

GO by Spark - How to edit and replace an event on 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 open the 'Edit Event' box in three ways:

1. Double-click the event itself;

The screenshot shows a calendar interface for 'The Avenir' with filters for 'THEATER' and 'TYPE:ENTERTAINMENT'. The calendar is titled '7 Night West Caribbean 89 (Day 4)'. A grid shows time slots from 10:00 AM to 12:45 PM across venues: Escape Room, Theater, Comedy Club, Atrium, and Lounge. An event '10:30 - 11:30 Trivia at Sea!' is highlighted in the Theater column. An edit box is open over the event, displaying details: TITLE 'Trivia at Sea!', TIME '10:30 - 11:30', VENUE 'Theater , Deck 0', and DESCRIPTION 'Come and join our entertainment team for Trivia. Get a chance to test your knowledge in Entertai... Show All'. The edit box has a 'SIMPLE' tab and an 'EDIT' icon.

3 2. Hover your mouse over the event to display the event information, then click the edit icon;

The screenshot shows a calendar interface with filters for 'THEATER', 'ART GALLERY', 'COMEDY CLUB', 'LIBRARY', 'CASINO', 'CLUB', 'ZIPLINE', and 'BABY CLUB'. The calendar is titled 'bbean 89 (Day 4)'. A grid shows time slots from 10:00 AM to 12:45 PM across venues: Theater, Comedy Club, Atrium, Lounge, Library, Pool, Club, and Theater. An event '11:30 - 12:30p Event' is highlighted in the Theater column. An edit box is open over the event, displaying details: TITLE 'Trivia at Sea!', TIME '10:30 - 11:30', VENUE 'Theater , Deck 0', and DESCRIPTION 'Come and join our entertainment team for Trivia. Get a chance to test your knowledge in Entertai... Show All'. The edit box has a 'SIMPLE' tab and an 'EDIT' icon.

4

3. Click the 3-line icon to open the chronological events view, then click the edit icon.

The screenshot shows a 'DAILY SCHEDULE' window with a search bar and a list of events. The events listed are:

Time	Event Title	Venue	Actions
10:30am - 11:30am	Trivia at Sea!	Theater , Deck 0	Trash, Edit (highlighted), Eye, Share
11:15am - 01:15pm	Art at Sea	Retail Shop 1, Deck 0	Trash, Edit, Eye, Share
11:30am - 11:40am	TEST	Coffee Shop, Deck 5	Trash, Edit, Eye, Share
11:30am - 12:30pm	Event	Pool, Deck 5	Trash, Edit, Eye, Share
11:30am - 01:17pm	Maker Workshop - Christmas	Sky Bar , Deck 0	Trash, Edit, Eye, Share

5

Using any of the three methods will open the 'Edit Event' box. Here, users can make the necessary changes to the event.

The screenshot shows the 'Edit Event' form with the following details:

- DATE: 5/20/2024 LOCATION: George Town
- Section: 2. Enter Day Details
- Instance Information: VENUE * (Theater), START TIME * (10:30 AM), END TIME * (11:30 AM)
- Staff Assignments: LINEUP VENUE NAME, LINEUP DECK NAME
- Merged Variables: DISPLAY OPTIONS (Display end time)
- DAY: 4
- Private Event (Hide from Daily Plan):



Tip! By clicking the 'DAY' dropdown, users can transfer this event to another day of the cruise, which is especially useful when an event is being postponed.

6

Click "Finish: Edit Event" to save your changes.

The screenshot shows a mobile application interface for editing an event. At the top, there are two time selection fields: the first is set to 10:30 AM and the second to 11:30 AM, both with circular refresh icons. Below these are two input fields: 'LINEUP DECK NAME' and 'DISPLAY OPTIONS', which is currently set to 'Display end time'. A large dropdown menu is open, showing a list of options including 'Daily Plan', 'Deck 0', 'Deck 5', 'Christmas', and 'Deck 2'. At the bottom of the screen, there are three buttons: 'Go Back', 'Delete Event' (with a trash icon), and 'Finish: Edit Event' (with a checkmark icon). The 'Finish: Edit Event' button is highlighted with an orange circle. A dark sidebar with a red circular indicator is visible on the right side of the screen.

