

GO by Spark - How to add events on the Canvas? GO Version: v1.17.1

The Canvas is an Interactive and Collaborative Modeling Tool that enables teams to plan, analyze, and manipulate the ideal guest experience. Use this feature to create the ideal day including adding hours of operations, daily events, and staff.

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

ARRIVAL	DEPARTURE	TEMPLATES	ACTIONS
--	07:00pm	Events — Venue — Print	
--	--	Events — Venue — Print	
09:00am	05:00pm	Events — Venue — Print	
08:00am	04:00pm	Events Venue Print	
10:00am	06:00pm	Events — Venue — Print	
--	--	Events Venue Print	
09:00am	08:00pm	Events Venue Print	
07:00am	--	Events — Venue — Print	
--	05:00pm	Events — Venue Print	

2 Click "Add Event".

DATE: **5/20/2024** LOCATION: **George Town** 🔗 Events 🔗 Venue 🔗 Print

✖ CLEAR ALL FILTERS ✖ POOL ✖ TEEN CLUB ✖ KIDS CLUB ✖ THEATER ✖ ART GALLERY ✖ COMI

✖ THEATER ✖ TYPE:ENTERTAINMENT

The Avenir

7 Night West Caribbean 89 (Day 4)

	Escape Room	Theater	Comedy Club	Atrium	Lounge
10:00 AM					
10:15 AM					
10:30 AM		10:30 - 11:30 Trivia at Sea!			
10:45 AM					
11:00 AM					
11:15 AM					
11:30 AM					
11:45 AM					
12:00 PM					
12:15 PM					



Tip! Please note that you can also add events by double-clicking on the desired venue and time in the calendar view, or by clicking the 3-lines icon in the upper right corner. Use the "+" icon to add events and see them in chronological order.

3 Click this text field and type the event's name to find it.

024 LOCATION: **George Town** Events Venue Print

Add Event

1. Select Event

TITLE * Clear Form

DESCRIPTION

DURATION (MINUTES) * +

DISPLAY OPTIONS

SEGMENT

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

4 Click the checkbox to select the event.

Events Venue Print

Add Event

1. Select Event

TITLE * Clear Form

DESCRIPTION

DURATION (MINUTES) * +

DISPLAY OPTIONS

Create a New Event

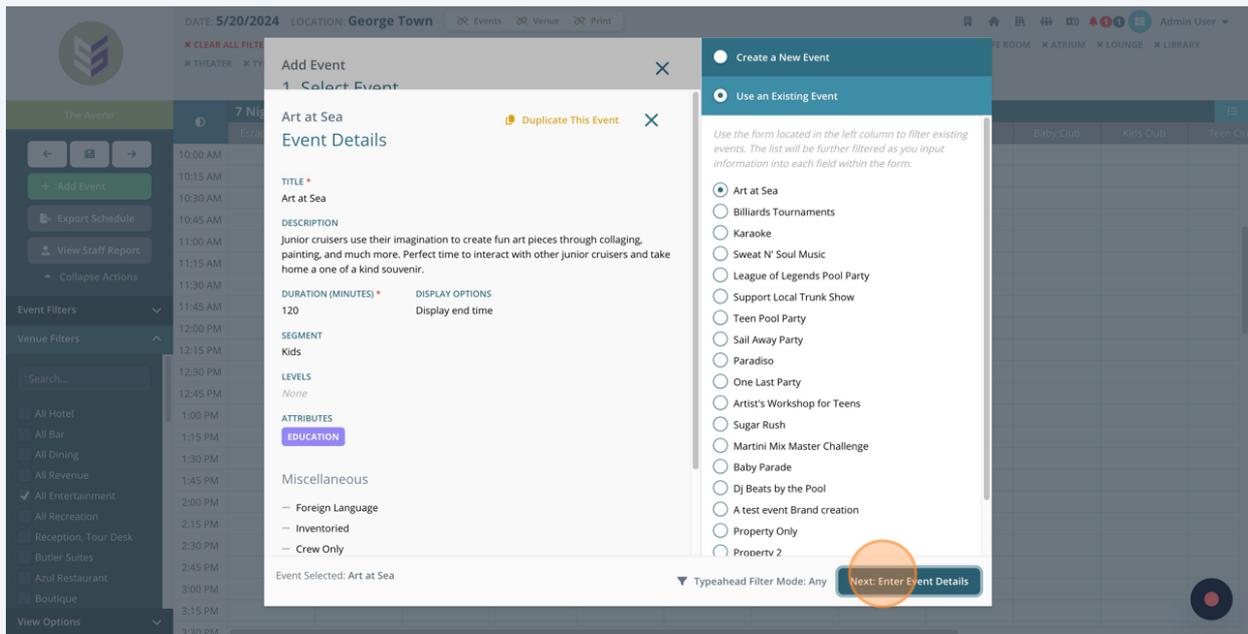
Use an Existing Event

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
- Billiards Tournaments
- Karaoke
- Sweat N' Soul Music
- League of Legends Pool Party
- Support Local Trunk Show
- Teen Pool Party
- Sail Away Party
- Paradise

