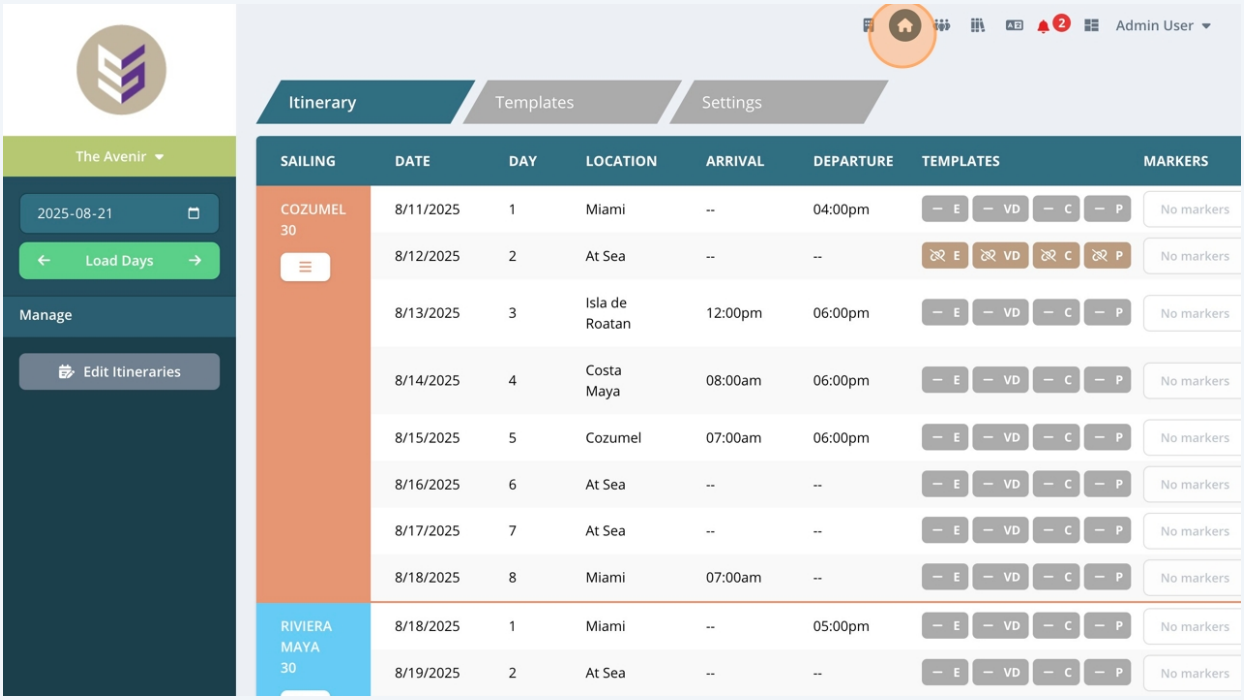
How to create and schedule a Content Message in the Canvas and the Feed Editor?

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

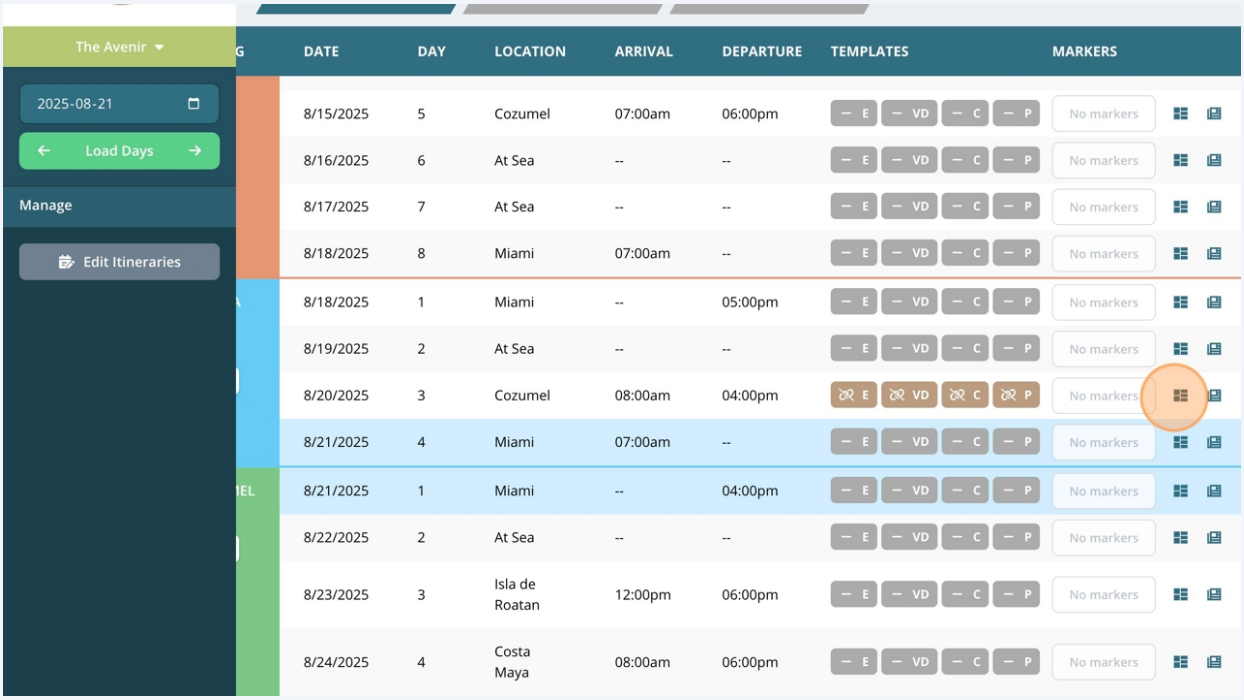
scribehow.com/embed-preview/How_to_create_and_s...

