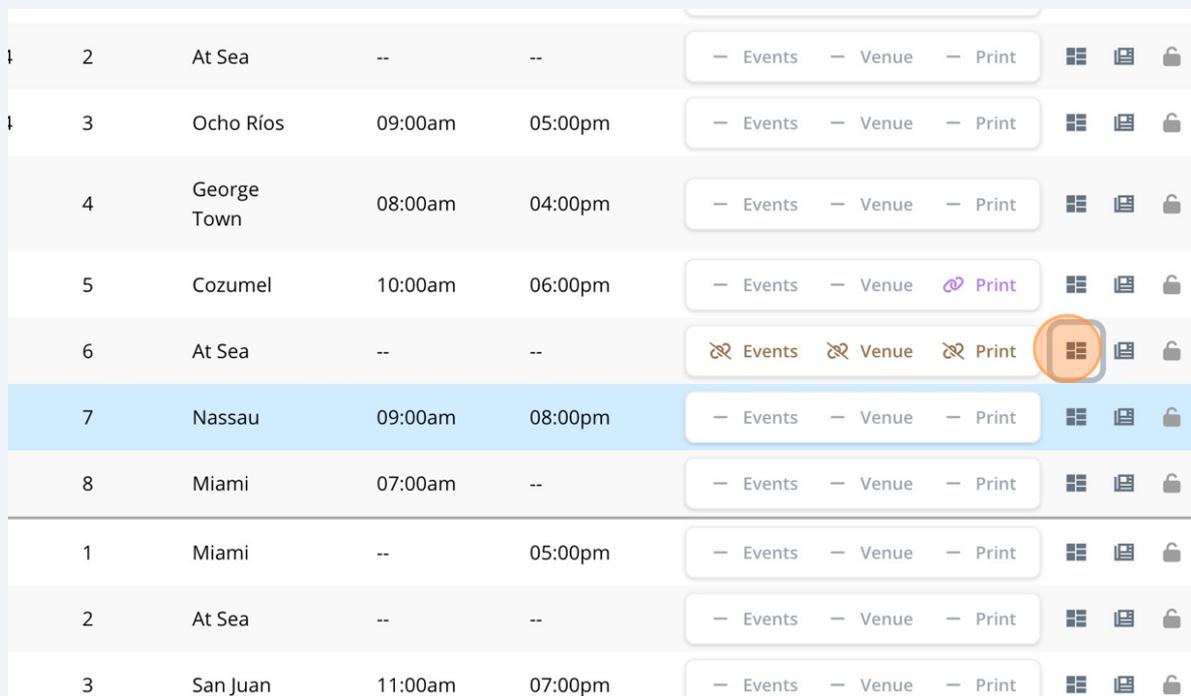


GO by Spark - How to add a merge variable Scribe[®] to Events? GO Version: v1.17.1

This guide provides step-by-step instructions on how to add a merge variable to events. By following these steps, users will be able to personalize event messages with dynamic content. This can enhance the user experience and create a more personalized event communication.

1 Navigate to GO URL and go to the Canvas (Daily Planner).



The screenshot displays a 'Canvas (Daily Planner)' interface with a list of events. Each event row includes a number, a location, a start time, an end time, and a set of action buttons. The 'Print' button in the row for 'Cozumel' is highlighted in purple. The 'Print' button in the row for 'At Sea' (row 6) is circled in orange, indicating the step to click on it to add a merge variable.

2	At Sea	--	--	— Events — Venue — Print	☰ 📄 🔒
3	Ocho Ríos	09:00am	05:00pm	— Events — Venue — Print	☰ 📄 🔒
4	George Town	08:00am	04:00pm	— Events — Venue — Print	☰ 📄 🔒
5	Cozumel	10:00am	06:00pm	— Events — Venue Print	☰ 📄 🔒
6	At Sea	--	--	🔗 Events 🔗 Venue 🔗 Print	☰ 📄 🔒
7	Nassau	09:00am	08:00pm	— Events — Venue — Print	☰ 📄 🔒
8	Miami	07:00am	--	— Events — Venue — Print	☰ 📄 🔒
1	Miami	--	05:00pm	— Events — Venue — Print	☰ 📄 🔒
2	At Sea	--	--	— Events — Venue — Print	☰ 📄 🔒
3	San Juan	11:00am	07:00pm	— Events — Venue — Print	☰ 📄 🔒

2 Click "Add Event".

The screenshot shows the event management interface for 'The Avenir' at 'At Sea' on 6/3/2024. The interface includes a sidebar with navigation buttons and a main canvas displaying a schedule for '7 Night West Caribbean 90 (Day 6)'. The 'Add Event' button is highlighted with a red circle.

