

GO Reserve - How to schedule an Experience?

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%20...)

This guide provides a clear, step-by-step process for how to add an experience on your property platform. By following this walkthrough, you'll ensure that your experiences are fully prepared and ready for guests to book.

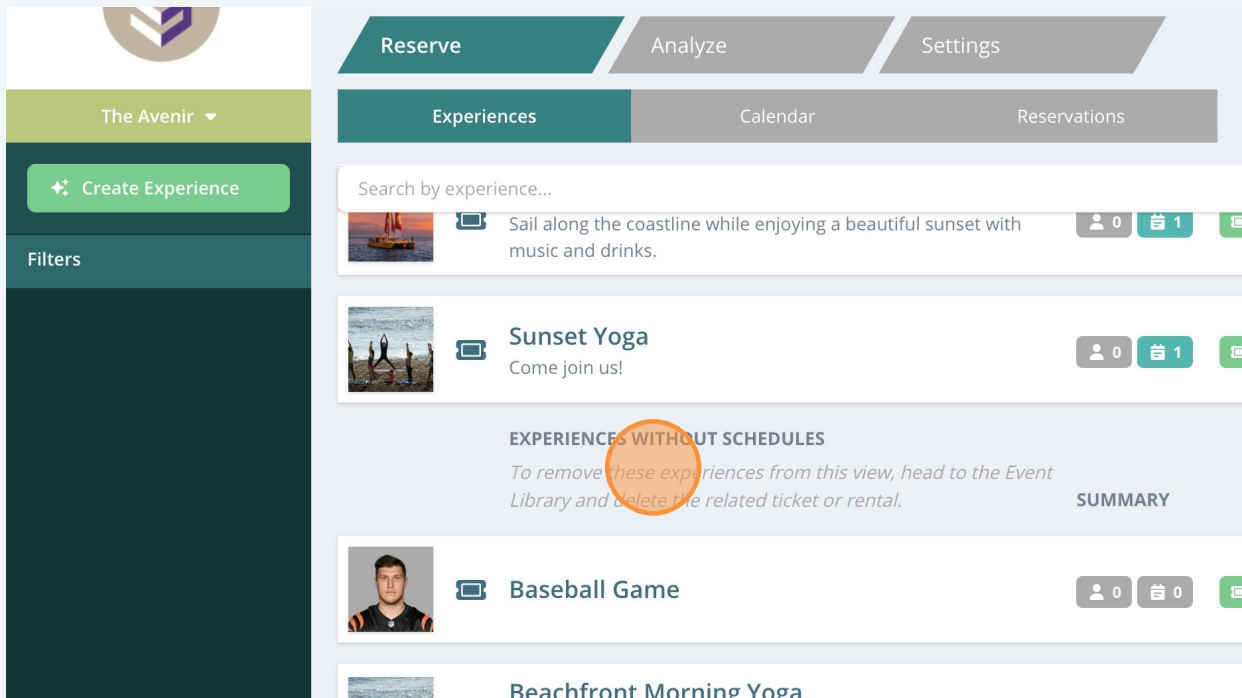
1 Navigate to your GO Software URL and click on the "Ticket" icon.

The screenshot shows the GO Reserve software interface. On the left is a sidebar with a logo, the name 'The Avenir', a date '2026-04-03', a 'Load Days' button, and an 'Edit Itineraries' button. The main area has a top navigation bar with 'Itinerary', 'Templates', and 'Settings' tabs. Below this is a table of sailing experiences. An orange circle highlights the 'Ticket' icon in the top right navigation bar.