This guide provides a step-by-step process for creating a Content Message in the Canvas and the Feed Editor. This highlights our new trigger message feature that allows scheduling visibility times, making it a great tool for users looking to enhance their messaging strategies. By following this guide, you'll streamline content delivery and improve engagement with your target audience, all while utilizing various digital platforms effectively.

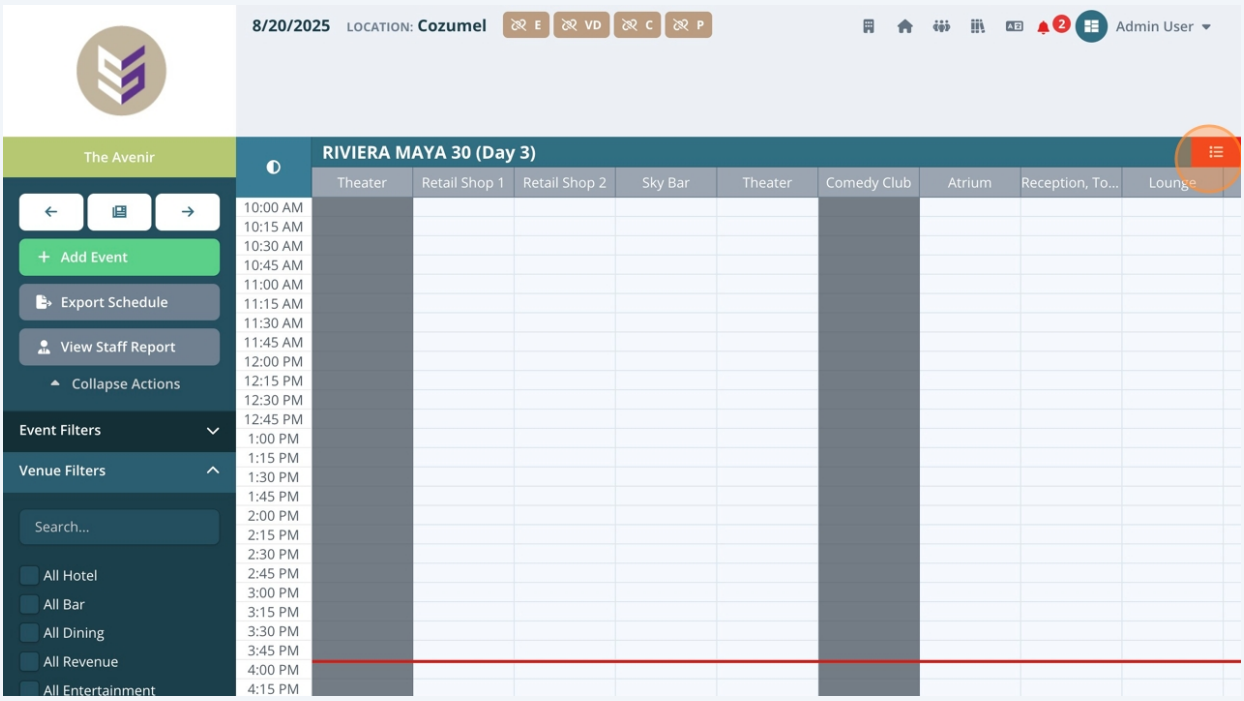
1 Click on the "Home" icon.