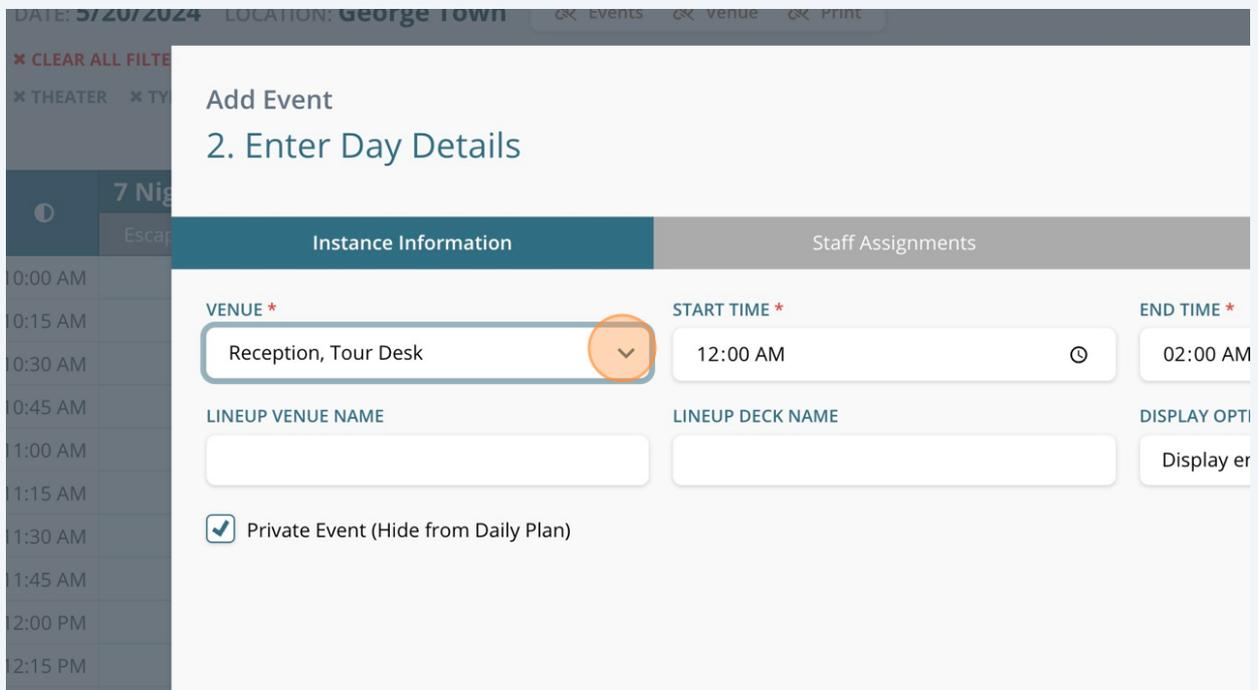
5

Verify the Event Details on the left to ensure the correct event was selected, if not go back and search again. If yes, click "Next: Enter Event Details".