DATE: 6/3/2024 LOCATION: At Sea

Events Venue Print

CLEAR ALL FILTERS RECEPTION, TOUR DESK POOL TEEN CLUB KIDS CLUB THEATER

ZIPLINE BABY CLUB ESCAPE ROOM ATRIUM LOUNGE LIBRARY THEATER T

The Avenir

7 Night West Caribbean 90 (Day 6)

	Escape Room	Theater	Comedy Club	Atrium	Reception, T
10:00 AM					
10:15 AM					
10:30 AM					
10:45 AM					
11:00 AM					
11:15 AM					
11:30 AM					
11:45 AM					
12:00 PM					
12:15 PM					

← Add Event →

Export Schedule

View Staff Report

Staff Conflicts

Collapse Actions

Event Filters

3 Create a New event, either from the Canvas or the Event Library.

From the canvas, click "Create a New Event"

The screenshot shows the event management interface with a dialog box open for creating a new event. The dialog box has two options: 'Create a New Event' (selected) and 'Use an Existing Event'. Below the options is a list of event types to choose from.

ON: At Sea Events Venue Print

Admin User

CREATE A NEW EVENT

Use an Existing Event

Use the form located in the left column to filter existing events. The list will be further filtered as you input information into each field within the form.

- Art at Sea
- Maker Workshop
- Camp Adventures
- Kids Dinner
- Dodge Ball
- Basketball
- Billiards Tournaments
- Kid's Movie and Popcorn

Clear Form

end time

4

Enter the event's name and, in order to add a merge variable it must have "\$" in the start and end of the content. The content must be added all in capital letters.

An example would be, \$CAPTAINSNAME\$.

DATE: 6/3/2024 LOCATION: At Sea Events Venue Print

Add Event

1. Select Event

Clear Form

DESCRIPTION

DURATION (MINUTES) * 0 +

DISPLAY OPTIONS Display end time

SEGMENT

Create a New Event

Complete the new event details by using left column. Once finished, click the button create and select this event.

Create & Select New Event

5

Add the Duration (as it is a mandatory field to proceed with creating an event).