7

To replace the event's name while retaining the previous details, simply click on the event you wish to change.

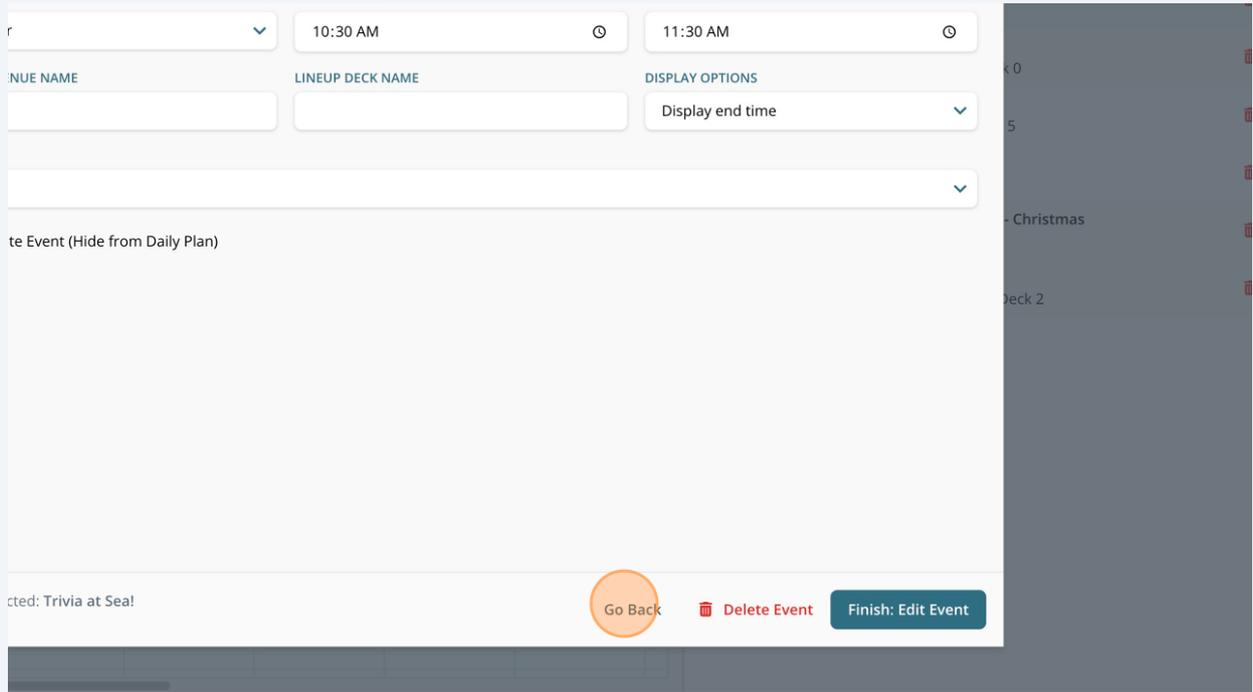
The screenshot shows a software interface with a top navigation bar containing icons for MEDY CLUB, LIBRARY, CASINO, CLUB, ZIPLINE, BABY CLUB, ESCAPE ROOM, ATRIUM, LOUNGE, and LIBRARY. A user profile 'Admin User' is visible in the top right. Below the navigation bar is a 'DAILY SCHEDULE' modal window. The modal has a search bar 'Search by title or venue...' and a list of events. The first event, 'Trivia at Sea!', is highlighted in light blue and has its 'Edit' icon (a pencil) circled in orange. Other events include 'Art at Sea', 'TEST', 'Event', and 'Maker Workshop - Christmas'. Each event entry shows a time range and a venue.

