

# GO by Spark - How to add events on the canvas?

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)

2 Click "Add Event".

The screenshot displays the GO by Spark Canvas interface for 'The Avenir' on '01/26/2023' at 'Cozumel'. The interface includes a sidebar with navigation icons and buttons for 'Add Event', 'Export Schedule', and 'Staff Report'. The main area shows a calendar view for '7 Night West Caribbean 49 (Day 5)' with columns for 'Reception, Tour...', 'Butler Suites', 'Azul Restaurant', 'Boutique', and 'Café'. A time slot from 12:30 PM to 3:30 PM is highlighted with an event titled 'The Avenir Bottomless Brunch'. The 'Add Event' button is circled in orange.

**i** 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.

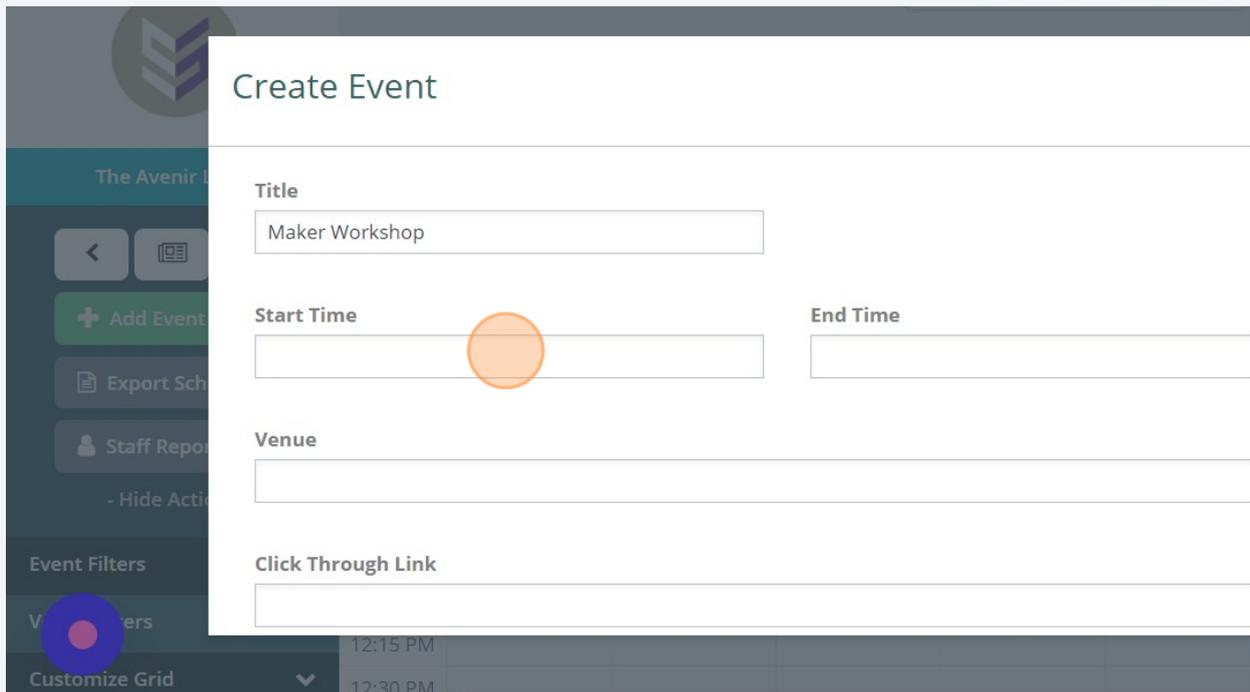
- 3 Click the "Title" field and write the name of the event to be scheduled.

The screenshot shows a mobile application interface for creating an event. At the top, it displays 'DATE: 2/4/2024' and 'PROPERTY: The Avenir Land'. Below this is a 'Create Event' modal form. The form has several input fields: 'Title', 'Start Time', 'End Time', 'Venue', and 'Click Through Link'. An orange circle highlights the 'Title' input field. The background shows a sidebar with navigation options like 'Add Event', 'Export Sch', 'Staff Repo', and 'Event Filters'.