← + Add Event Export Sched View Staff Re Staff Conflict Collapse Act

Event Filters Venue Filters Search... All Hotel All Bar

Welcome onboard with Captain \$CAPTAINSNAME\$

DESCRIPTION

DURATION (MINUTES) * 15 +

DISPLAY OPTIONS Display end time

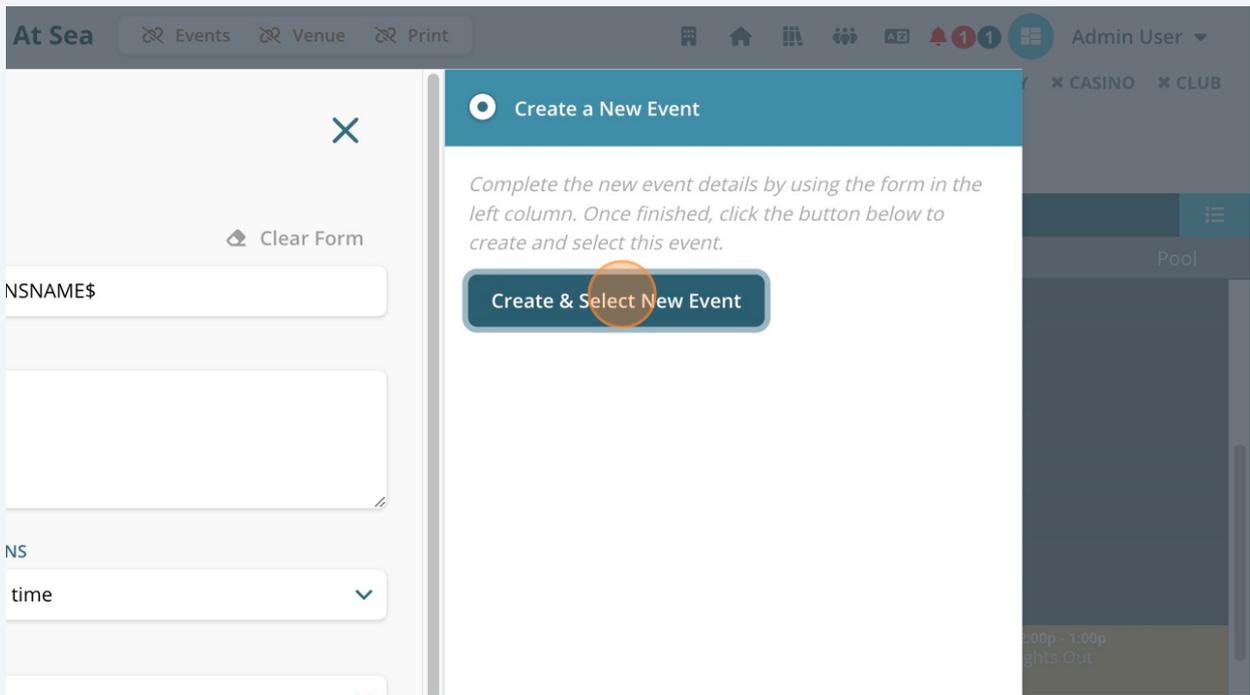
SEGMENT None

LEVELS Search by level name...

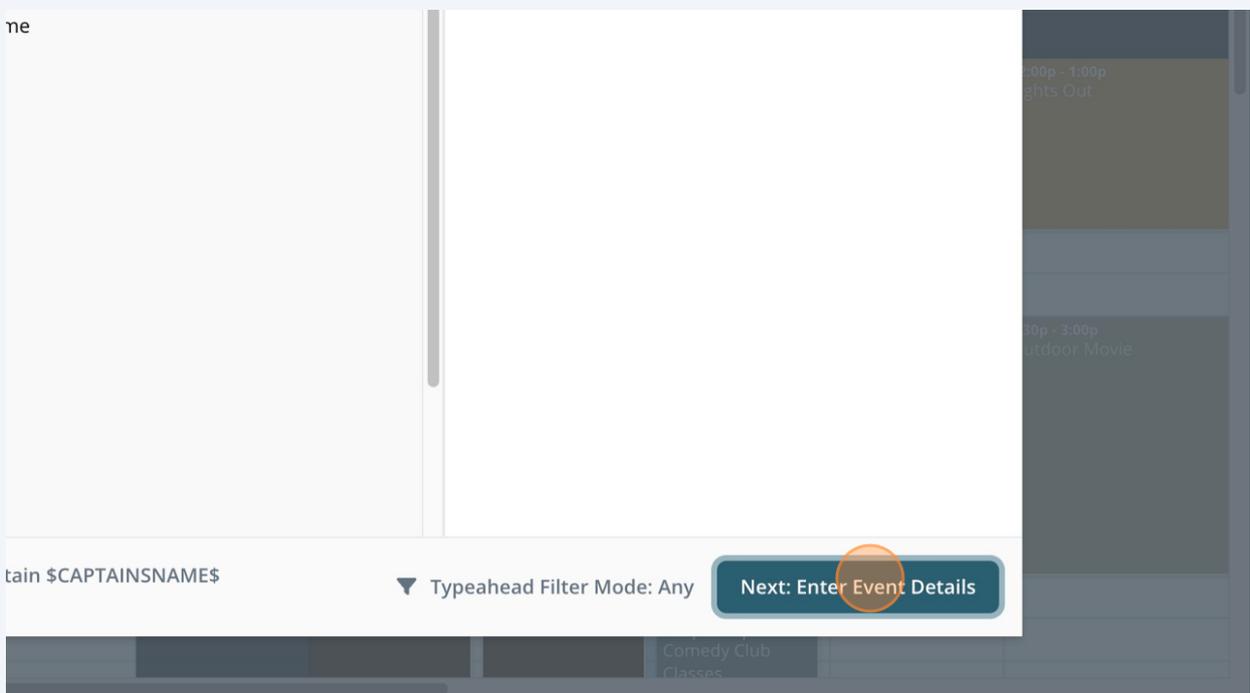
ATTRIBUTES Search by attribute name...