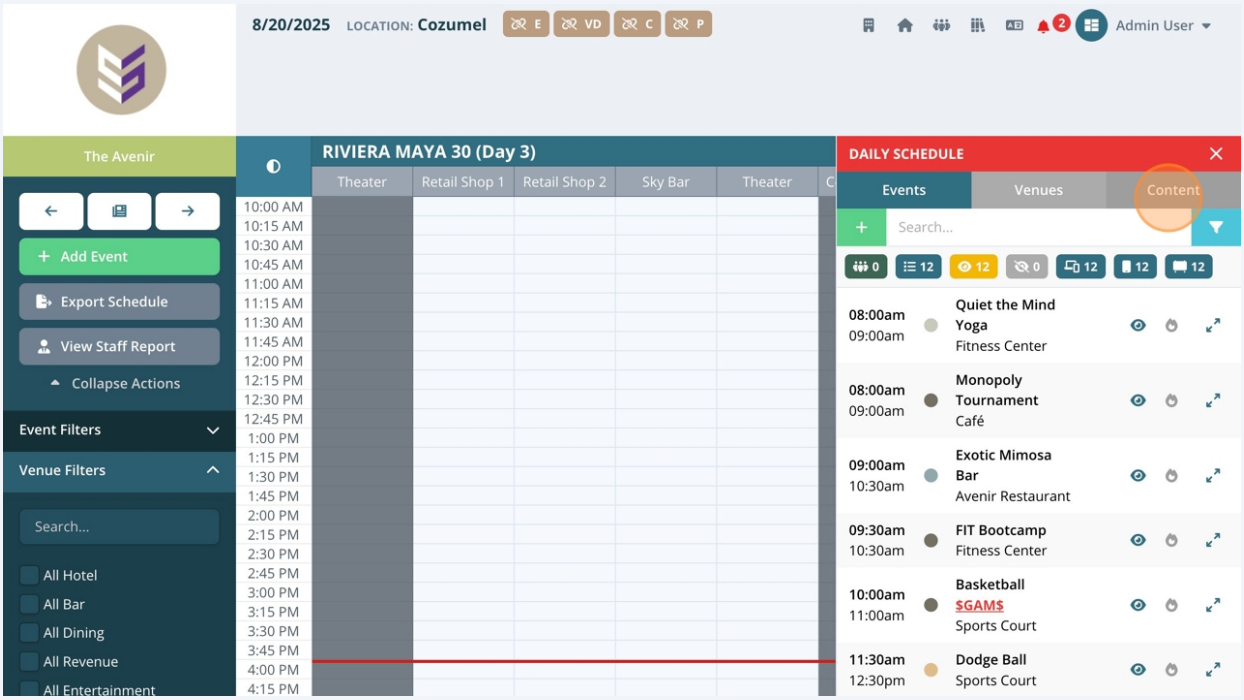
2 Click here to open the Canvas (Daily Calendar) for the day you would like to create a message in.