SAILING	DAY	DATE	LOCATION	ARRIVAL	DEPARTURE	TEMPLATES
RIVIERA MAYA 52	1	3/26/2026	Miami	--	05:00pm	-- E -- VD
	2	3/27/2026	At Sea	--	--	-- E -- VD
	3	3/28/2026	Cozumel	08:00am	04:00pm	-- E -- VD
	4	3/29/2026	Miami	07:00am	--	-- E -- VD
COZUMEL 53	1	3/29/2026	Miami	--	04:00pm	-- E -- VD
	2	3/30/2026	At Sea	--	--	🗑 E 🗑 VD
	3	3/31/2026	Isla de Roatan	12:00pm	06:00pm	-- E -- VD

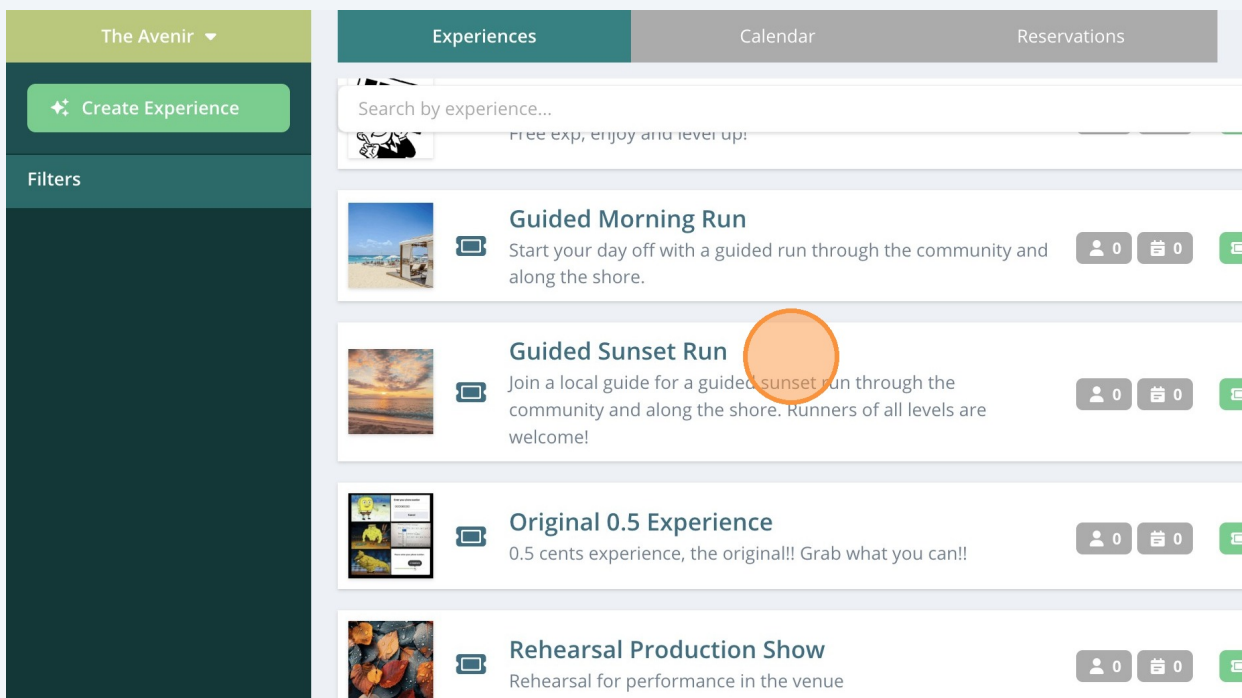
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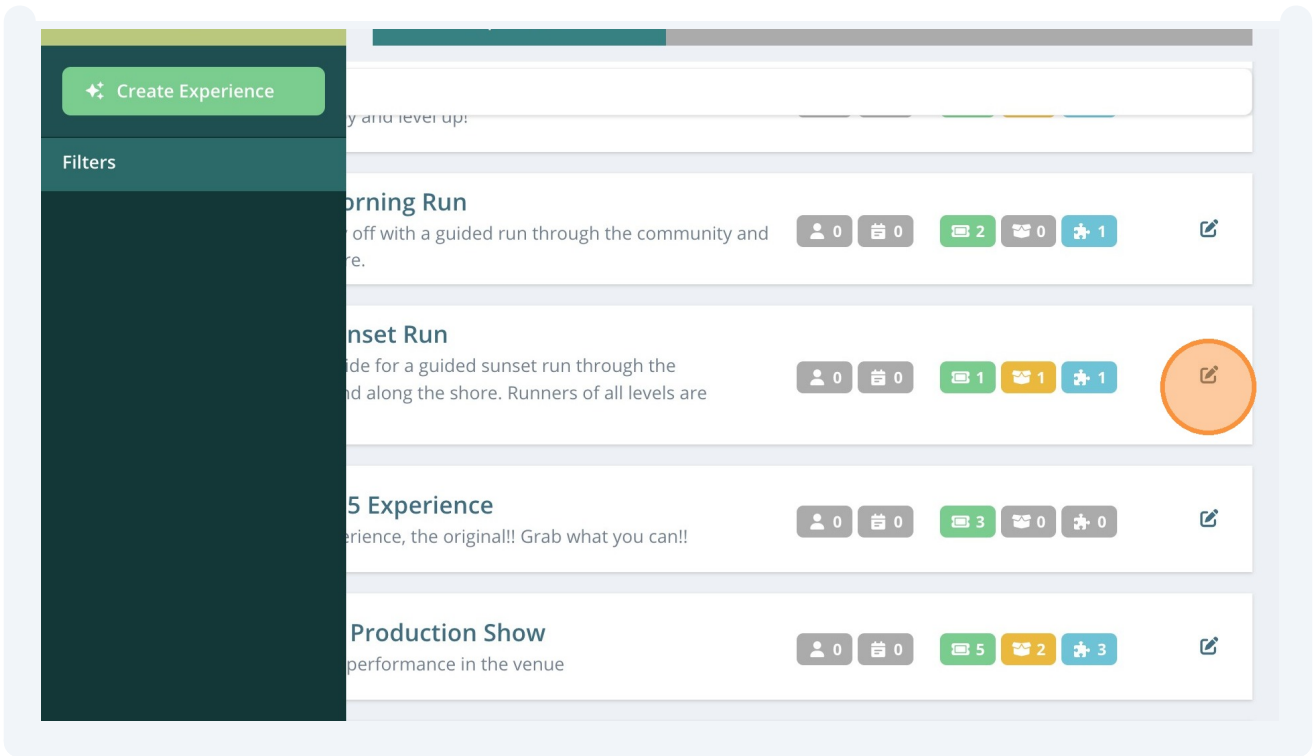
GO Reserve will open. Scroll down to the "EXPERIENCES WITHOUT SCHEDULES" section.



