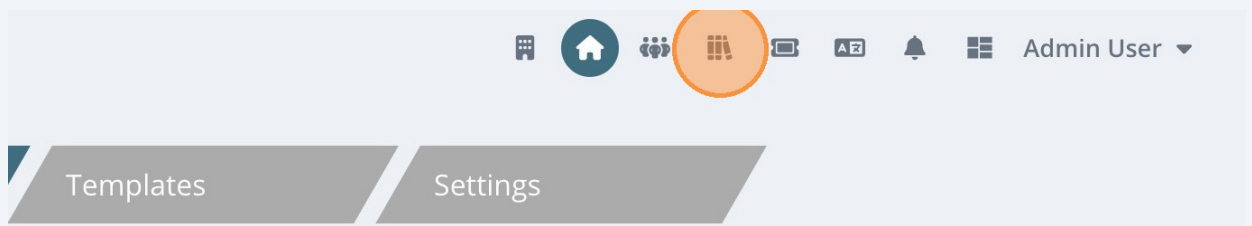


# GO Reserve - How to add an Experience to an Existing Event? Scribe

This guide is also available as a video. Click the link below to watch:  
[scribehow.com/embed-preview/GO Reserve How to ...](https://scribehow.com/embed-preview/GO%20Reserve%20How%20to%20add%20an%20Experience%20to%20an%20Existing%20Event?)

This guide provides a clear, step-by-step process for adding a new experience to an existing event on your property platform. You'll learn how to build and configure every aspect of the experience. By following this walkthrough, you'll ensure that your bookings are fully prepared and ready for guests.

- 1 Navigate to your GO Software URL and click on the "Library" icon.



The screenshot shows the top navigation bar of the GO Software interface. The "Library" icon, represented by a bookshelf, is highlighted with an orange circle. Other icons include a home icon, a group of people, a calendar, a notification bell, and a user profile dropdown labeled "Admin User". Below the navigation bar are two tabs: "Templates" and "Settings".

| DATE      | LOCATION | ARRIVAL | DEPARTURE | TEMPLATES  | MARKERS   |
|-----------|----------|---------|-----------|--|-----------|
| 3/26/2026 | Miami    | --      | 05:00pm   | <input type="checkbox"/> E <input type="checkbox"/> VD <input type="checkbox"/> C <input type="checkbox"/> P | No marker |
| 3/27/2026 | At Sea   | --      | --        | <input type="checkbox"/> E <input type="checkbox"/> VD <input type="checkbox"/> C <input type="checkbox"/> P | No marker |
| 3/28/2026 | Cozumel  | 08:00am | 04:00pm   | <input type="checkbox"/> E <input type="checkbox"/> VD <input type="checkbox"/> C <input type="checkbox"/> P | No marker |
| 3/29/2026 | Miami    | 07:00am | --        | <input type="checkbox"/> E <input type="checkbox"/> VD <input type="checkbox"/> C <input type="checkbox"/> P | No marker |
| 3/29/2026 | Miami    | --      | 04:00pm   | <input type="checkbox"/> E <input type="checkbox"/> VD <input type="checkbox"/> C <input type="checkbox"/> P | No marker |

- 2 Select the event to add an experience to by double clicking on the event or by clicking on the "Edit" icon on the right hand side.



The Avenir ▾

✦ Create Event

📄 Export to CSV

Filters

DATES

yyyy-mm-dd

yyyy-mm-dd

OPTIONS

View Archived

FIELDS

Title

Description

Duration

Libraries

Assets

Events

Venues

Content

Staff

Search...

| ACCESS   | TITLE                         | DESCRIPTION  | SEG |
|----------|-------------------------------|--|-----|
| Property | Guided Sunset Run<br>Copy ID  | Join a local guide for a guided sunset run through the community and along the shore. Runners of all levels are welcome! | TH  |
| Property | Sunset yoga<br>Copy ID        | --   | SIG |
| Property | Guided Morning Run<br>Copy ID | Start your day off with a guided run through the community and along the shore.  | TH  |
| Property | Sunset Yoga<br>Copy ID        | --   | SIG |
| Property | Cabana Rental                 | Relax in a private poolside cabana with personalized   | CF  |



