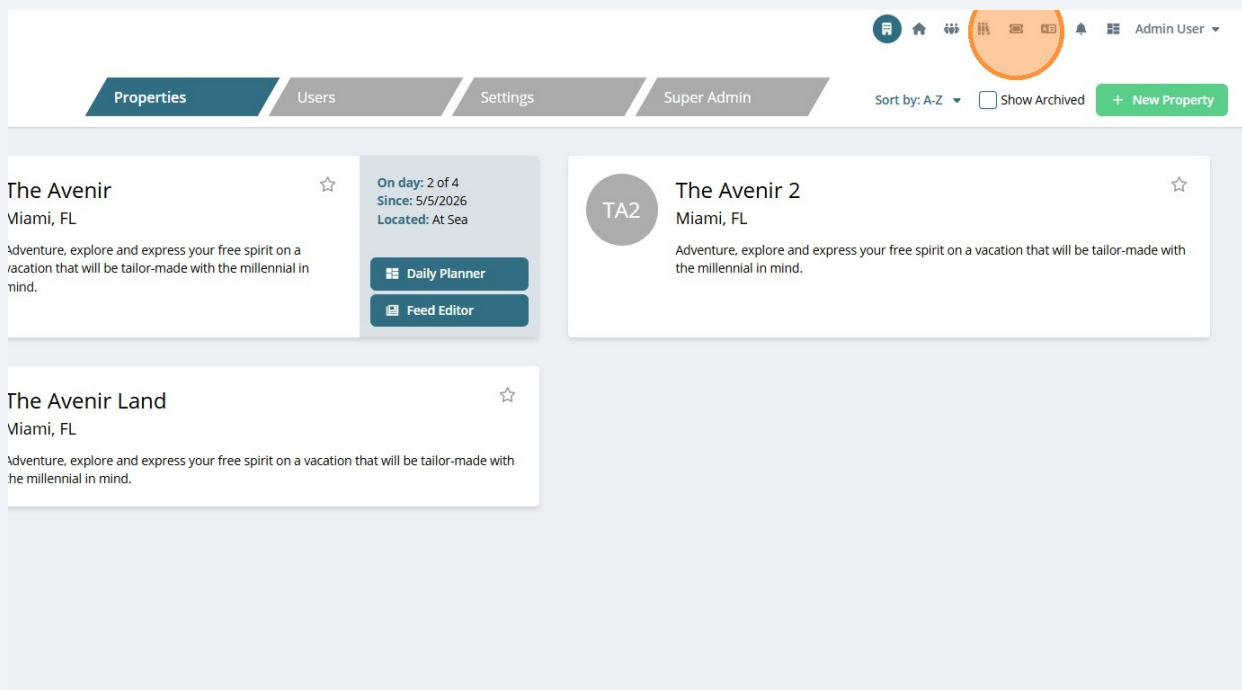


GO Reserve - How to edit an existing experience?

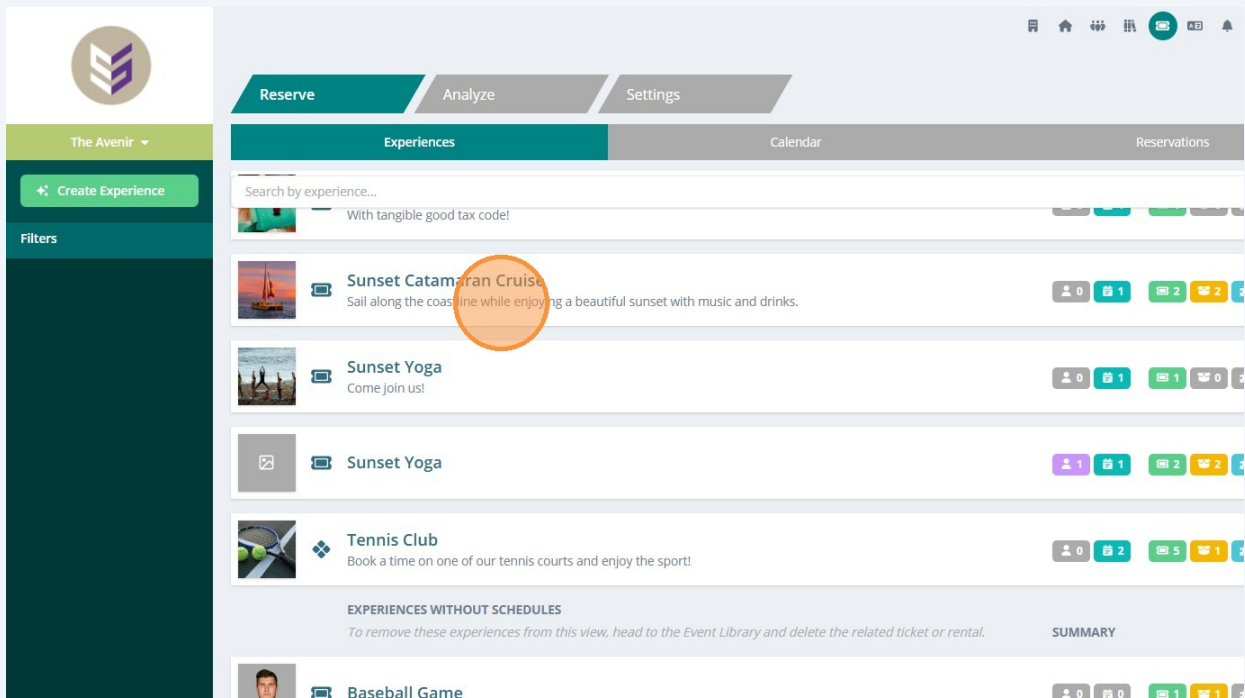
In this guide, we'll show you how to edit an existing experience. By following these steps, you'll be able to update the information within an experience.