- 4 Also, users have the option of selecting from the drop-down.

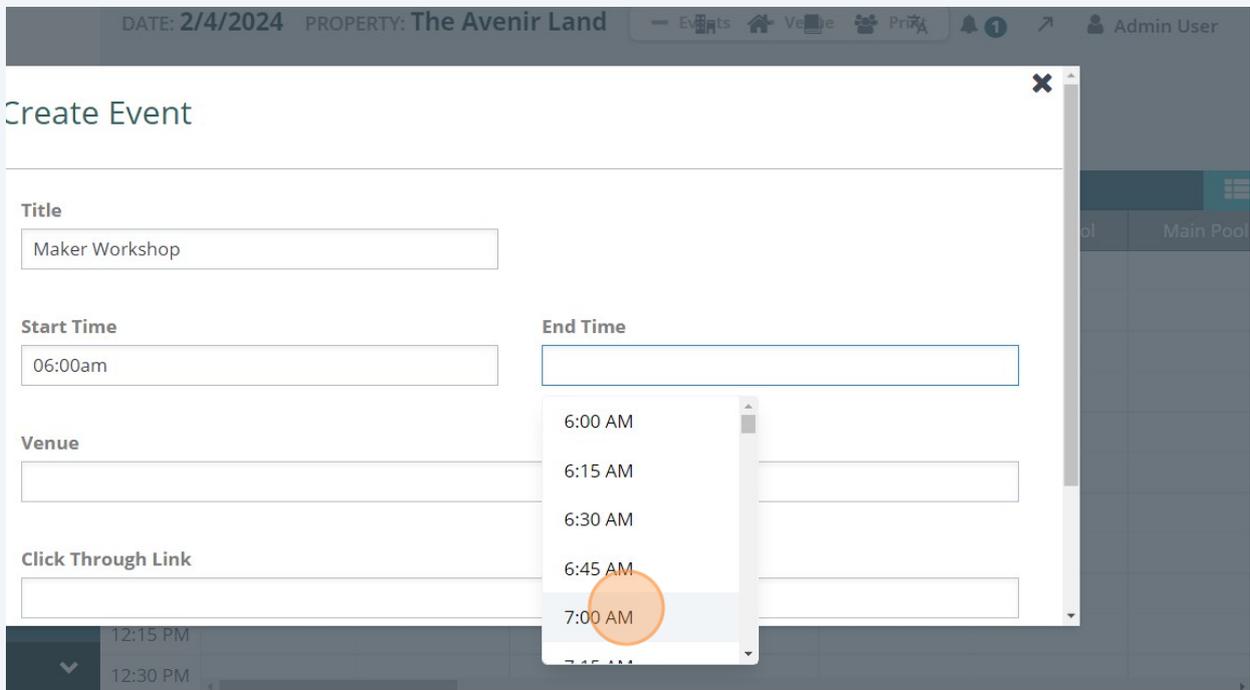
This screenshot is similar to the previous one, but with a dropdown menu open over the 'Title' field. The dropdown menu lists several event options: 'Maker Workshop', 'Camp Junior', 'Kids Dinner', 'Dodge Ball', and 'BBQ Picnic and Fun!'. An orange circle highlights the 'Maker Workshop' option. The rest of the form and background are identical to the previous screenshot.

