpg' and a 'Click to Preview' link. Below this is a 'Page 2' section with a dropdown menu showing 'avenir-land-01.png' and a 'Click to Preview' link. At the bottom, there is a 'Target Selected: The Avenir Land' message, a 'Go Back' link, and a 'Finish: Transfer Template' button, which is highlighted with an orange circle.