

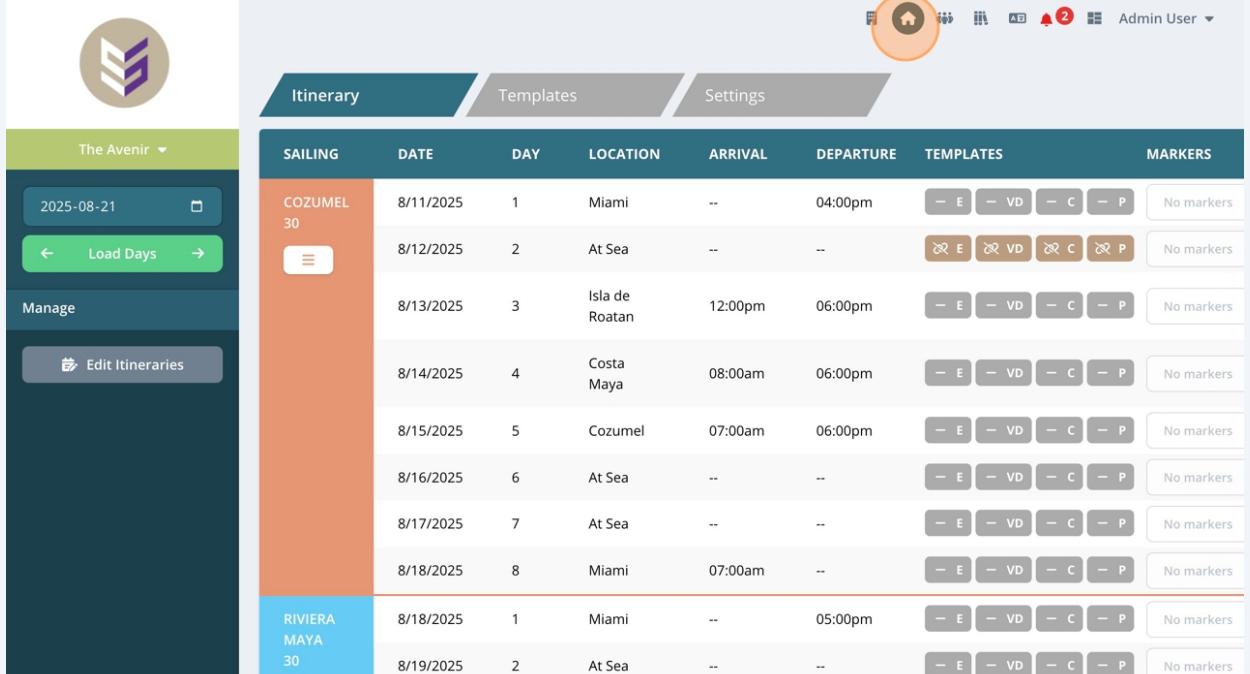
# How to create and schedule a Content Message in the Canvas and the Feed Editor?

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

[scribehow.com/embed-preview/How to create and s...](https://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.



The screenshot shows the Scribe software interface. On the left, there's a sidebar with a logo, a date selector (2025-08-21), a 'Load Days' button, and a 'Manage' section with an 'Edit Itineraries' button. The main area has three tabs: 'Itinerary' (which is active and highlighted in teal), 'Templates', and 'Settings'. The 'Itinerary' tab displays a table of sailing trips:

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

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

The Avenir	DATE	DAY	LOCATION	ARRIVAL	DEPARTURE	TEMPLATES	MARKERS
2025-08-21	8/15/2025	5	Cozumel	07:00am	06:00pm	— E — VD — C — P	No markers
<a href="#">← Load Days →</a>	8/16/2025	6	At Sea	--	--	— E — VD — C — P	No markers
Manage	8/17/2025	7	At Sea	--	--	— E — VD — C — P	No markers
<a href="#">Edit Itineraries</a>	8/18/2025	8	Miami	07:00am	--	— E — VD — C — P	No markers
	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
	8/20/2025	3	Cozumel	08:00am	04:00pm	— E — VD — C — P	No markers
IEL	8/21/2025	4	Miami	07:00am	--	— E — VD — C — P	No markers
	8/21/2025	1	Miami	--	04:00pm	— E — VD — C — P	No markers
	8/22/2025	2	At Sea	--	--	— E — VD — C — P	No markers
	8/23/2025	3	Isla de Roatan	12:00pm	06:00pm	— E — VD — C — P	No markers
	8/24/2025	4	Costa Maya	08:00am	06:00pm	— E — VD — C — P	No markers

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Click this button.

