

# GO by Spark - How to create Events on the canvas? GO Version: v1.17.1 Scribe<sup>®</sup>

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

| ARRIVAL | DEPARTURE | TEMPLATES  | ACTIONS |
|---------|-----------|--|---------|
| --      | 07:00pm   | <a href="#">Events</a> - Venue - Print                             |         |
| --      | --        | <a href="#">Events</a> - Venue - Print                             |         |
| 09:00am | 05:00pm   | Events - Venue - Print   |         |
| 08:00am | 04:00pm   | Events  Venue  Print   |         |
| 10:00am | 06:00pm   | Events - Venue - Print   |         |
| --      | --        | <a href="#">Events</a> <a href="#">Venue</a> <a href="#">Print</a> |         |
| 09:00am | 08:00pm   | <a href="#">Events</a> <a href="#">Venue</a> <a href="#">Print</a> |         |
| 07:00am | --        | <a href="#">Events</a> - Venue - Print                             |         |
| --      | 05:00pm   | <a href="#">Events</a> - Venue <a href="#">Print</a>               |         |

2 Click "Add Event".

The screenshot shows a web interface for managing events at 'The Avenir'. At the top, the date is '5/20/2024' and the location is 'George Town'. There are filter buttons for 'Events', 'Venue', and 'Print'. Below this, there are several filter tags: 'CLEAR ALL FILTERS', 'POOL', 'TEEN CLUB', 'KIDS CLUB', 'THEATER', 'ART GALLERY', 'COMI', 'THEATER', and 'TYPE:ENTERTAINMENT'. The main content area is a calendar for '7 Night West Caribbean 89 (Day 4)'. The calendar has columns for 'Escape Room', 'Theater', 'Comedy Club', 'Atrium', and 'Lounge'. The rows represent time slots from 10:00 AM to 12:15 PM. On the left side of the calendar, there is a sidebar with navigation buttons (back, home, forward), a green '+ Add Event' button (circled in orange), 'Export Schedule', 'View Staff Report', and 'Collapse Actions'. Below the sidebar are 'Event Filters' and 'Venue Filters' sections.



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.



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Although the mandatory fields are only "Title" and the "Duration(minutes)", please provide as much information as you have.

The screenshot shows a mobile application interface for creating an event. On the left, a calendar sidebar displays a grid of time slots from 10:00 AM to 1:30 PM. The main form on the right contains the following fields:

- TITLE \***: A text input field containing "ARt".
- DESCRIPTION**: A large text area for entering details.
- DURATION (MINUTES) \***: A numeric input field showing "0" with a minus sign on the left and a plus sign on the right. An orange circle highlights the plus sign.
- DISPLAY OPTIONS**: A dropdown menu currently set to "Display end time".
- SEGMENT**: A dropdown menu currently set to "None".
- LEVELS**: A search input field with the placeholder text "Search by level name...".
- ATTRIBUTES**: A search input field with the placeholder text "Search by attribute name...".

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Such as, choose how the event should populate the opening hours on the guest facing communication.

This screenshot shows the same event creation form as in step 4, but with the 'DISPLAY OPTIONS' dropdown menu open. An orange circle highlights the downward arrow of the dropdown. The dropdown menu lists the following options:

- create and select this event.
- Create & Select New Event

**6** Choose the segment by clicking this dropdown.

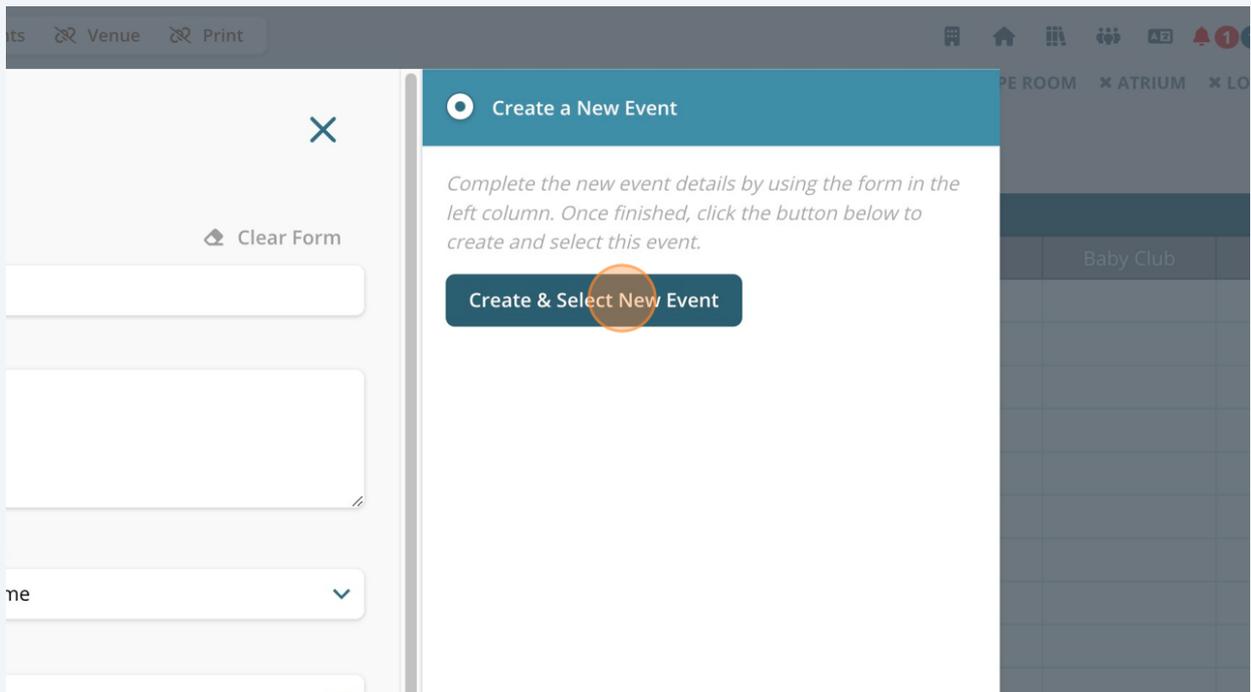
The screenshot shows a software interface with a calendar grid on the left and a configuration panel on the right. The calendar grid has a dark background with white text for times from 10:15 AM to 2:45 PM. The configuration panel is light gray and contains several sections: 'DESCRIPTION' with a text input field; 'DURATION (MINUTES) \*' with a numeric input field set to '0' and minus/plus buttons; 'DISPLAY OPTIONS' with a dropdown menu set to 'Display end time'; 'SEGMENT' with a dropdown menu set to 'None', which is highlighted with an orange circle; 'LEVELS' with a search input field 'Search by level name...'; and 'ATTRIBUTES' with a search input field 'Search by attribute name...'. At the bottom of the configuration panel, the text 'Miscellaneous' is visible.



Tip! Selecting the segment enhances the view in the canvas (Daily Planner). Each segment is associated with a color, making it easy to distinguish events by color when viewing the canvas.

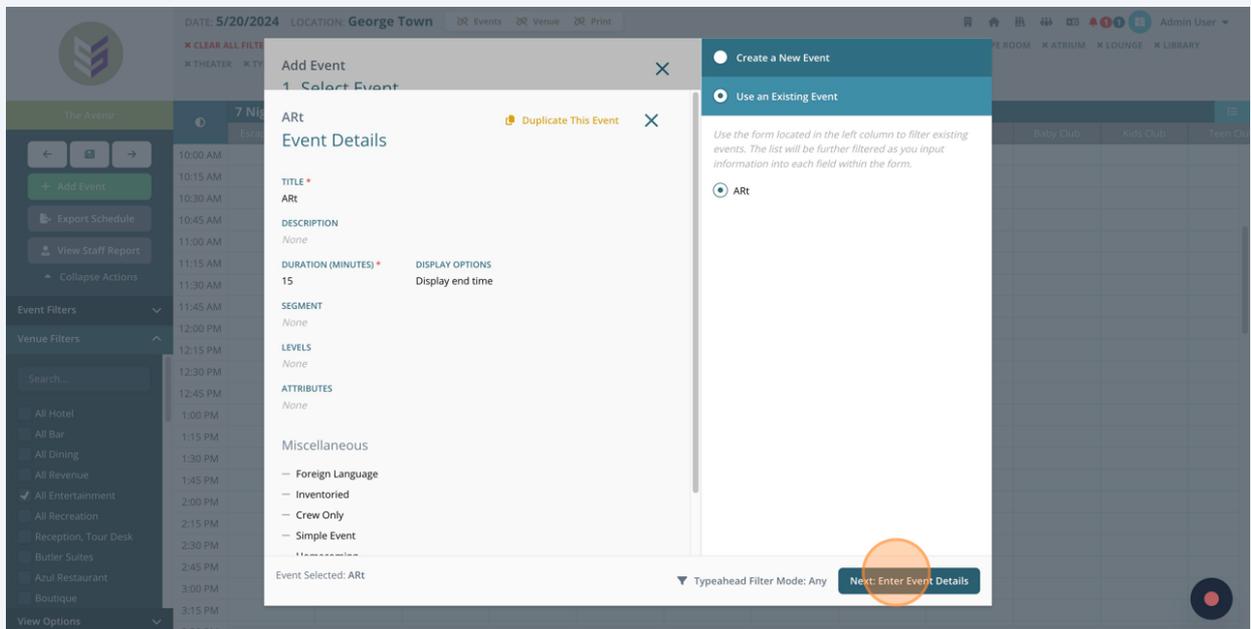
7

Click "Create & Select New Event" when finished entering all the information for the event.



8

Click "Next: Enter Event Details" after reviewing the inserted information.



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Enter the day details and click "Finish: Create Event" to add it to the canvas.