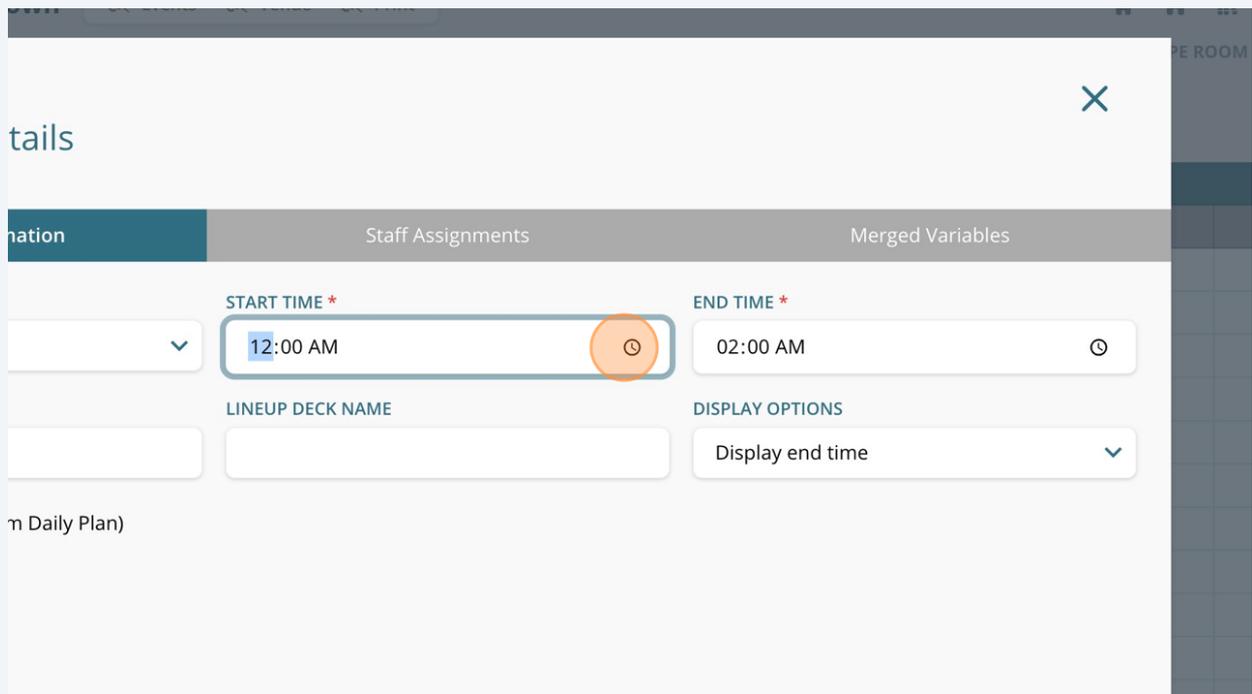


6

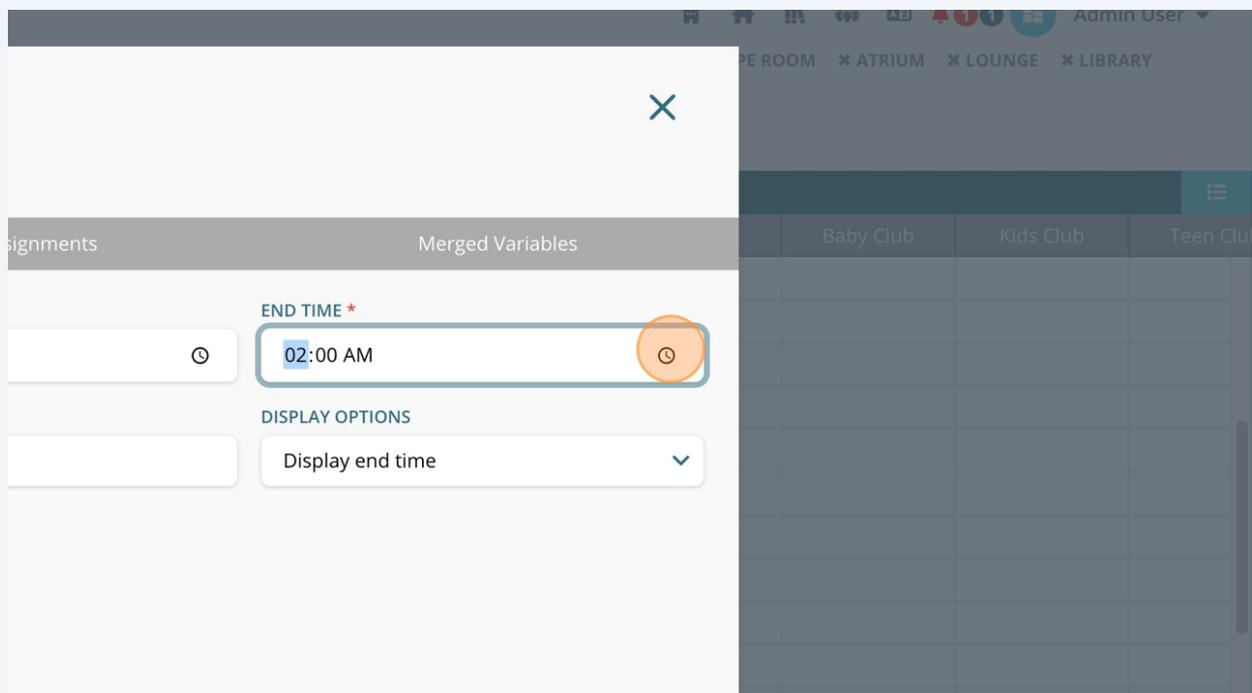
Click this dropdown to select the venue.