This guide is also available as a video. Click the link below to watch: [scribehov.com/embed-preview/GO Reserve How to ...](https://scribehov.com/embed-preview/GO%20Reserve%20How%20to%20...)

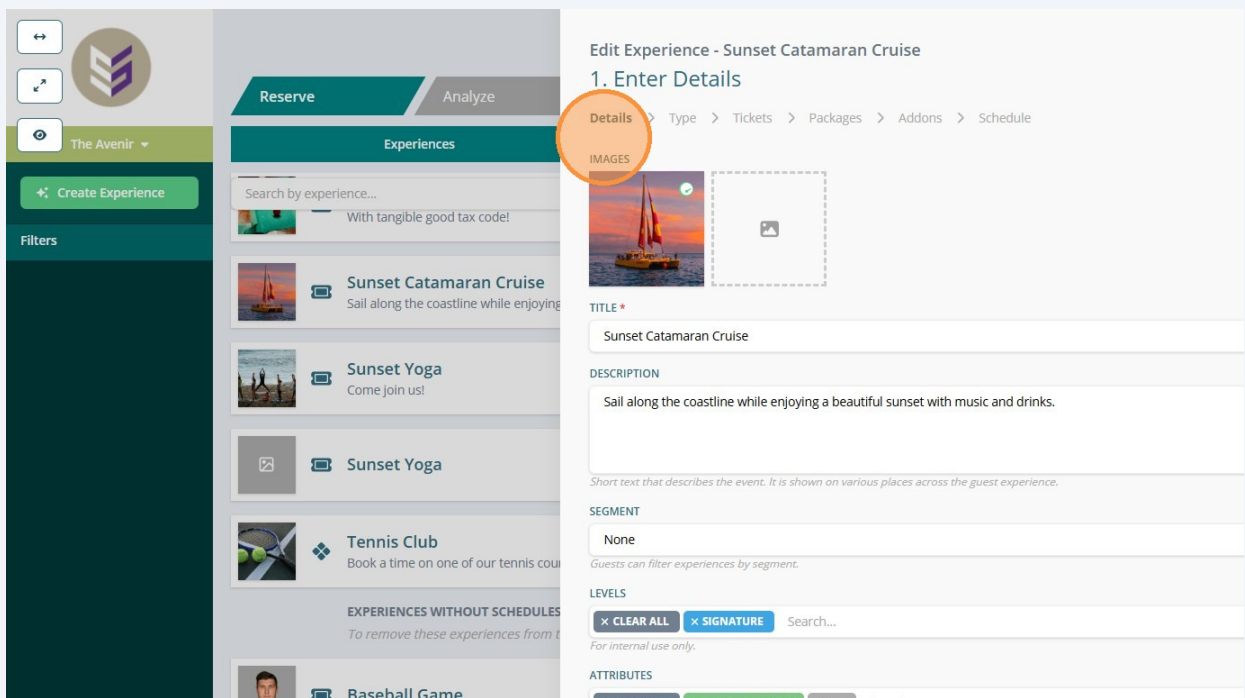
1 From your GO URL, click on the **Ticket** icon to access GO Reserve.