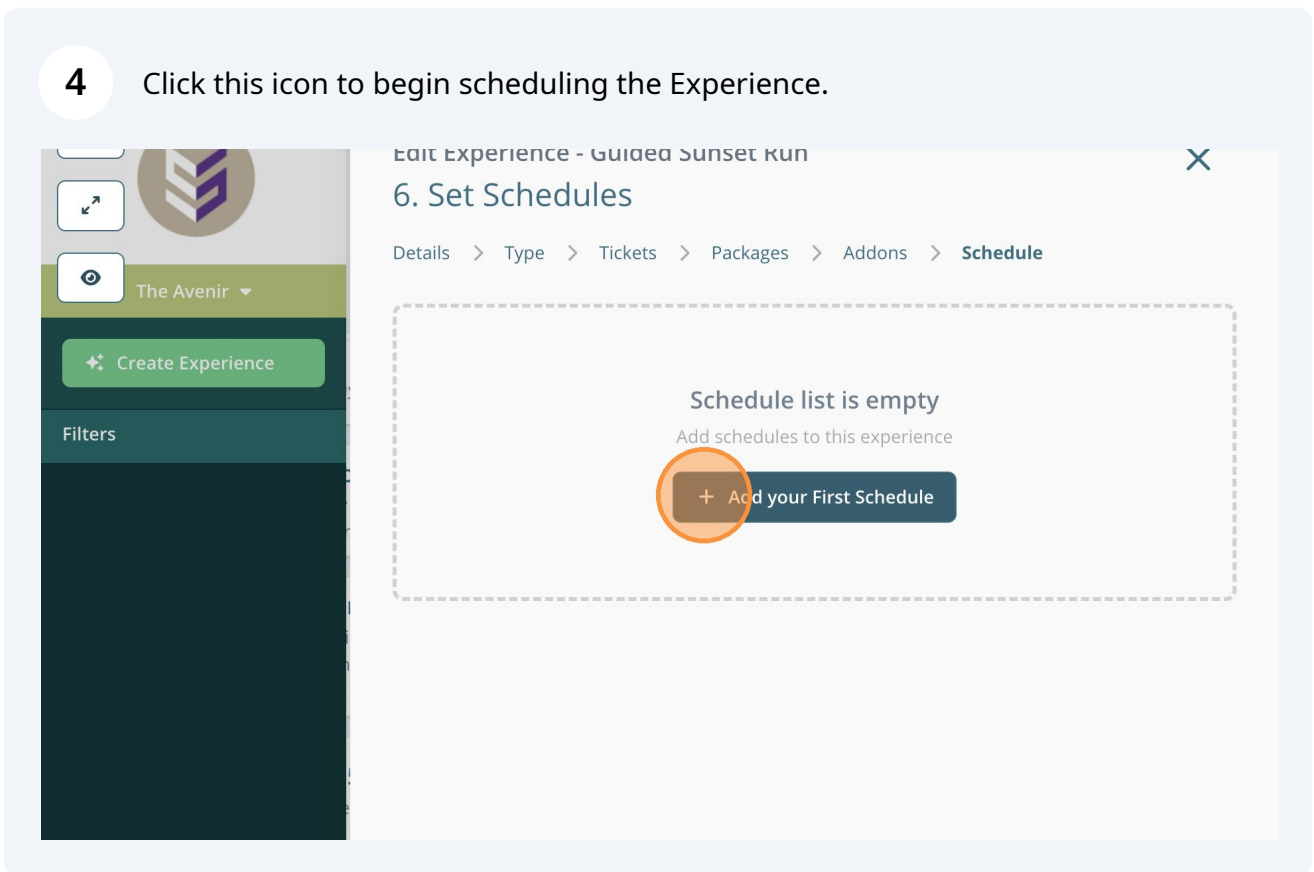
3

Click on the Experience to be scheduled or click the "Edit" icon on the far right of the row.





4 Click this icon to begin scheduling the Experience.



5 From here you can set the schedule.

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"** (You can use the calendar icon and the dropdown arrow to assist with selection)
- Add a **Host** (Optional)
- Add one or multiple **Time Slots** (see step 6)
- Add **Communications** to automatically schedule it on the Daily Schedule (Canvas) (see step 6)

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

+ Add Another Schedule

Every week on Monday
0 Slots | No Host

REPEATS

Weekly every 1 week(s)

Mon Tue Wed Thu Fri Sat Sun

STARTS ON 2026-04-03

ENDS ON Never

HOST

Experience Selected: Guided Sunset Run

Go Back Finish: Save Experience*

6 Time Slots & Communications

Time Slots

Complete the fields and fields marked with an asterisk are mandatory.

Click "+Add Time Slots" to add additional time slots.

Communication

Add **Communications** to automatically schedule it on the Daily Schedule (Canvas)

Enter the Communications information as it would appear on the daily schedule (canvas). The venue where the event takes place is a mandatory field to complete.

Navigation icons: Home, Back, Forward, Refresh, Eye, and a dropdown menu for 'The Avenir'.

[Create Experience](#)

Filters

Optional. All revenue goes to the property if no host is assigned.

TIME SLOTS

Define the time slots available for reservations. Each slot can have its own capacity.