The Avenir ▾

✦ Create Event

📄 Export to CSV

Filters

DATES

yyyy-mm-dd

yyyy-mm-dd

OPTIONS

View Archived

FIELDS

Title

Description

Duration

Segment

Levels

Admin User ▾

Libraries

Assets

Events

Venues

Content

Staff

| DESCRIPTION   | SEGMENT       | IMAGES | RESERVABLE |
|---|---------------|--------|------------|
| Run<br>Join a local guide for a guided sunset run through the community and along the shore. Runners of all levels are welcome! | THE AMBITIOUS | 1      | --         |
| --  | SIGNATURE     | 1      |            |
| g Run<br>Start your day off with a guided run through the community and along the shore.  | THE AMBITIOUS | 1      |            |
| --  | SIGNATURE     | 1      |            |
| Relax in a private poolside cabana with personalized service.   | GENERAL       | 1      |            |

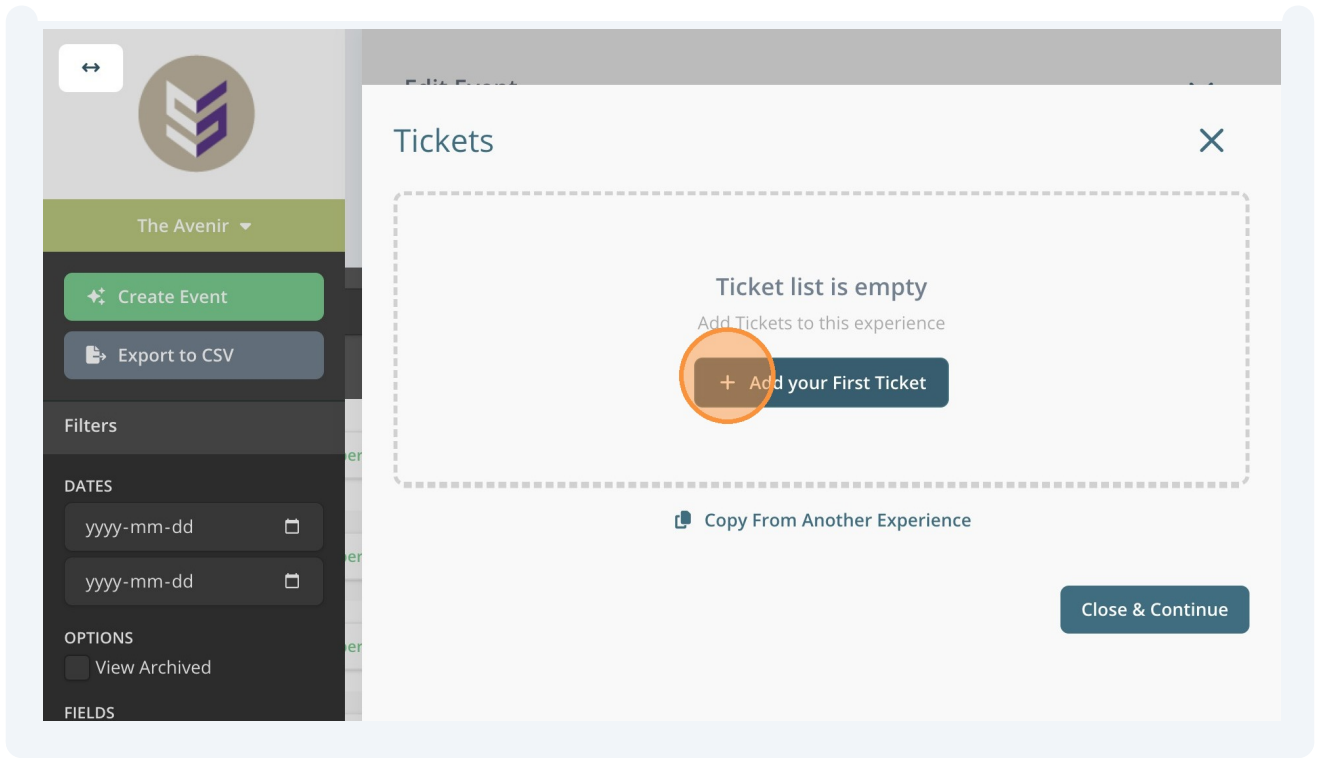
### 3 Click "Reserve"