2 Search for the experience you want to edit, then click on it.



3 You can edit the details, type, tickets, packages, addons, and schedule.





Note: To proceed, make sure to click on **"Next..."** at the bottom of the page, as shown below. You will need to go through each tab in order to finish updating the experience.

4 Click "Next: Select Type"

The screenshot displays the 'Experiences' management interface. On the left, a sidebar lists various experiences: 'Sunset Catamaran Cruise', 'Sunset Yoga', 'Tennis Club', 'Baseball Game', and 'Beachfront Morning Yoga'. The main content area shows the edit form for the 'Sunset Catamaran Cruise' experience. The form includes the following sections:

- IMAGES:** A placeholder for an image with a camera icon.
- TITLE:** A text input field containing 'Sunset Catamaran Cruise'.
- DESCRIPTION:** A text area containing 'Sail along the coastline while enjoying a beautiful sunset with music and drinks.'
- SEGMENT:** A dropdown menu set to 'None'.
- LEVELS:** A search bar with buttons for 'CLEAR ALL' and 'SIGNATURE'.
- ATTRIBUTES:** A search bar with buttons for 'CLEAR ALL', 'ENTERTAINMENT', and '21+'.

At the bottom right of the form, a button labeled 'Next: Select Type' is highlighted with an orange circle.

5

If you want to edit a ticket price, at this point you'll need to click on **"Next: Add Ticket."**

The screenshot shows a sidebar with a list of experiences under the heading 'Experiences'. The selected experience is 'Sunset Catamaran Cruise'. To the right, there are two panels: 'Tickets' and 'Rentals'. The 'Tickets' panel lists criteria for selling spots for a scheduled experience. The 'Rentals' panel lists criteria for reserving specific physical items. At the bottom right, a 'Next: Add Tickets' button is highlighted with an orange circle.

Tickets
Sell spots for a scheduled experience

- Guests purchase quantities (adults, children, etc.)
- One-time or recurring sessions
- Capacity-based, not tied to a physical item
- Best for classes, tours, shows & group activities

Rentals
Reserve specific physical items

- Guests book a specific unit (cabana, court, room)
- Availability managed per item
- Time-based reservations
- Best for cabanas, rentals, equipment & spaces

Experience Selected: Sunset Catamaran Cruise

Go Back **Next: Add Tickets**

6

Here, you will select the ticket you want to edit, and you can modify the name, price, or add a description.

The screenshot shows the 'Ticket Details' edit screen. The 'Adult' ticket is selected, and the 'PRICE' field is highlighted with an orange circle. The screen includes a sidebar with the 'Experiences' list, a breadcrumb trail, and a form for editing the ticket details.

Details > Type > **Tickets** > Packages > Addons > Schedule

Adult
\$80.00 | 1 Question(s)

IMAGES

NAME * Adult **PRICE *** \$80.00

LIMIT PER RESERVATION
E.g. '4'
Max quantity of this ticket a single reservation can include. Leave blank for no limit.

DESCRIPTION

Experience Selected: Sunset Catamaran Cruise

7 If you'd like, you can also add a new ticket.

The screenshot shows the 'Experiences' management interface. On the left, a sidebar lists various experiences: 'Sunset Catamaran Cruise', 'Sunset Yoga', 'Tennis Club', 'Baseball Game', and 'Beachfront Morning Yoga'. The main area displays the configuration for a 'Child' ticket, which costs \$65.00 and has 1 question. The 'DESCRIPTION' field is empty, and the 'TICKET QUESTIONS' section contains a question titled 'Date of Birth' with a 'Date' type and 'Mandatory' status. At the bottom, the 'Experience Selected' is 'Sunset Catamaran Cruise'. An orange circle highlights the '+ Add Another Ticket' button.

8 Once you've gone through every tab, you'll be able to click on "Finish: Save Experience."

The screenshot shows the 'Experiences' management interface. On the left, the same sidebar of experiences is visible. The main area displays the configuration for an 'Every day' schedule, which has 1 slot and no host. At the bottom, the 'Experience Selected' is 'Sunset Catamaran Cruise'. An orange circle highlights the 'Finish: Save Experience*' button. A note at the bottom right states: '*This operation may take a long time (up to 1 minute)'.