5 Click the "Start Time" field.



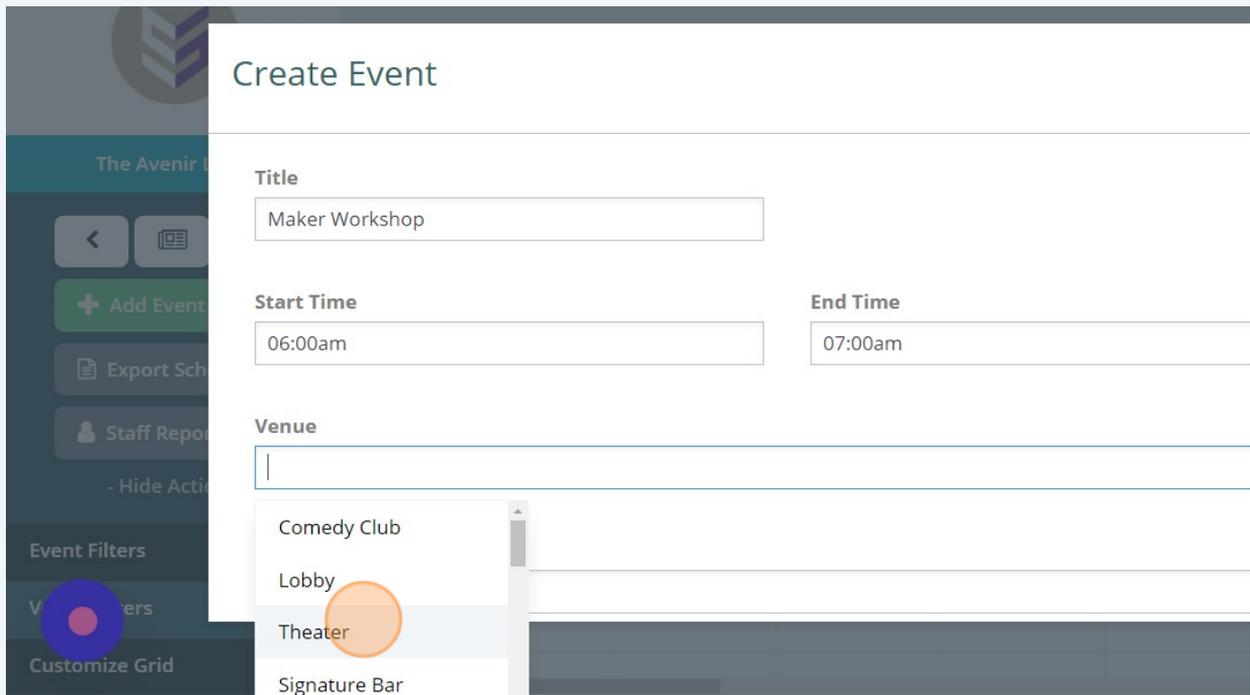
The screenshot shows a mobile application interface for creating an event. The form is titled "Create Event" and contains several input fields: "Title" (with "Maker Workshop" entered), "Start Time", "End Time", "Venue", and "Click Through Link". The "Start Time" field is highlighted with an orange circle. The background shows a sidebar with navigation options like "Add Event", "Export Schedule", and "Staff Report".

6 Write or select the "Start Time" and "End Time" from the drop-down.



The screenshot shows the same "Create Event" form, but now the "End Time" field has a dropdown menu open. The dropdown lists times from 6:00 AM to 7:00 AM, with "7:00 AM" highlighted by an orange circle. The "Start Time" field now contains "06:00am". The background shows the top navigation bar with "DATE: 2/4/2024" and "PROPERTY: The Avenir Land".

