

GO by Spark - How to delete an event 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.

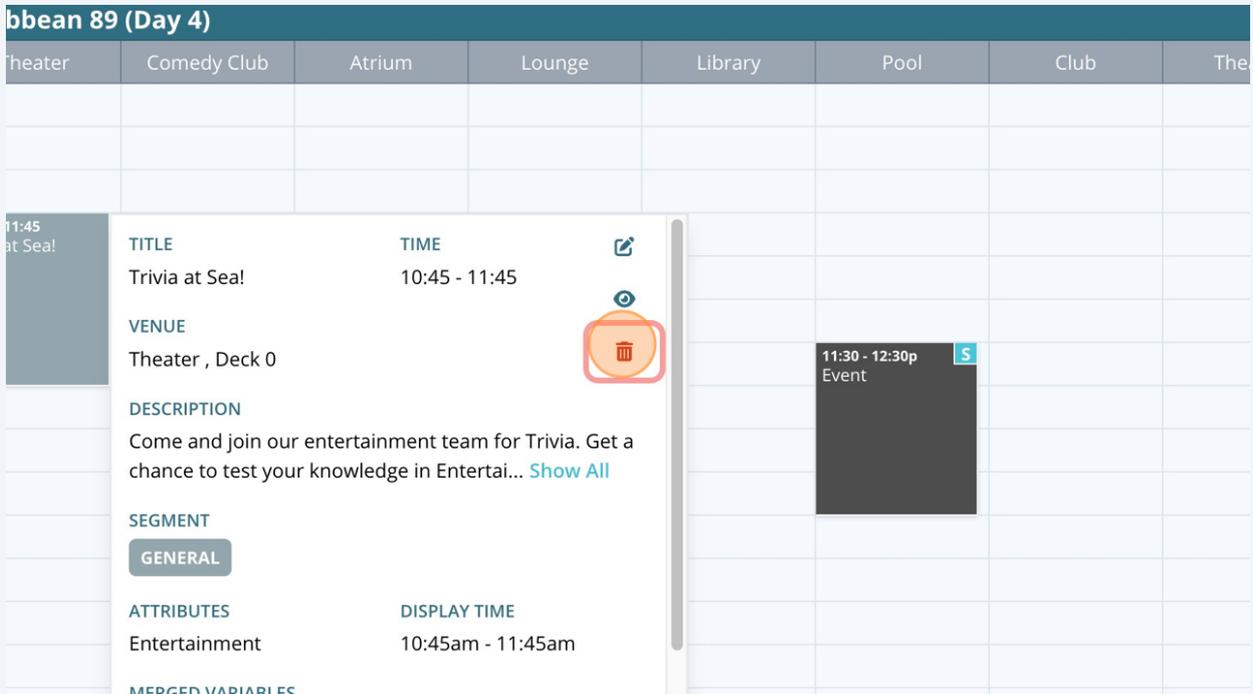
1 Navigate to your GO URL and go to the Canvas (Daily Planner).

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	

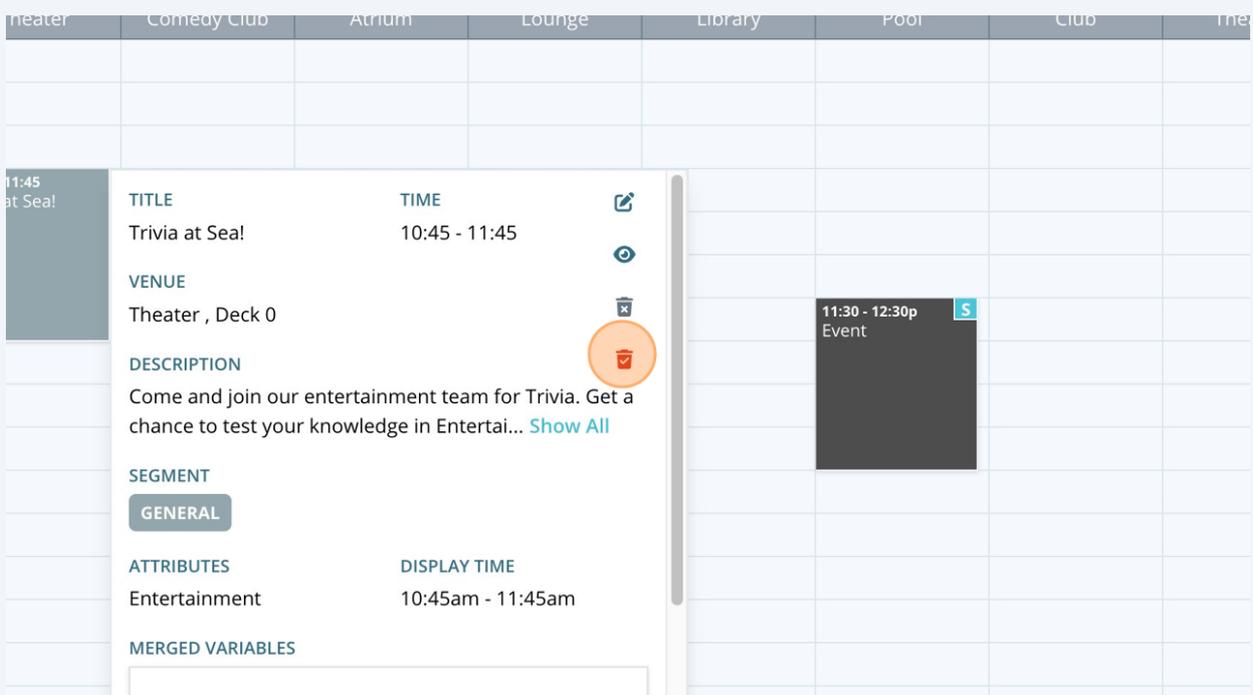
2 Users can delete an event in three ways:

