

How to create Content Information in the Canvas and the Feed Editor?

This guide is also available as a video. Click the link below to watch:

[scribehow.com/embed-preview/How to create Conte...](https://scribehow.com/embed-preview/How%20to%20create%20Conte...)

This guide provides a step-by-step process for creating Content Information in the Canvas and the Feed Editor, making it more efficient for anyone trying to create FAQs or important information to showcase to their guests.

1 Click the "Home" icon.

The screenshot shows the Scribe application interface. The top navigation bar has a 'Home' icon (a house) highlighted with an orange circle. Below the navigation bar, there are three tabs: 'Itinerary', 'Templates', and 'Settings'. The 'Itinerary' tab is active. The main content area displays a table with columns: SAILING, DATE, DAY, LOCATION, ARRIVAL, DEPARTURE, TEMPLATES, and MARKERS. The table is divided into two sections: 'COZUMEL 30' (orange background) and 'RIVIERA MAYA 30' (blue background). The 'COZUMEL 30' section contains 8 rows of data, and the 'RIVIERA MAYA 30' section contains 2 rows of data. Each row has a 'No markers' button in the 'MARKERS' column. The left sidebar shows a date selector for '2025-08-21' and a 'Load Days' button. The top right corner shows the user 'Admin User'.

SAILING	DATE	DAY	LOCATION	ARRIVAL	DEPARTURE	TEMPLATES	MARKERS
COZUMEL 30	8/11/2025	1	Miami	--	04:00pm	-- E -- VD -- C -- P	No markers
	8/12/2025	2	At Sea	--	--	🔍 E 🔍 VD 🔍 C 🔍 P	No markers
	8/13/2025	3	Isla de Roatan	12:00pm	06:00pm	-- E -- VD -- C -- P	No markers
	8/14/2025	4	Costa Maya	08:00am	06:00pm	-- E -- VD -- C -- P	No markers
	8/15/2025	5	Cozumel	07:00am	06:00pm	-- E -- VD -- C -- P	No markers
	8/16/2025	6	At Sea	--	--	-- E -- VD -- C -- P	No markers
	8/17/2025	7	At Sea	--	--	-- E -- VD -- C -- P	No markers
	8/18/2025	8	Miami	07:00am	--	-- E -- VD -- C -- P	No markers
RIVIERA MAYA 30	8/18/2025	1	Miami	--	05:00pm	-- E -- VD -- C -- P	No markers
	8/19/2025	2	At Sea	--	--	-- E -- VD -- C -- P	No markers

2

Click here to open the Canvas (Daily Calendar) for the specific day you would like to add the information in.

The screenshot shows a mobile application interface for managing a calendar. On the left, there's a dark sidebar with a 'Load Days' button and an 'Edit Itineraries' button. The main area displays a calendar grid for March 2025. The dates are listed from 3/17/2025 to 4/1/2025. The date 3/25/2025 is highlighted in blue, indicating it is the selected day. A red circle highlights the '3/25/2025' date, and another red circle highlights the 'No markers' button next to it.

3

Click here.

The screenshot shows a detailed view of the calendar for 8/12/2025. The top bar displays the date '8/12/2025' and the location 'At Sea'. The left sidebar shows 'The Avenir' and various filters. The main area displays a grid for 'COZUMEL 30 (Day 2)' with columns for Theater, Retail Shop 1, Retail Shop 2, Sky Bar, Theater, Comedy Club, Atrium, Reception, To..., and Lounge. A red circle highlights the 'Add Event' button in the sidebar.

4 Click the "Content" tab.

The screenshot shows the 'COZUMEL 30 (Day 2)' interface. The top header displays the date '8/12/2025', location 'At Sea', and various filter icons. The left sidebar contains navigation options like 'The Avenir', 'Add Event', 'Export Schedule', and 'View Staff Report'. The main area is a grid with columns for 'Theater', 'Retail Shop 1', 'Retail Shop 2', 'Sky Bar', and 'Theater'. The right panel, titled 'DAILY SCHEDULE', has tabs for 'Events', 'Venues', and 'Content'. The 'Content' tab is selected and highlighted with an orange circle. Below the tabs, there is a search bar and a list of events, including '06:00am Information from canvas'.