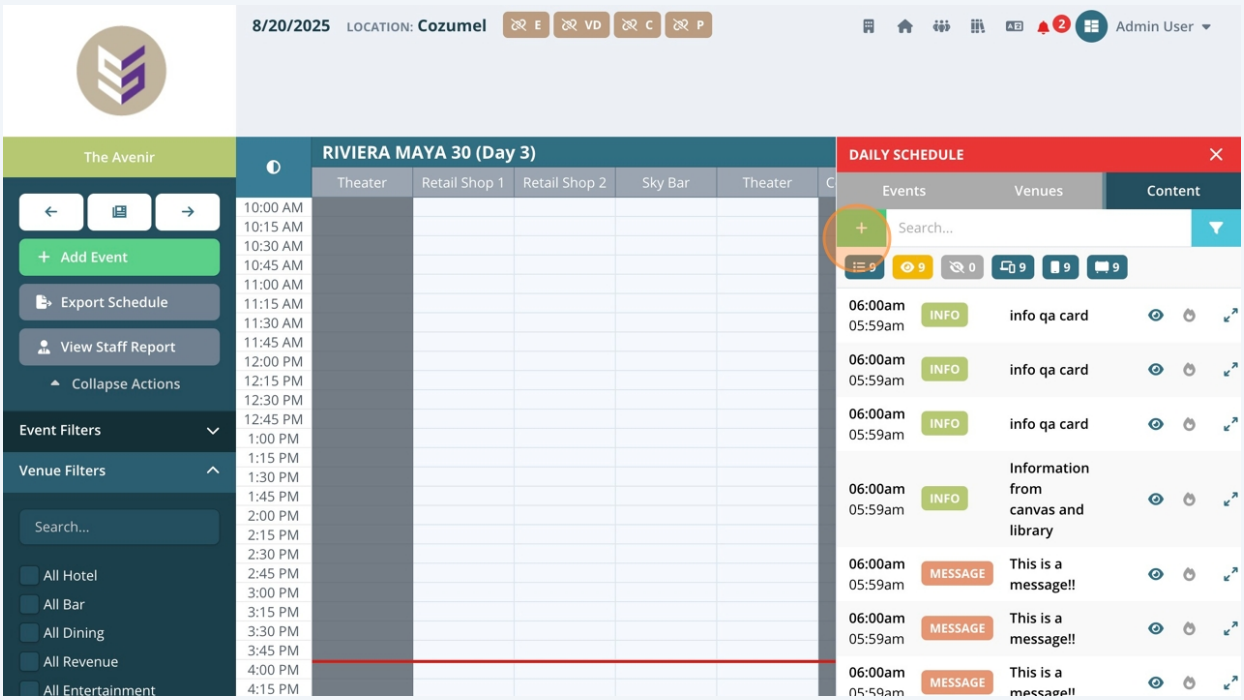
3 Click this button.



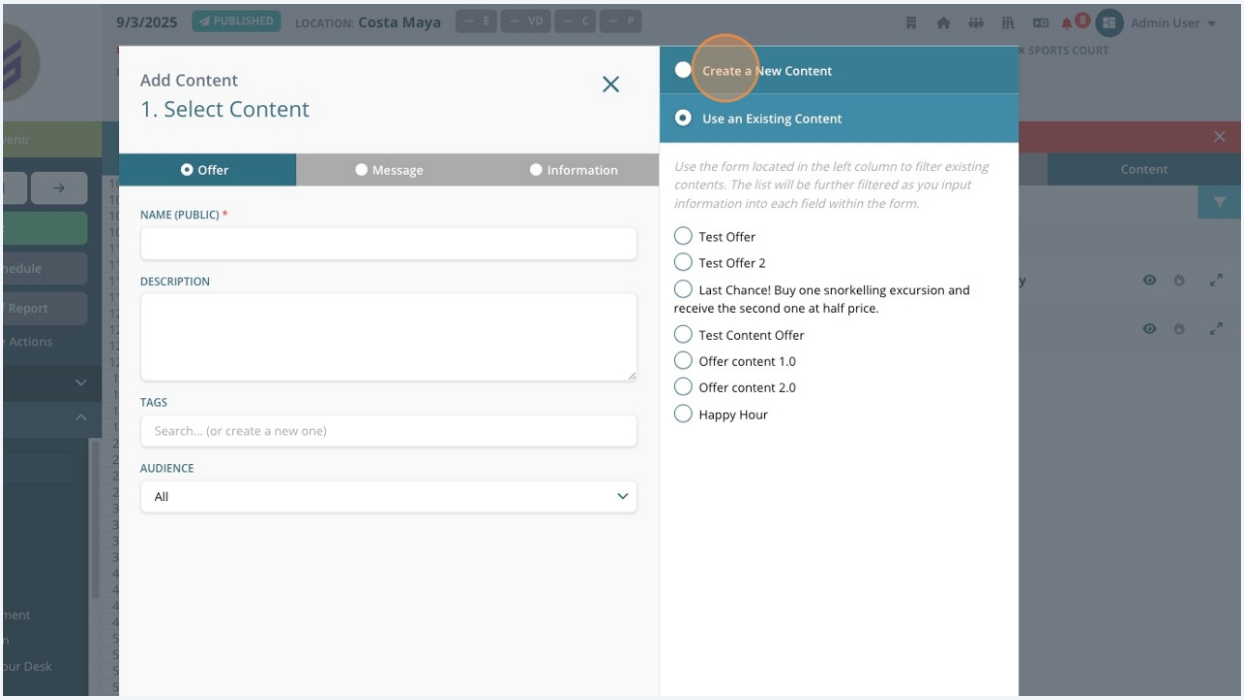
4 Click "Content"