First option:

Hover your mouse over the event to display the event information, then click the garbage icon;



3 Click here to confirm your wish to delete this event from the canvas.



4 Second option:

Double-click the event itself to open the "Edit Event" box.

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					
10:45 AM		10:45 - 11:45 Trivia at Sea!			
11:00 AM					
11:15 AM					
11:30 AM					
11:45 AM					
12:00 PM					
12:15 PM					
12:30 PM					
12:45 PM					

TITLE Trivia at Sea! **TIME** 10:45 - 11:45

VENUE Theater, Deck 0

DESCRIPTION Come and join our entertainment team for Trivia. Get a chance to test your knowledge in Entertai... [Show All](#)

SEGMENT GENERAL

ATTRIBUTES **DISPLAY TIME**

5 Click here to delete the event.

10:45 AM 11:45 AM

LINEUP DECK NAME

DISPLAY OPTIONS

Display end time

Daily Plan)

Go Back **Delete Event** Finish: Edit Event

6 Click "Yes" to confirm your wish to delete this event from the canvas.

The screenshot shows a web interface for managing events. At the top, there are three input fields: a dropdown menu, a time field set to "10:45 AM", and another time field set to "11:45 AM". Below these are three sections: "NAME" with an empty input field, "LINEUP DECK NAME" with an empty input field, and "DISPLAY OPTIONS" with a dropdown menu set to "Display end time". A modal dialog box is centered on the screen with an orange header that says "? Question". The main text of the dialog asks, "Are you sure you wish to delete this event from the canvas?". At the bottom of the dialog are two buttons: a blue "No" button and a blue "Yes" button with an orange highlight. The background shows a partial view of an event card with the text "vent (Hide from Daily Plan)".

7 Third option:

Click the 3-line icon to open the chronological events view.

The screenshot shows a web interface for a chronological events view. At the top right, there is a navigation bar with icons for a calendar, home, list, group, and a notification bell with two red circles containing the number "1". The user name "Admin User" is displayed next to a dropdown arrow. Below the navigation bar is a horizontal menu with several items, each preceded by a small 'x' icon: "MEDY CLUB", "LIBRARY", "CASINO", "CLUB", "ZIPLINE", "BABY CLUB", "ESCAPE ROOM", "ATRIUM", "LOUNGE", and "LIBRARY". Below the menu is a dark teal header bar with a 3-line menu icon on the right side, which is circled in orange. Below the header bar is a grid with columns labeled "Age", "Library", "Pool", "Club", "Theater", "Baby Club", "Kids Club", and "Teen Clu". The grid is mostly empty, but there is a dark grey event block in the "Pool" column for the time "11:30 - 12:30p" with a small blue square containing the letter "S" next to it.

8

Click the garbage icon to delete the event from the canvas.

MEDY CLUB x LIBRARY x CASINO x CLUB x ZIPLINE x BABY CLUB x ESCAPE ROOM x ATRIUM x LOUNGE x LIBRARY

+ DAILY SCHEDULE [Close]

Search by title or venue...

10:30am	Art at Sea	[Trash] [Edit] [Eye] [Share]
11:30am	Sky Bar , Deck 0	
10:45am	Trivia at Sea!	[Trash] [Edit] [Eye] [Share]
11:45am	Theater , Deck 0	
11:15am	Art at Sea	[Trash] [Edit] [Eye] [Share]
01:15pm	Retail Shop 1, Deck 0	
11:30am	TEST	[Trash] [Edit] [Eye] [Share]
11:40am	Coffee Shop, Deck 5	
11:30am	Event	[Trash] [Edit] [Eye] [Share]
12:30pm	Pool, Deck 5	
11:30am	Maker Workshop - Christmas	[Trash] [Edit] [Eye] [Share]
01:17pm	Sky Bar , Deck 0	