Time	Event Name	Venue	Actions
10:30am - 11:30am	Trivia at Sea!	Sky Bar , Deck 0	Delete, Edit, Hide, Share
11:15am - 01:15pm	Art at Sea	Retail Shop 1, Deck 0	Delete, Edit, Hide, Share
11:30am - 11:40am	TEST	Coffee Shop, Deck 5	Delete, Edit, Hide, Share
11:30am - 12:30pm	Event	Pool, Deck 5	Delete, Edit, Hide, Share
11:30am - 01:17pm	Maker Workshop - Christmas	Sky Bar , Deck 0	Delete, Edit, Hide, Share

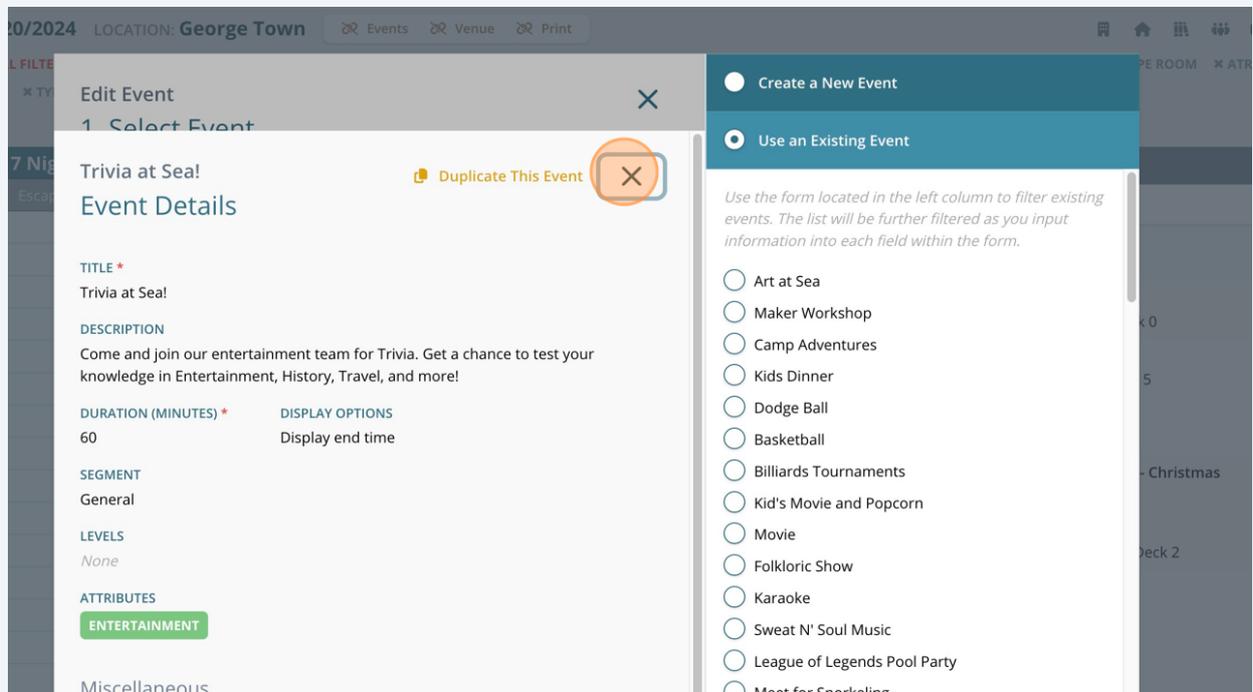


Tip! This tool is handy for changing an event while keeping its location and time intact. Users can replace the event without losing previous details, avoiding the need to delete and add a new one.

8 Click "Go Back" to navigate to the "Select Event".



9 Click here.



10

Click 'Clear Form' to erase the previous information, then type the event's name to find it.

5/20/2024 LOCATION: George Town Events Venue Print

Edit Event

1. Select Event

TITLE * Clear Form

Trivia at Sea!