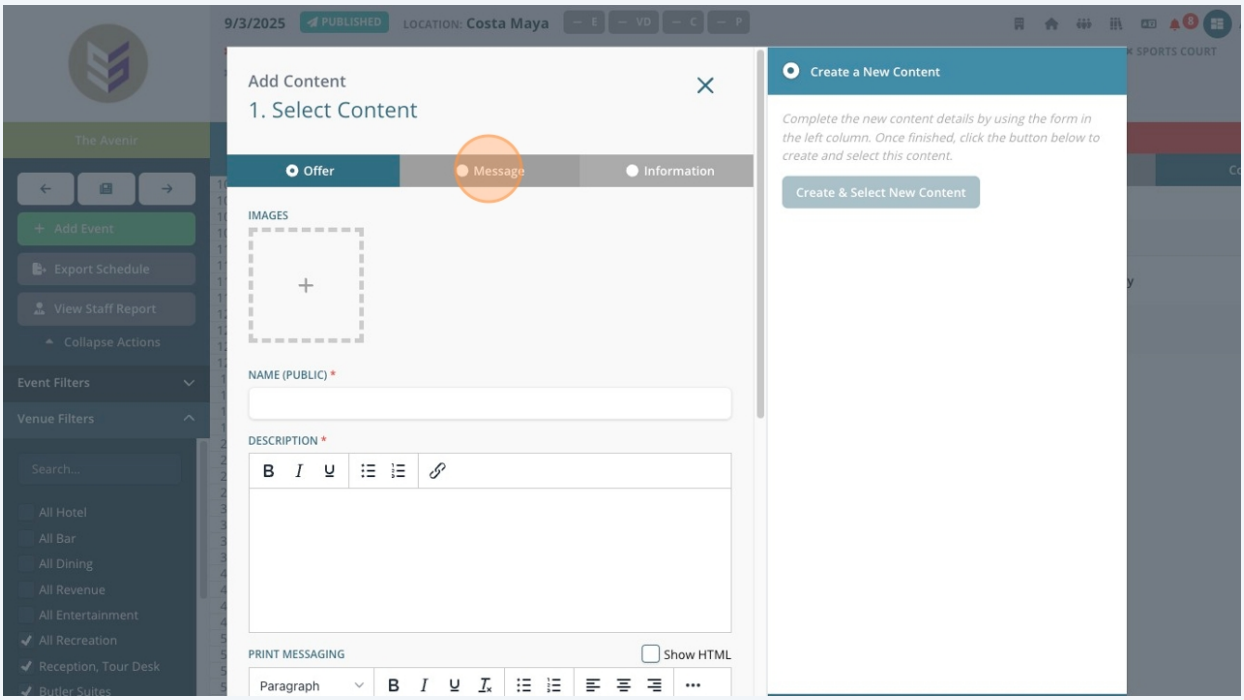
5 Click the "+" icon to add/create a Content Message.



6 Click "Create a New Content"



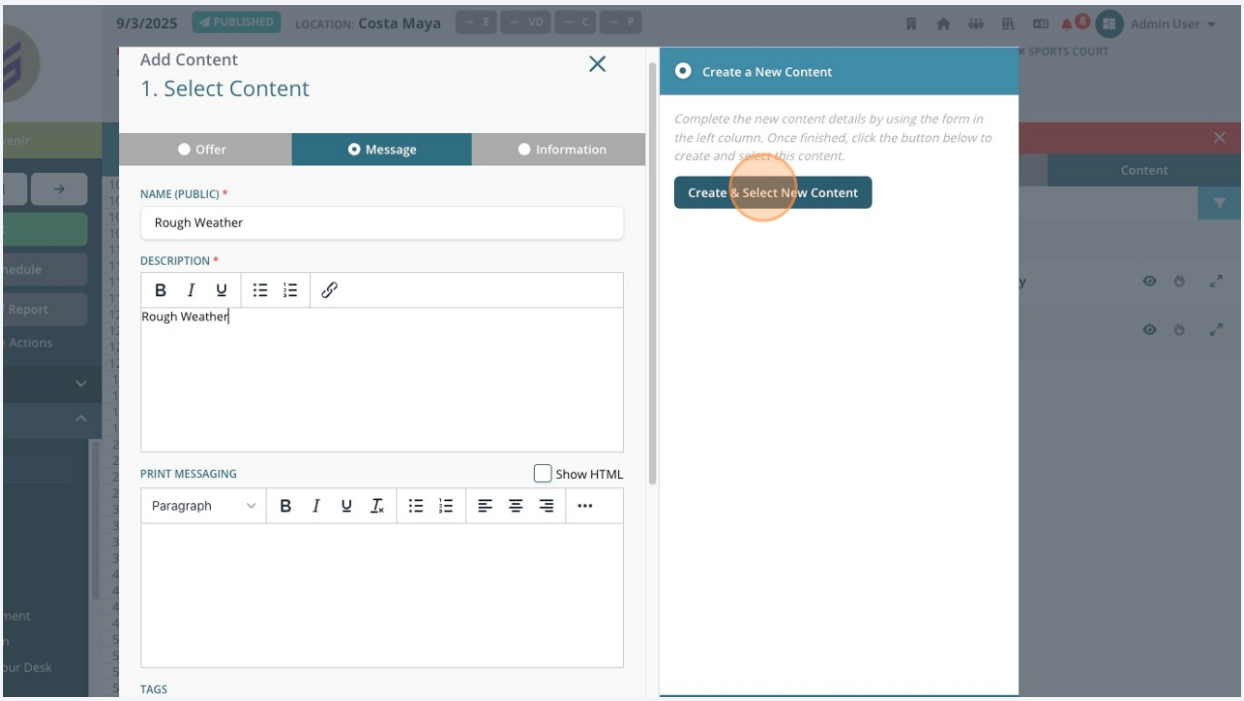
7 Click "Message"