5 Click the "+" icon to add/create a Content Information.

This screenshot is similar to the previous one, showing the 'COZUMEL 30 (Day 2)' interface. The 'DAILY SCHEDULE' panel on the right has the 'Content' tab selected. The '+' icon in the top left corner of the 'Content' tab is highlighted with an orange circle, indicating where to click to add or create new content information. The list of events below the tabs includes items like '08:00am Quiet the Mind Yoga', '08:00am Monopoly Tournament', and '09:00am FIT Bootcamp'.

6 Click "Create a New Content"

9/3/2025 PUBLISHED LOCATION: Costa Maya

Add Content
1. Select Content

☒ Offer ☐ Message ☐ Information

NAME (PUBLIC) *

DESCRIPTION

TAGS
Search... (or create a new one)

AUDIENCE
All

☒ Create a New Content
☐ Use an Existing Content

Use the form located in the left column to filter existing contents. The list will be further filtered as you input information into each field within the form.

- ☐ Test Offer
- ☐ Test Offer 2
- ☐ Last Chance! Buy one snorkelling excursion and receive the second one at half price.
- ☐ Test Content Offer
- ☐ Offer content 1.0
- ☐ Offer content 2.0

7 Click "Information"

9/3/2025 PUBLISHED LOCATION: Costa Maya

Add Content
1. Select Content

☐ Offer ☐ Message ☒ Information

IMAGES

NAME (PUBLIC) *

DESCRIPTION *

B I U [List Icons] [Link Icon]

PRINT MESSAGING ☐ Show HTML

Paragraph [Rich Text Icons]

☒ Create a New Content

Complete the new content details by using the form in the left column. Once finished, click the button below to create and select this content.

Create & Select New Content

8

All other fields are optional.

←

→

+ Add Event

Export Schedule

View Staff Report

Collapse Actions

Event Filters

Venue Filters

Search...

All Hotel

All Bar

All Dining

All Revenue

All Entertainment

✓ All Recreation

✓ Reception, Tour Desk

✓ Butler Suites

Add Content

×

1. Select Content

● Offer

● Message

● Information

NAME (PUBLIC) *

Is WIFI available?

DESCRIPTION *

B I U

☰ ☷

🔗

Is WIFI available?

APPEARANCE

Card

PRINT MESSAGING

Show HTML

Paragraph

B I U I

☰ ☷

☰ ☷ ☷

⋮

Create a New Content

Complete the new content details by using the form in the left column. Once finished, click the button below to create and select this content.

Create & Select New Content

9

←

→

+ Add Event

Export Schedule

View Staff Report

Collapse Actions

Event Filters

Venue Filters

Search...

All Hotel

All Bar

All Dining

All Revenue

All Entertainment

✓ All Recreation

✓ Reception, Tour Desk

✓ Butler Suites

Azul Restaurant

✓ Boutique

Café

✓ Avenir Restaurant

Grill

NAME (PUBLIC) *

Is WIFI available?

DESCRIPTION *

B I U [List Icons] [Link Icon]

Is WIFI available?

APPEARANCE

Question And Answer

PRINT MESSAGING

Show HTML

Paragraph [Text Icons] [List Icons] [Table Icons] [More Icons]

Create & Select New Content

Use an Existing Content

Typeahead Filter Mode: Any

Next: Enter Content Details

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If you'd like the Content Information to display in the print program you have to create the information in the Print Messaging section as well. You will need to include the name of the Information and the description and then apply the applicable styling and formatting (as you would with Basic content) as how it is formatted here is how it will appear in the print program.

NAME (PUBLIC) *

Is WIFI available?

DESCRIPTION *

B I U [List Icons] [Link Icon]

Is WIFI available?

APPEARANCE

Question And Answer

PRINT MESSAGING

Paragraph [Show HTML]

B I U [List Icons] [Text Icons] [More Icons]

Create & Select New Content

Use an Existing Content

Typeahead Filter Mode: Any

Next: Enter Content Details

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Click "Create & Select New Content" when done.

9/3/2025 PUBLISHED LOCATION: Costa Maya

Add Content

1. Select Content

Offer Message Information

NAME (PUBLIC) *

Is WIFI available?