The screenshot shows the 'Edit Event' interface with the 'Event Details' section. The 'Reserve' tab is highlighted with an orange circle. The left sidebar contains navigation options like 'Create Event', 'Export to CSV', and filters for dates and options. The main content area shows an 'IMAGES' section with a sunset photo and a placeholder, a 'TITLE' field with 'Guided Sunset Run', and a 'DESCRIPTION' field with text about a guided sunset run.

### 4 Complete the below sections: Tickets, Packages & Addons.

Click on the "Ticket" icon to add tickets, followed by the "+ Add your First Ticket" icon to add ticket details.

The screenshot shows the 'Edit Event' interface with the 'Reserve' tab selected. The 'Tickets', 'Packages', and 'Addons' sections are visible, each with a '+ Add your First Ticket' icon. The 'Tickets' icon is highlighted with an orange circle. Below these sections are fields for 'DURATION' and 'CAPACITY'. The 'DURATION' field contains 'E.g. '1 hour', '30 minutes', etc.' and the 'CAPACITY' field contains 'E.g. 'Up to 10 people', 'Varies', etc.'.



## 5 Ticket Name & Price are mandatory fields to complete.

Add additional information in the Description section and Ticket Questions sections as needed.

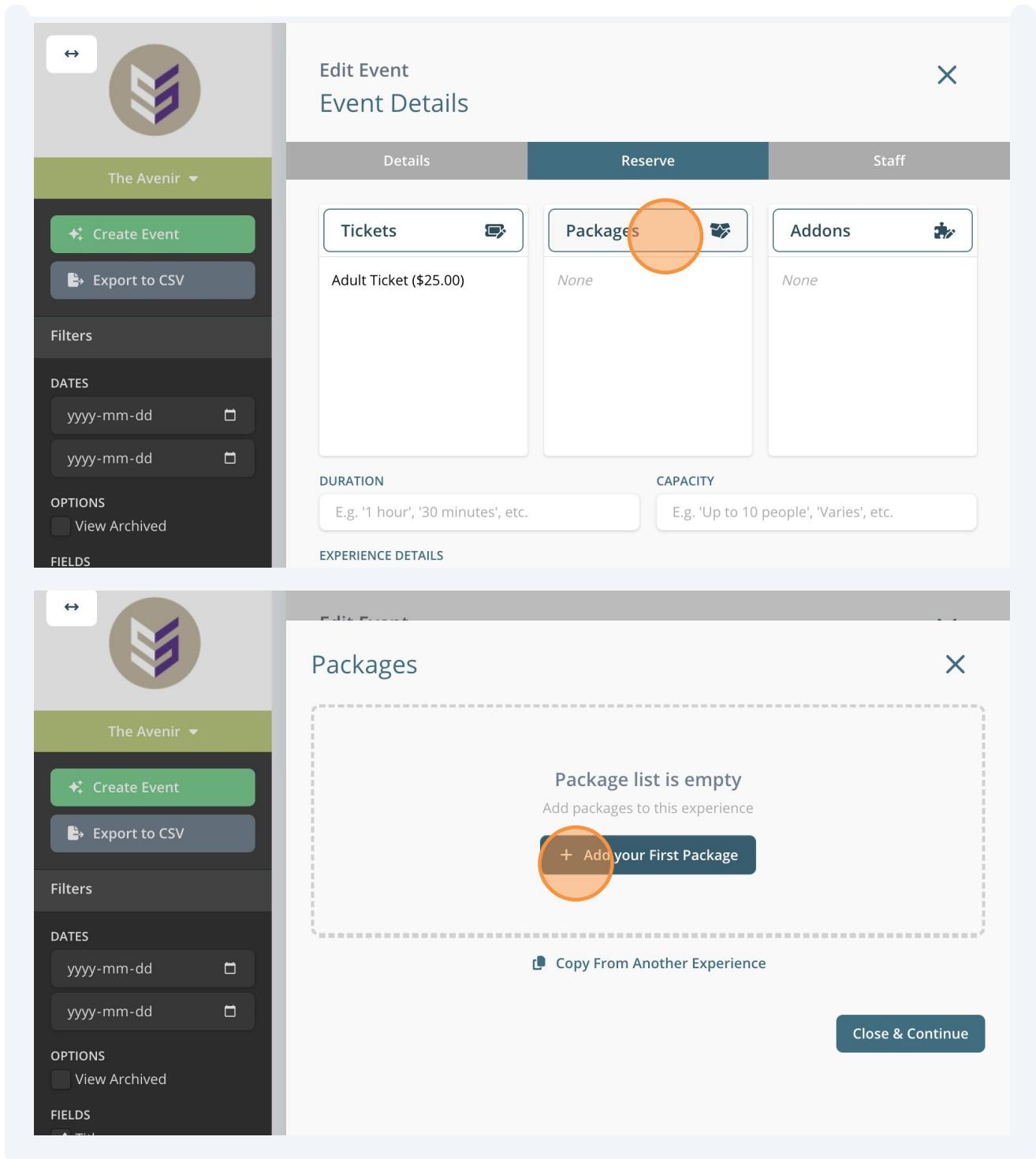
Click "+ Add Another Ticket" to create a different type of ticket for the experience. For example a "Child Ticket" or a "Teen Ticket".