DESCRIPTION

Come and join our entertainment team for Trivia. Get a chance to test your knowledge in Entertainment, History, Travel, and more!

DURATION (MINUTES) * **DISPLAY OPTIONS**

- 60 + Display end time

SEGMENT

General

LEVELS

Search by level name...

ATTRIBUTES

Search by attribute name...

- 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
- Movie
- Folkloric Show
- Karaoke
- Sweat N' Soul Music
- League of Legends Pool Party
- Meet for Snorkeling

11

Click the checkbox to select the event.

Events Venue Print

Edit Event

1. Select Event

TITLE * Clear Form

DESCRIPTION

DURATION (MINUTES) * **DISPLAY OPTIONS**

- 60 + Display end time

SEGMENT

General

LEVELS

Search by level name...

ATTRIBUTES

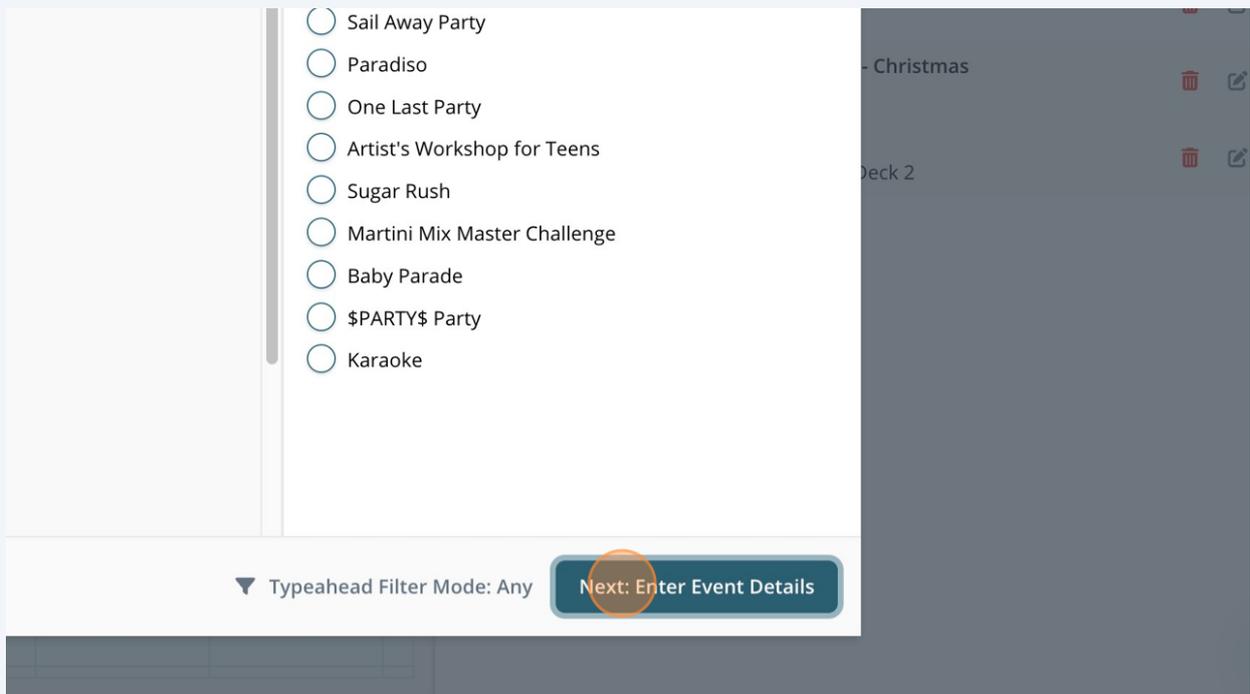
Search by attribute name...

- 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
- League of Legends Pool Party
- Teen Pool Party
- Sail Away Party
- Paradiso
- One Last Party
- Art at Sea

12 Click "Next: Enter Event Details".



13 Click "Finish: Edit Event" when finished.

