

# GO by Spark - How to access training videos & cheat sheets?

For training purposes, we have created training videos emphasizing in the main GO features to start your GO journey. To go in more detail in some of this steps, we have also created "How To" Cheat Sheets.

1 Navigate to your GO Software URL

2 Click the "?" Icon:



Spark Admin

SORT BY: **A-Z** ✓

- 3 Click any training video and the video will open in another tab.

Help Desk

## Documents & Videos

### 1. GO TRAINING VIDEOS

- 1. Overview GO Icons Video
- 2. Canvas Training Video
- 3. Feed Editor Training Video
- 4. Libraries Training Video
- 5. Template Manager Training Video
- 6. Group Functionality Video

- 4 Click any cheat sheet and a PDF version will open in another tab.

- 3. Feed Editor Training Video
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### 2. CANVAS

- How to add events on the canvas
- How to add hours of operation on the canvas
- How to edit and delete events on the canvas

### 3. LIBRARIES

- How to add or edit venues on the Venue Library
- How to add, delete, and edit staff from the Staff Library