Create & S

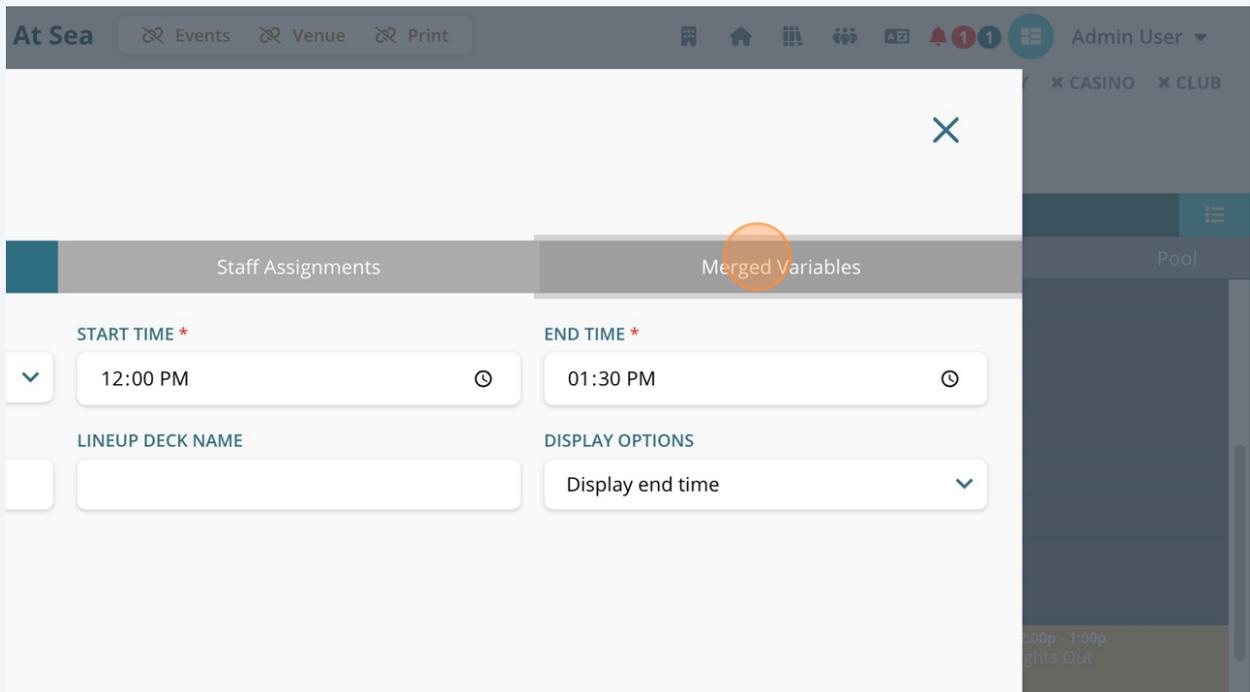
6 Click "Create & Select New Event"



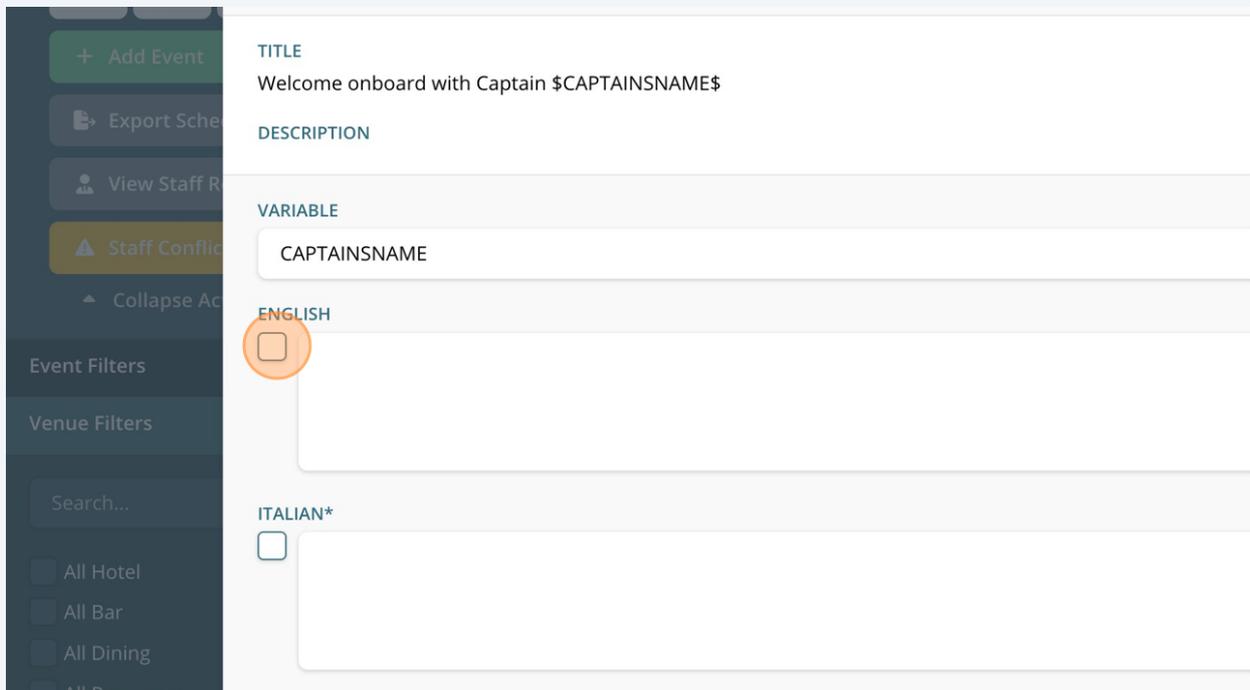
7 Click "Next: Enter Event Details"