DESCRIPTION *

B I U [List Icons] [Link Icon]

Is WIFI available?

APPEARANCE

Question And Answer

PRINT MESSAGING

Paragraph [Show HTML]

B I U [List Icons] [Text Icons] [More Icons]

Create a New Content

Complete the new content details by using the form in the left column. Once finished, click the button below to create and select this content.

Create & Select New Content

12 Click "Next: Enter Content Details"

Content Details

● Offer ● Message ● Information

NAME (PUBLIC) *

Is WIFI available?

DESCRIPTION *

B I U [List Icons] [Link Icon]

Is WIFI available?

APPEARANCE

Question And Answer

PRINT MESSAGING

Paragraph [Rich Text Icons]

Content Selected: Is WIFI available?

Typeahead Filter Mode: Any

Next: Enter Content Details

13 In this section, you can:

- **Schedule visibility:** Set when the offer becomes visible to guests by entering a start and end time.
- **Associate a venue:** Choose the relevant venue from the dropdown list.
- **Add a Call to Action:** Include a link and label to guide guests.
- **Select channels:** Use the Endpoints section to decide where the information will appear on guest-facing channels.

Once done, click "Finish: Create Content".

The screenshot shows a web application interface for creating content. On the left is a sidebar with navigation options like 'Add Event', 'Export Schedule', and 'View Staff Report'. The main area is titled 'Add Content' and '2. Enter Day Details'. It is divided into two tabs: 'Instance Information' (active) and 'Merged Variables'. Under 'Instance Information', there are fields for 'START TIME' (06:00 AM) and 'END TIME' (05:59 AM), both with circular time pickers. Below these are 'CALL TO ACTIONS' with a checkbox for 'Default to Library'. The 'LINK*' field contains 'https://docs.sparkgo.co/' and the 'LABEL' field contains 'Click here'. There is a 'NEW TAB' checkbox which is checked. Below the link section is a '+ Add Call to Action' button. A small disclaimer text is present: '*Ensure links start with http:// or https:// if you intend the link to take the guest to a different web page. You may also create links to email or phone by using their respective addresses. For example, mailto:john.doe@example.com will open the guest's email client to send an email to john.doe@example.com. Likewise, tel:123-456-7890 will open the guest's phone book to call 123-456-7890.' At the bottom, there are two sections: 'ENDPOINTS' and 'AUDIENCE'. 'ENDPOINTS' has a checked 'Default to Library' checkbox and a list of options: 'All', 'Ddp', 'Mobile', and 'Sionaa'. 'AUDIENCE' also has a checked 'Default to Library' checkbox and an 'All' option.



Tip! If you'd like to create a Content Offer from the Feed Editor follow the below instructions.

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To create Content Information in the Feed Editor, navigate to the Feed Editor and click the red icon highlighted below.

The screenshot shows the Feed Editor interface. At the top, the date is 8/18/2025 and the location is Miami. The sidebar on the left contains navigation options like 'Export Program', 'Undo Last Change', and 'Collapse Actions'. The main content area displays a preview of 'The Spa' and 'THE Entertainment'. The sidebar on the right shows a list of content items, with 'Content' selected. The list includes 'TEST OFFER', 'TEST OFFER 2', 'TEST CONTENT OFFER', and 'THE MARKETPLACE'.

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Click the "+" icon and then follow steps 6 through 13 from above.

The screenshot shows the Feed Editor interface with the 'DAILY SCHEDULE' modal open. The modal has tabs for 'Events', 'Venues', and 'Content'. The 'Content' tab is selected, and a search bar is visible. Below the search bar, there are icons for different event types: a plus sign, a yellow circle with '2', a red circle with '0', a blue circle with '2', a green circle with '2', and a purple circle with '2'. The table below shows two events:

Time	Event Type	Event Name	Actions
06:00am 05:59am	MESSAGE	Inclimate Weather	Eye icon, Refresh icon, Link icon
06:00am 05:59am	OFFER	Test Offer 2	Eye icon, Refresh icon, Link icon

The sidebar on the right shows the 'Content' tab selected, with a list of content items including 'TEST OFFER', 'TEST OFFER 2', 'TEST CONTENT OFFER', and 'THE MARKETPLACE'.