Click "Close & Continue" to save your changes.

The screenshot shows a web interface for creating tickets. On the left is a sidebar with a logo, the name 'The Avenir', and buttons for 'Create Event' and 'Export to CSV'. Below these are filter sections for 'DATES' (two date pickers) and 'OPTIONS' (checkboxes for 'View Archived', 'Title', 'Description', 'Duration', 'Segment', 'Levels', 'Attributes', 'Endpoints', 'Private'). The main content area is titled 'Edit Event' and contains a form for a ticket. The form has two input fields at the top: 'NAME \*' with the value 'Adult Ticket' and 'PRICE \*' with the value '\$25.00'. Below these is a 'DESCRIPTION' section with a rich text editor containing the text 'Adult Ticket (18 yrs +)' and a prompt 'Describe this ticket type to help guests understand what they are purchasing.'. Underneath is a 'TICKET QUESTIONS' section with a prompt 'Collect additional information from guests to understand who is attending.' and a table with one row: 'Full Name' (Text, Mandatory) with edit, up, down, and delete icons. At the bottom of the form is a '+ Add Question' link. Below the form is a '+ Add Another Ticket' button and a 'Copy From Another Experience' link. A 'Close & Continue' button is highlighted with an orange circle.

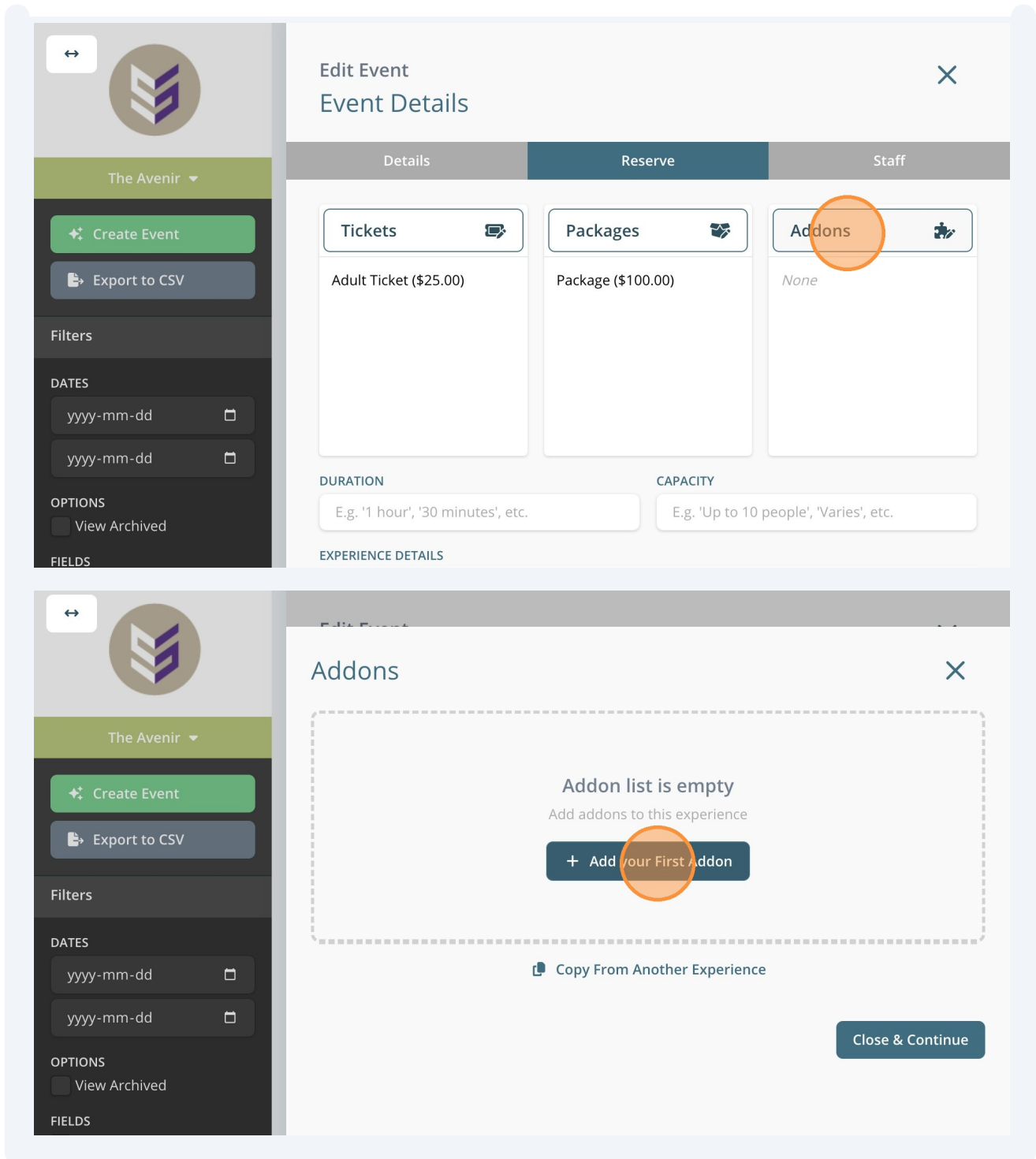
## 6 Packages are pre-defined bundles of items to enhance or elevate the experience.

To add a package click "Packages", followed the "+Add your First Package". Adding a "Package" is optional.



7 Addons are individual options to enhance or elevate the experience.

To add an "Addon" click "Addons", followed by "+Add your First Addon". Creating an "Addon" is optional.




8

Complete the Package and Addon information in each section as needed. The red asterisk indicates a required field.

Add "Description" details of the package and addons in the description field.

Click "Close & Continue" to save changes.