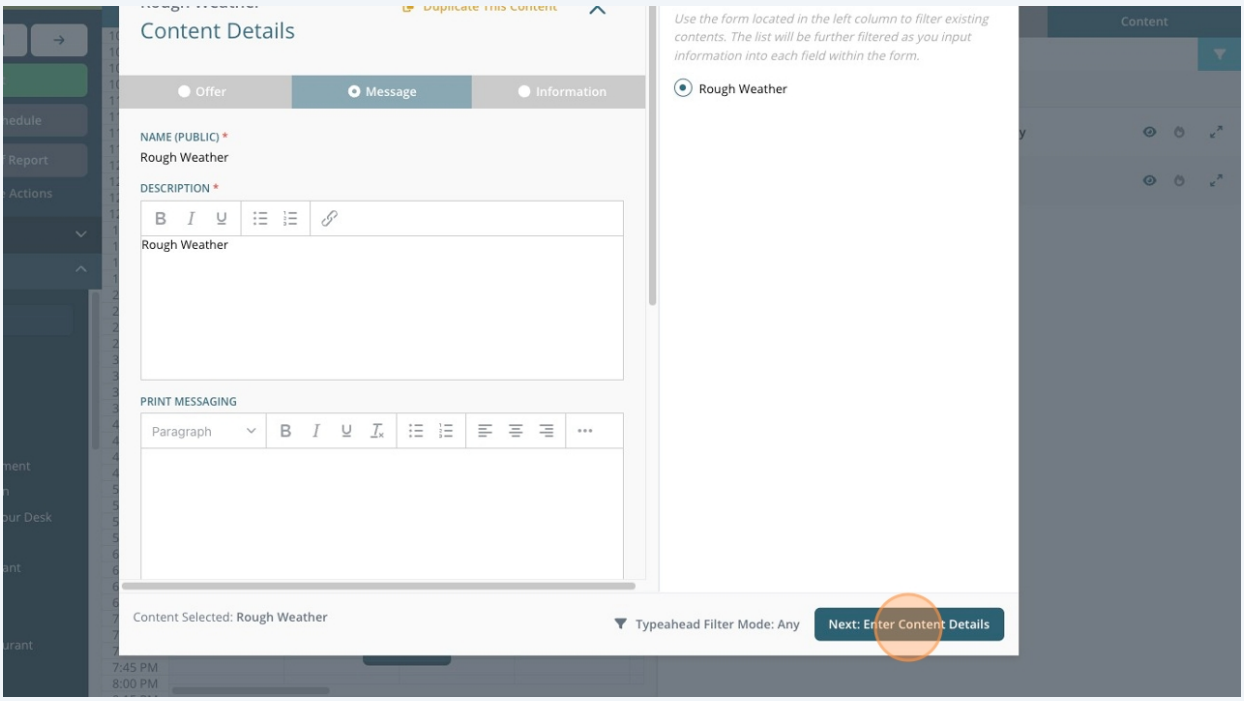
8 Fill in the Name and Description fields.

All other fields are optional, but here you can add call to actions, tags, and define the guest-channels.