7 Click the clock icon to edit the "Start Time".



8 Click the clock icon to edit the "End Time".



9

Click this dropdown to choose how the hours populate in the guest facing communication.

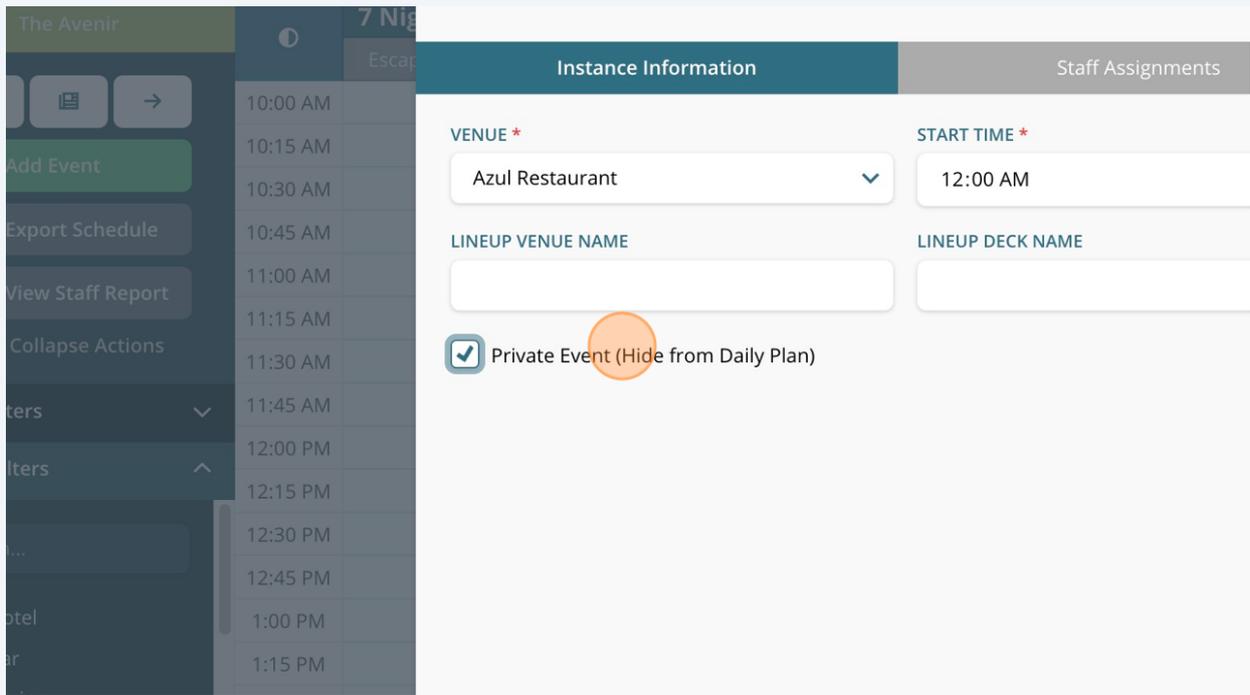
The screenshot shows a software interface with a 'Merged Variables' section. It contains two input fields: 'END TIME *' with the value '02:00 AM' and 'DISPLAY OPTIONS' with the value 'Display end time'. An orange circle highlights the dropdown arrow of the 'DISPLAY OPTIONS' field. To the right, a grid is visible with columns labeled 'Baby Club', 'Kids Club', and 'Teen Club'.

10

The options labeled "Lineup Venue Name" and "New Deck Name" allow users to rename the Venue and Deck on a day level.

The screenshot shows a software interface titled '2. Enter Day Details'. It has two tabs: 'Instance Information' and 'Staff Assignments'. Under 'Instance Information', there are fields for 'VENUE *' (Azul Restaurant), 'START TIME *' (12:00 AM), 'LINEUP VENUE NAME' (empty), and 'LINEUP DECK NAME' (empty). A checkbox labeled 'Private Event (Hide from Daily Plan)' is checked. An orange circle highlights the 'LINEUP VENUE NAME' input field. On the left, a vertical list of times is visible, including 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, 12:30 PM, 12:45 PM, and 1:00 PM.

11 Click this checkbox to hide this event from the guest facing communication.



12 Click "Finish: Create Event" when finished.