←



The Avenir ▾

✦ Create Event

📄 Export to CSV

Filters

DATES

yyyy-mm-dd 🗑

yyyy-mm-dd 🗑

OPTIONS

View Archived

FIELDS

Title

Description

Duration

Segment

Levels






Attributes

Endpoints


Private

### Packages

✕

 **VIP Package** \$75.00 | 0 Image(s)    




IMAGES



NAME \*  PRICE \*


Price is Per Ticket  
Check this if the price should be multiplied by the quantity of tickets being purchased.

DESCRIPTION

**B** *I* U   

**Close & Continue**

←



The Avenir ▾

✦ Create Event

📄 Export to CSV

Filters

DATES

yyyy-mm-dd 🗑

yyyy-mm-dd 🗑

OPTIONS

View Archived

FIELDS

Title

Description

Duration

Segment

Levels






Attributes

Endpoints


Private

### Addons

✕

 **Garmin Watch** \$10.00 | 0 Image(s)    




IMAGES



NAME \*  PRICE

Price is Per Ticket  
Check this if the price should be multiplied by the quantity of tickets being purchased.

DESCRIPTION

**B** *I* U   

**Close & Continue**

9

Complete the Event Details for the Experience. The fields are optional to complete however we recommend providing as much as information as possible.

Fields include:

Duration, Capacity, Experience Details, Meeting Point, Activity Location, Reservation Questions, Gratuity Free, Host Revenue Split and Tax Code.

In the Experience Details section editing tools available to customize the text (bold, italic, bullet points, etc.)

The screenshot displays the 'Edit Event' interface for 'The Avenir'. The main content area is divided into three tabs: 'Details', 'Reserve', and 'Staff'. The 'Reserve' tab is currently selected. Under the 'Reserve' tab, there are three sections: 'Tickets', 'Packages', and 'Addons', each with a 'None' status. Below these sections are two input fields: 'DURATION' (with a placeholder 'E.g. '1 hour', '30 minutes', etc.') and 'CAPACITY' (with a placeholder 'E.g. 'Up to 10 people', 'Varies', etc.'). An orange circle highlights the rich text editor toolbar in the 'EXPERIENCE DETAILS' section. The toolbar includes icons for bold (B), italic (I), underline (U), bulleted list, numbered list, and link. The text area below the toolbar contains the description: 'Join a local guide for a guided sunset run through the community and along the shore. Runners of all levels are welcome!'. At the bottom right of the interface, there are 'Reset' and 'Save Changes' buttons.

10 The Meeting Point could be an address or an onsite venue location.

Reservation Questions are any relevant questions to ask the guest.

The screenshot displays the event management interface for 'The Avenir'. On the left is a sidebar with navigation options: 'Create Event', 'Export to CSV', and filters for 'DATES', 'OPTIONS', and 'FIELDS'. The main content area is divided into three sections: 'MEETING POINT', 'ACTIVITY LOCATION', and 'RESERVATION QUESTIONS'. The 'MEETING POINT' and 'ACTIVITY LOCATION' sections each have a text area with a toolbar containing bold, italic, underline, list, and link icons. The 'RESERVATION QUESTIONS' section has a heading and a sub-heading 'Collect additional information from guests to understand who is attending.' Below this is a table of questions:

| Question                 | Type | Requirement | Actions                |
|--------------------------|------|-------------|------------------------|
| Full Name                | Text | Mandatory   | edit, up, down, delete |
| Emergency Contact        | Text | Mandatory   | edit, up, down, delete |
| Emergency Contact Number | Text | Optional    | edit, up, down, delete |

Below the table is a '+ Add Question' button. An orange circle highlights the 'RESERVATION QUESTIONS' section.

11 Gratuity Fee, Host Revenue Split and Tax Code information can be added.

The Disclaimer section can be used to share any additional information related to the experience such as cancellation policies, safety policies etc.