When done, click "Create & Select New Content"



9 Click "Next: Enter Content Details"



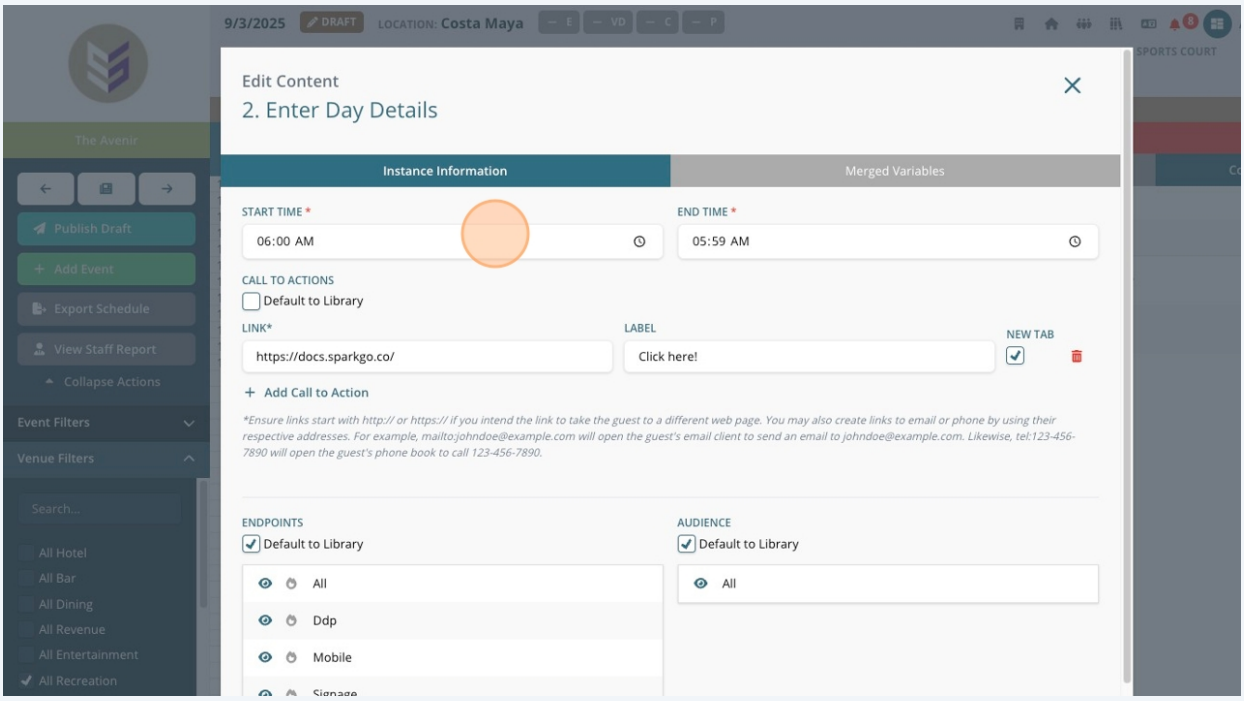
10 In this section, you can:

• **Schedule visibility**: Set when the offer becomes visible to guests by entering a start and end time.

• **Add a Call to Action**: Include a link and label to guide guests.

