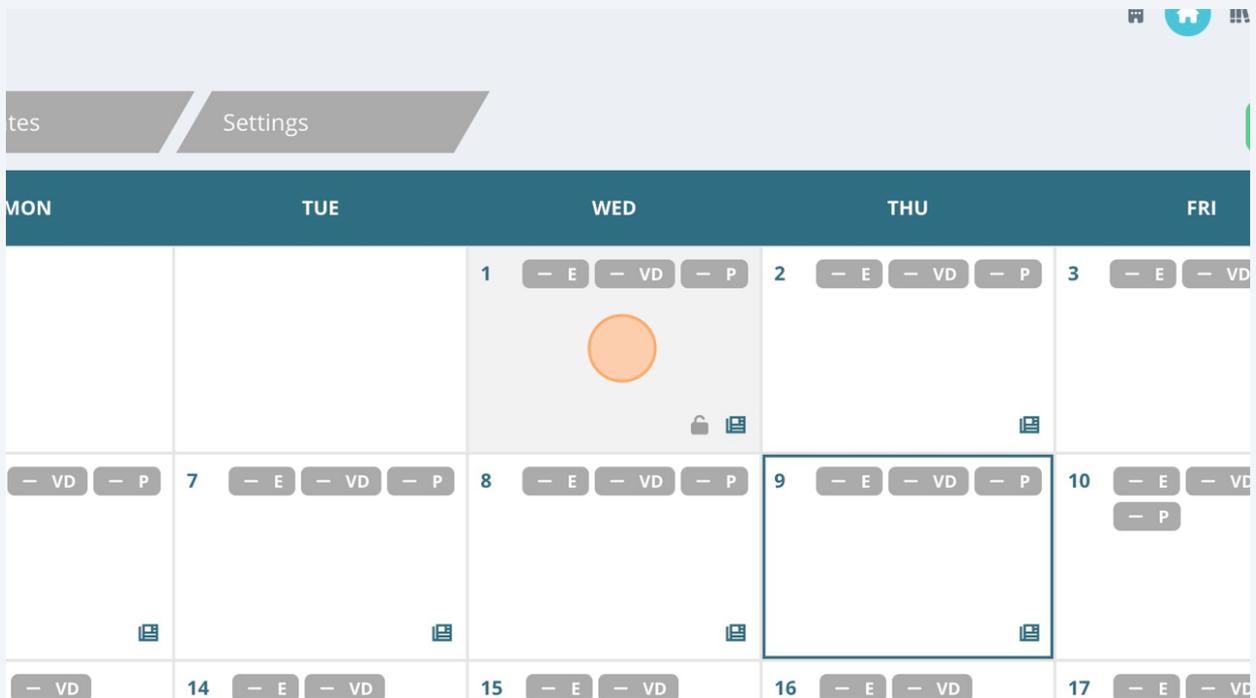


# How to add an URL to Events? (Applicable for Hotels only)

This guide provides step-by-step instructions on how to add a URL to events. It includes detailed instructions and screenshots to help users easily navigate through the process. By following these steps, users can effectively add URLs to events and enhance their guests experience.

- 1 Navigate to GO URL and go to the Canvas (Daily Planner) by clicking on the day.



## 2 Click on "Add Event".

The screenshot shows the event management interface for 'The Avenir Land'. At the top, the date is '5/1/2024' and the property is 'The Avenir Land'. There are navigation links for 'Events', 'Venue', and 'Print'. Below this is a calendar view for 'Wednesday'. The calendar grid shows time slots from 10:00 AM to 12:15 PM across five venue categories: Signature Bar, Adult Pool, Lobby Bar, Lobby Desk, and Lobby. On the left side, there is a sidebar with a menu. The 'Add Event' button is highlighted with an orange circle.

The Avenir Land		Wednesday				
		Signature Bar	Adult Pool	Lobby Bar	Lobby Desk	Lobby
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						

## 3 Select the event from the "Existing Event" list or "Create a New Event".

The screenshot shows the 'Add Event' modal in the event management interface. The modal has two main options: 'Create a New Event' and 'Use an Existing Event'. The 'Use an Existing Event' option is selected and highlighted with an orange circle. Below this, there is a list of event types with radio buttons next to each. The 'Maker Workshop' option is highlighted with an orange circle. The list includes: Maker Workshop, Camp Junior, Kids Dinner, Dodge Ball, BBQ Picnic and Fun!, Basketball, Billiards Tournaments, Kid's Movie and Popcorn, Movie, Folkloric Show, Karaoke, Sweat N' Soul Music, League of Legends Pool Party, and Rock On with Elvis!

- 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.

- Maker Workshop
- Camp Junior
- Kids Dinner
- Dodge Ball
- BBQ Picnic and Fun!
- Basketball
- Billiards Tournaments
- Kid's Movie and Popcorn
- Movie
- Folkloric Show
- Karaoke
- Sweat N' Soul Music
- League of Legends Pool Party
- Rock On with Elvis!

#### 4 After selecting or creating the event, click "Next: Enter Event Details".

to invent, create and discover through guided instruction as small groups. Activities include the science of slime, the exploration, and more!

DISPLAY OPTIONS  
Display end time

- Maker Workshop
- Camp Junior
- Kids Dinner
- Dodge Ball
- BBQ Picnic and Fun!
- Basketball
- Billiards Tournaments
- Kid's Movie and Popcorn
- Movie
- Folkloric Show
- Karaoke
- Sweat N' Soul Music
- League of Legends Pool Party
- Rock On with Elvis!
- Meet for Sea Kayaking
- Meet for Snorkeling
- Meet for Deep Sea Diving
- Meet for City Tour

shop

Typeahead Filter Mode: Any

Next: Enter Event Details

#### 5 Copy and paste the URL into the "Click Through Link" field.

### 2. Enter Day Details

Instance Information

Staff Assignments

VENUE \* Comedy Club

START TIME \* 12:00 AM

END TIME \* 02:00 AM

LINEUP VENUE NAME

LINEUP FLOOR NAME

DISPLAY OPTIONS  
Display end time

CLICK THROUGH LINK

Private Event (Hide from Daily Plan)

## 6 Click "Finish: Create Event".

DATE: 5/1/2024 PROPERTY: The Avenir Land

Add Event  
2. Enter Day Details

Instance Information Staff Assignments Merged Variables

VENUE \* START TIME \* END TIME \*

Comedy Club 12:00 AM 02:00 AM

LINEUP VENUE NAME LINEUP FLOOR NAME DISPLAY OPTIONS

Display end time

CLICK THROUGH LINK

<http://gostaging.sparkcooperative.com/property/5e876611a709ea71882c5168/planner/itinerary/65734ef0a70e3629c9bb24ac/65734ef0a70e3629>

Private Event (Hide from Daily Plan)

Event Selected: Maker Workshop

Go Back Finish: Create Event



"Note: The word or phrase must be pre-selected, such as 'Book Now'. Whenever a URL is added to an event, it will display in the Digital Daily Program as 'Book Now'. Clicking on it will redirect guests to the URL added in the event."