The screenshot displays the event management interface for 'The Avenir'. On the left is a sidebar with navigation options: 'Create Event', 'Export to CSV', and filters for 'DATES', 'OPTIONS', and 'FIELDS'. The main content area is divided into four sections: 'GRATUITY FEE (%)', 'GRATUITY FEE (\$)', 'HOST REVENUE SPLIT (%)', 'TAX CODE', and 'DISCLAIMER'. The 'GRATUITY FEE (%)' section has a text input with '18%' and a description: 'A fixed percentage added to each experience for service fees.' The 'GRATUITY FEE (\$)' section has a text input with '\$0.00' and a description: 'A fixed dollar amount added to each experience for service fees.' The 'HOST REVENUE SPLIT (%)' section has a text input with '0%' and a description: 'The portion of the net revenue paid out to the host.' The 'TAX CODE' section has a search input with 'Search...' and a description: 'Select the accounting category that determines the tax rate for this item.' The 'DISCLAIMER' section has a text area with a toolbar containing bold, italic, underline, list, and link icons. An orange circle highlights the 'DISCLAIMER' section.

## 12 Click "Save Changes"

This will add the experience to the existing event.

The screenshot shows a web interface for creating an event. On the left is a dark sidebar with a 'Create Event' button at the top, followed by 'Export to CSV'. Below are filter sections: 'DATES' with two date pickers, 'OPTIONS' with a 'View Archived' checkbox, and 'FIELDS' with checkboxes for Title, Description, Duration, Segment, Levels, Attributes, Endpoints, and Private. The main content area has two empty text boxes for location, a 'RESERVATION QUESTIONS' section with an 'Add Question' button, and four input fields for 'GRATUITY FEE (%)', 'GRATUITY FEE (\$)', 'HOST REVENUE SPLIT (%)', and 'TAX CODE'. At the bottom right, there are 'Reset' and 'Save Changes' buttons, with the 'Save Changes' button circled in orange.

## 13 To view the newly added experience in GO Reserve and add a schedule, click on the "Ticket" icon. Under the Experience tab, search for the experience name and click on it to edit.

In this example, we'll add a schedule to "Guided Sunset Run."



The Avenir

Create Event

Export to CSV

Filters

DATES

yyyy-mm-dd

yyyy-mm-dd

OPTIONS

View Archived

FIELDS

Libraries

Assets

Events

Venues

Content

Staff

Search...

ACCESS TITLE DESCRIPTION

Property

Sunset Yoga  
Copy ID

Come join us!

Property

Guided Sunset Run  
Copy ID

Join a local guide for a guided sunset run through the community and along the shore. Runners of all levels a welcome!

Property

Sunset yoga  
Copy ID

--



The Avenir

Create Experience

Filters

Reserve

Analyze

Settings

Experiences

Calendar

Reservations



Fishing Excursion  
Learn to fish

0 0



Free Exp  
Free exp, enjoy and level up!

0 0



Guided Sunset Run  
Join a local guide for a guided sunset run through the community and along the shore. Runners of all levels are welcome!

0 0



New event with professional services tax edit  
Description test test

0 0



Original 0.5 Experience  
0.5 cents experience, the original!! Grab what you can!!