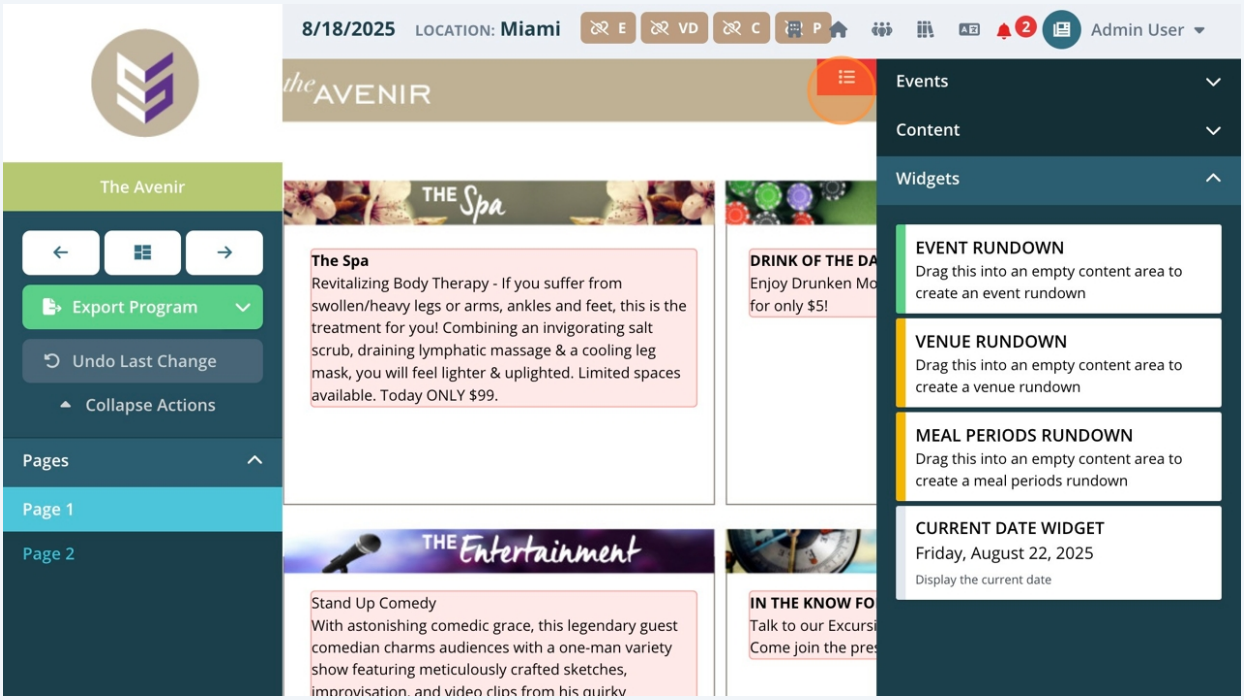
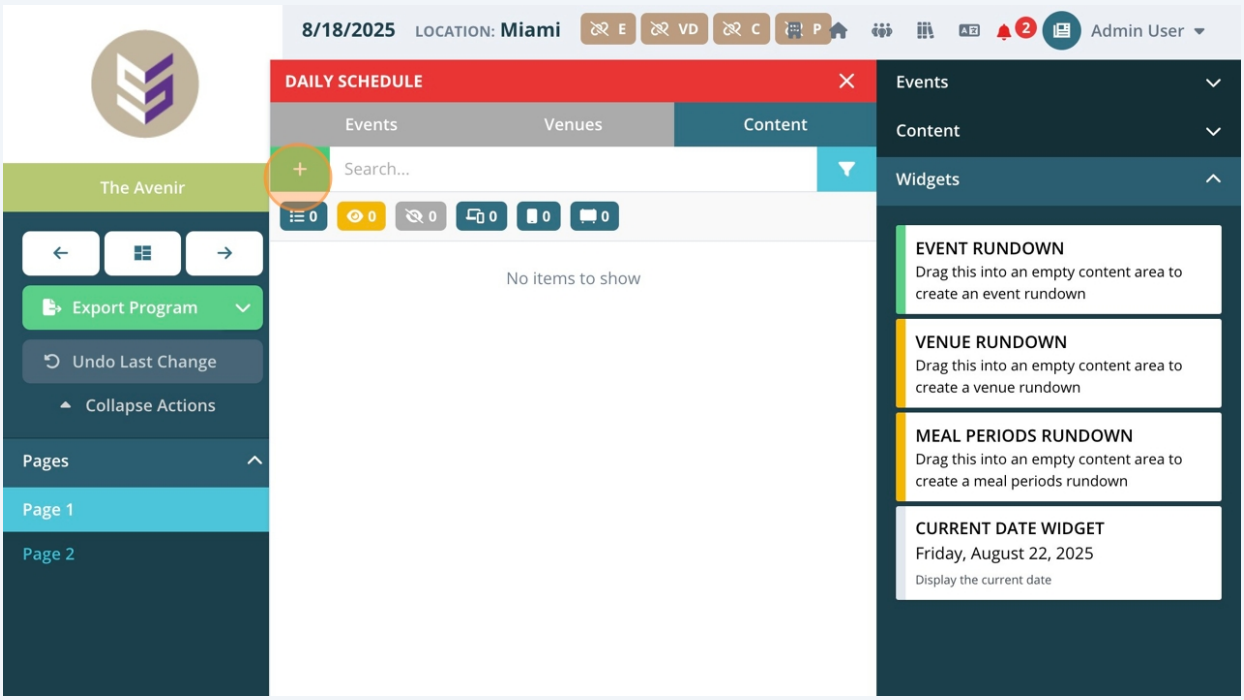
• **Select channels**: Use the Endpoints section to decide where the information will appear on guest-facing channels.

When done, click “Finish: Create Content.”



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

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



12 Click the "+" icon and then follow steps 6 through 10 from above.