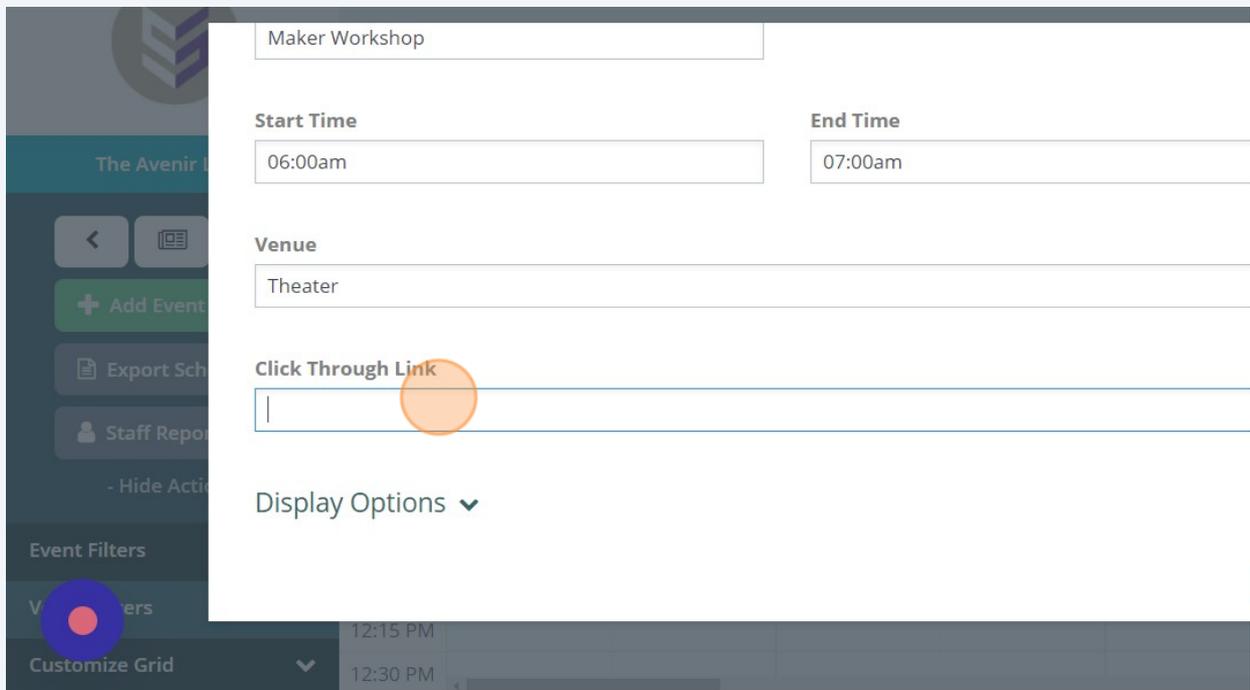
7 Select the venue where the event is taking place.



The screenshot shows the 'Create Event' form with the following fields:

- Title:** Maker Workshop
- Start Time:** 06:00am
- End Time:** 07:00am
- Venue:** A dropdown menu is open, showing options: Comedy Club, Lobby, Theater (highlighted with an orange circle), and Signature Bar.

8 Add an URL here if for instances the event requires a reservation. This way it will display in the guest facing communication as a link.



The screenshot shows the 'Create Event' form with the following fields:

- Title:** Maker Workshop
- Start Time:** 06:00am
- End Time:** 07:00am
- Venue:** Theater
- Click Through Link:** An empty text input field with an orange circle highlighting it.
- Display Options:** A dropdown menu with a downward arrow.

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On Display Option, users have the ability to hide the event from the print program, change the deck name of the venue, change the venue name, and choose how the hours of operation populate.

Theater

Click Through Link

Display Options ^

Private Event (Hide from Daily Plan)

Display Floor Name As (Lineup)  Display Venue Name As (Lineup)

Unassigned  Display End Time  Do NOT Display End Time  Display as 24/7  Ends

The background shows a sidebar with 'The Avenir Land' and a grid with times 12:15 PM and 12:30 PM.

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Click "Next" when finished.

DATE: 2/4/2024 PROPERTY: The Avenir Land

Theater

Click Through Link

Display Options ^

Private Event (Hide from Daily Plan)

Display Floor Name As (Lineup)  Display Venue Name As (Lineup)

Unassigned  Display End Time  Do NOT Display End Time  Display as 24/7  Ends Late

Next

The background shows a sidebar with 'The Avenir Land' and a grid with times 12:15 PM and 12:30 PM.

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Select the staff required for the event if applicable. Also, add the "Function" of the staff member which is a summary of their duty during the event. Click "Submit" when event is finalized.

Create Event

Event Time: 06:00am - 08:00am

Amount	Staff	Begin/End Time	Function
1	Teen Staff A	5:35am to 6:00am	
1	Teen Staff B	6:00am to 8:00am	
1	Kids Staff A	7:15am to 8:25am	

+ Add Staff

Save changes for:  This Occurrence Only  All Occurrences

Previous Submit