0 0

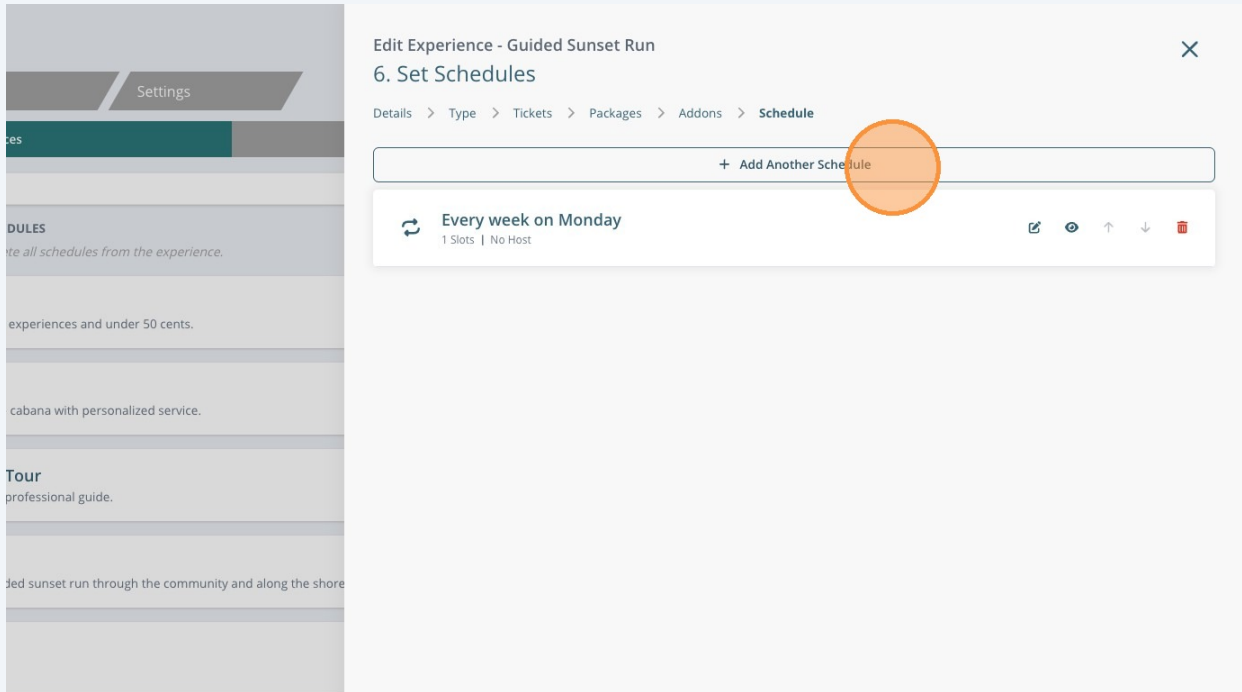


Rehearsal Production Show  
Rehearsal for performance in the venue

0 0

14

Here, you can click **“Add Another Schedule”** to create a new one. If schedules already exist, you can edit or delete them using the pencil or garbage icons.



15

Within a Schedule, you can define the dates, times, and availability. To do that, use the fields available:

- **"Repeats"**: Select from the dropdown and the week days.
- Add **"Starts on"** and **"Ends on"**
- Add a **Host**
- Add one or multiple **Time Slots**
- Add **Communications** to automatically schedule it on the Daily Schedule (Canvas)

Once the scheduling is done, click **"Finish: Create Experience\*"** at the bottom.

The screenshot displays the 'Set Schedules' interface. On the left, a sidebar shows a list of experiences with their respective icons and descriptions:

- 20 cents event**: 20 cents event to test free experiences and under 50 cents.
- Cabana Rental**: Relax in a private poolside cabana with personalized service.
- Guided Snorkeling Tour**: Explore coral reefs with a professional guide.
- Guided Sunset Run**: Join a local guide for a guided sunset run through the community and along the shore.
- NEW EXPERIENCE**: sdadas
- Pool Bar Happy Hour - QUICK EXPIRE**: With tangible good tax code!
- Sunset Catamaran Cruise**: Sail along the coastline while enjoying a beautiful sunset with music and drinks.

The main panel, titled '6. Set Schedules', shows the configuration for a selected experience (Guided Sunset Run). It includes the following fields and options:

- Date**: Apr 7, 2026 (0 Slots | No Host)
- REPEATS**: Single Occurrence (dropdown)
- STARTS ON**: 04/07/2026
- HOST**: (empty field)
- TIME SLOTS**: Define the time slots available for reservations. Each slot can have its own capacity. (+ Add Time Slots)
- COMMUNICATIONS**: Set how often this event appears on the schedule. Template visibility rules still apply. (+ Add Communications)
- REPEATS**: Every week on Monday (1 Slot | 1 No More)

At the bottom, there are 'Go Back' and 'Finish: Save Experience\*' buttons. A note at the bottom right states: '\*This operation may take a long time (up to a minute)'.