Guided Sunset Run	08:00am	15	0 limits				
START TIME *		CAPACITY *					
08:00		15					
LABEL		END TIME					
Guided Sunset Run		08:00					
<small>Optional. Will use time range as label if left blank.</small>		<small>Optional. Keep same as start time for open-ended slot.</small>					
LIMITS							
<small>Add limits to tickets, packages, or addons for this time slot.</small>							
+ Add Limits							

[+ Add Time Slots](#)

[Create Experience](#)

Filters

START TIME *		CAPACITY *					
08:00		15					
LABEL		END TIME					
Guided Sunset Run		08:00					
<small>Optional. Will use time range as label if left blank.</small>		<small>Optional. Keep same as start time for open-ended slot.</small>					
LIMITS							
<small>Add limits to tickets, packages, or addons for this time slot.</small>							
+ Add Limits							

[+ Add Time Slots](#)

COMMUNICATIONS

Experience Selected: Guided Sunset Run [Go Back](#) [Finish: Save Experience*](#)

*This operation may take a long time (up to a minute)

✦ Create Experience

Filters

Optional. Will use time range as label if left blank.

Optional. Keep same as start time for open-ended slot.

LIMITS

Add limits to tickets, packages, or addons for this time slot.

+ Add Limits

+ Add Time Slots

COMMUNICATIONS

Set how often this event appears on the schedule. Template visibility rules still apply.

+ Add Communications

Experience Selected: Guided Sunset Run

Go Back

Finish: Save Experience*

*This operation may take a long time (up to a minute)

✦ Create Experience

Filters

LIMITS

Add limits to tickets, packages, or addons for this time slot.

+ Add Limits

+ Add Time Slots

COMMUNICATIONS

Set how often this event appears on the schedule. Template visibility rules still apply.

START TIME

08:00



END TIME

09:00



VENUE *

Fitness Center



+ Add Communications

Experience Selected: Guided Sunset Run

Go Back

Finish: Save Experience*

*This operation may take a long time (up to a minute)

7

Click "Finish: Save Experience*"

The screenshot shows a user interface for configuring an experience. On the left is a sidebar with a logo, navigation icons, and a 'Create Experience' button. The main content area is titled 'Experience Selected: Guided Sunset Run'. It features several sections: 'LABEL' with the value 'Guided Sunset Run', 'END TIME' with the value '08:00', 'LIMITS' with an 'Add Limits' button, and 'COMMUNICATIONS' with a table of communication slots. The table has columns for 'START TIME', 'END TIME', and 'VENUE *'. The first row shows '09:00', '10:00', and 'Reception, Tour I'. At the bottom right, there are two buttons: 'Go Back' and 'Finish: Save Experience*', which is highlighted with a red circle. A note below the buttons states: '*This operation may take a long time (up to a minute)'.

8

Once scheduled, the Experience can now be found in the "EXPERIENCES WITH SCHEDULES" section and the "Calendar" icon will have a number beside it.

The screenshot displays a web application interface. On the left is a dark sidebar with a logo, the text "The Avenir", a "Create Experience" button, and a "Filters" section. The main content area has a top navigation bar with "Reserve", "Analyze", and "Settings" tabs. Below this is a secondary navigation bar with "Experiences", "Calendar", and "Reservations" tabs. A search bar is present with the placeholder "Search by experience...". The main section is titled "EXPERIENCES WITH SCHEDULES" and includes a note: "Use the trash icon to delete all schedules from the experience." and a "SUMMARY" header. A list of four experiences is shown, each with a thumbnail, title, description, and a calendar icon with a number. The "Guided Sunset Run" experience has its calendar icon (showing "1") circled in orange.

Experience	Description	Calendar Icon
20 cents event 20 cents event to test free experiences and under 50 cents.	0 2	
Cabana Rental Relax in a private poolside cabana with personalized service.	0 1	
Guided Snorkeling Tour Explore coral reefs with a professional guide.	0 1	
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 1	