8 Click "Merged Variables"



9 Click this checkbox to apply the variable.



10 Enter the information - In this example, it was added "David".

The screenshot shows a software interface with three tabs: "Instance Information", "Staff Assignments", and "Merged Variables". The "Merged Variables" tab is selected. The form contains the following fields:

- TITLE:** Welcome onboard with Captain \$CAPTAINSNAME\$
- DESCRIPTION:** (empty)
- VARIABLE:** CAPTAINSNAME (selected from a dropdown menu)
- ENGLISH:** [Input field with an orange circle highlighting it]
- ITALIAN*:** [Input field]
- GERMAN*:** [Input field]

At the bottom, it says "Event Selected: Welcome onboard with Captain \$CAPTAINSNAME\$".



Tip: Directly from this page, users have the ability to add the variable for the Languages as well.

11 Click "Finish: Create Event" to save it.

TITLE
Welcome onboard with Captain \$CAPTAINSNAME\$

DESCRIPTION

VARIABLE
CAPTAINSNAME

ENGLISH
 David

ITALIAN*

GERMAN*

Event Selected: Welcome onboard with Captain \$CAPTAINSNAME\$

Go Back Finish: Create Event

12 Click this icon to view the event's list by chronological view.

At Sea Events Venue Print

Admin User

N, TOUR DESK POOL TEEN CLUB KIDS CLUB THEATER ART GALLERY COMEDY CLUB LIBRARY CASINO CLUB
PE ROOM ATRIUM LOUNGE LIBRARY THEATER TYPE:ENTERTAINMENT

ibbean 90 (Day 6)

Theater	Comedy Club	Atrium	Reception, Tour ...	Lounge	Library	Pool
						5:30p - 7:30p Sail Away Party
		7:00p - 8:45p Musical Appreciation: A Duet				7:15p - Teen F

13 This example showcases the merge variable added "David".

In order to change it, click on the Edit icon (next to the garbage icon).

Time	Event Name	Venue	Actions
12:00pm - 01:00pm	Lights Out	Pool, Deck 5	Trash, Edit, Eye, Share
12:00pm - 01:30pm	Welcome onboard with Captain David	Theater, Deck 5	Trash, Edit, Eye, Share
12:00pm - 05:00pm	Kids Open House	Kids Club, Deck 5	Trash, Edit, Eye, Share
12:00pm - 05:00pm	Teens Open House	Teen Club, Deck 5	Trash, Edit, Eye, Share
12:30pm - 02:30pm	Art at Sea	Butler Suites, Deck 1	Trash, Edit, Eye, Share
01:00pm - 02:15pm	Martini Mix Master Challenge	Art Gallerv. Deck 6	Trash, Edit, Eye, Share

14 Click "Merged Variables" and make the necessary changes.

DATE: 6/3/2024 LOCATION: At Sea

Edit Event

2. Enter Day Details

- Instance Information**
- Staff Assignments**
- Merged Variables**

VENUE *
Theater

START TIME *
12:00 PM

END TIME *
01:30 PM

LINEUP VENUE NAME
[Empty]

LINEUP DECK NAME
[Empty]

DISPLAY OPTIONS
Display end time

DAY
6

Private Event (Hide from Daily Plan)

15

Click "Finish: Edit Event" to save it.

The image shows a screenshot of a web form for editing an event. The form consists of several empty text input fields stacked vertically. At the bottom of the form, there is a navigation bar with three buttons: "Go Back", "Delete Event" (with a trash icon), and "Finish: Edit Event". The "Finish: Edit Event" button is highlighted with an orange circle. To the left of the buttons, there is a label "ain \$CAPTAINSNAME\$". The form is set against a light gray background with a dark gray sidebar on the right.