The Avenir	8/20/2025	LOCATION: Cozumel	— E — VD — C — P	Admin User
<a href="#">←</a> <a href="#">→</a>	8/20/2025	LOCATION: Cozumel	— E — VD — C — P	Admin User
<a href="#">+ Add Event</a>	8/20/2025	RIVIERA MAYA 30 (Day 3)	— E — VD — C — P	Admin User
<a href="#">Export Schedule</a>	8/20/2025	Theater	Theater	Admin User
<a href="#">View Staff Report</a>	8/20/2025	Retail Shop 1	Retail Shop 1	Admin User
<a href="#">Collapse Actions</a>	8/20/2025	Retail Shop 2	Retail Shop 2	Admin User
<a href="#">Event Filters</a>	8/20/2025	Sky Bar	Sky Bar	Admin User
<a href="#">Venue Filters</a>	8/20/2025	Theater	Theater	Admin User
<a href="#">Search...</a>	8/20/2025	Comedy Club	Comedy Club	Admin User
<input type="checkbox"/> All Hotel	8/20/2025	Atrium	Atrium	Admin User
<input type="checkbox"/> All Bar	8/20/2025	Reception, To...	Reception, To...	Admin User
<input type="checkbox"/> All Dining	8/20/2025	Lounge	Lounge	Admin User
<input type="checkbox"/> All Revenue	8/20/2025			Admin User
<input type="checkbox"/> All Entertainment	8/20/2025			Admin User

4 Click "Content"

8/20/2025 LOCATION: Cozumel

**RIVIERA MAYA 30 (Day 3)**

**DAILY SCHEDULE**

Events	Venues	Content
08:00am Quiet the Mind	09:00am Yoga	Fitness Center
08:00am Monopoly Tournament	09:00am Café	
09:00am Exotic Mimosa Bar	10:30am Avenir Restaurant	
09:30am FIT Bootcamp	10:30am Fitness Center	
10:00am Basketball	11:00am SGAMS	Sports Court
11:30am Dodge Ball	12:30pm Sports Court	

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

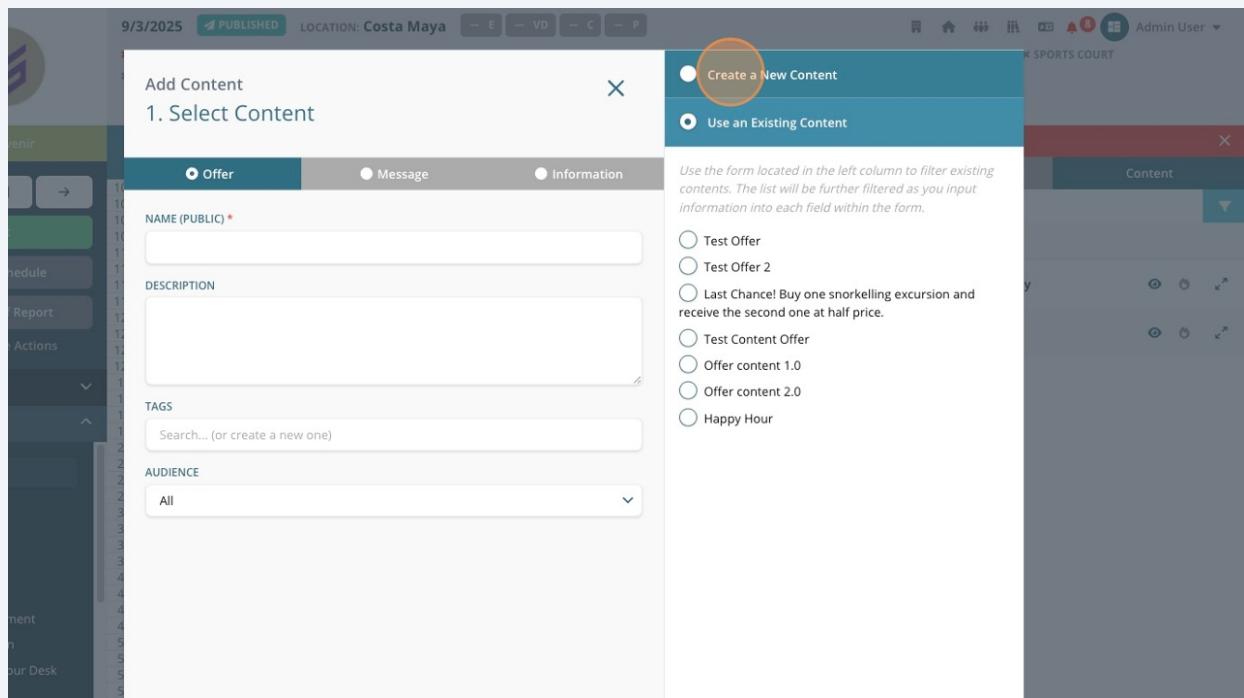
8/20/2025 LOCATION: Cozumel

**RIVIERA MAYA 30 (Day 3)**

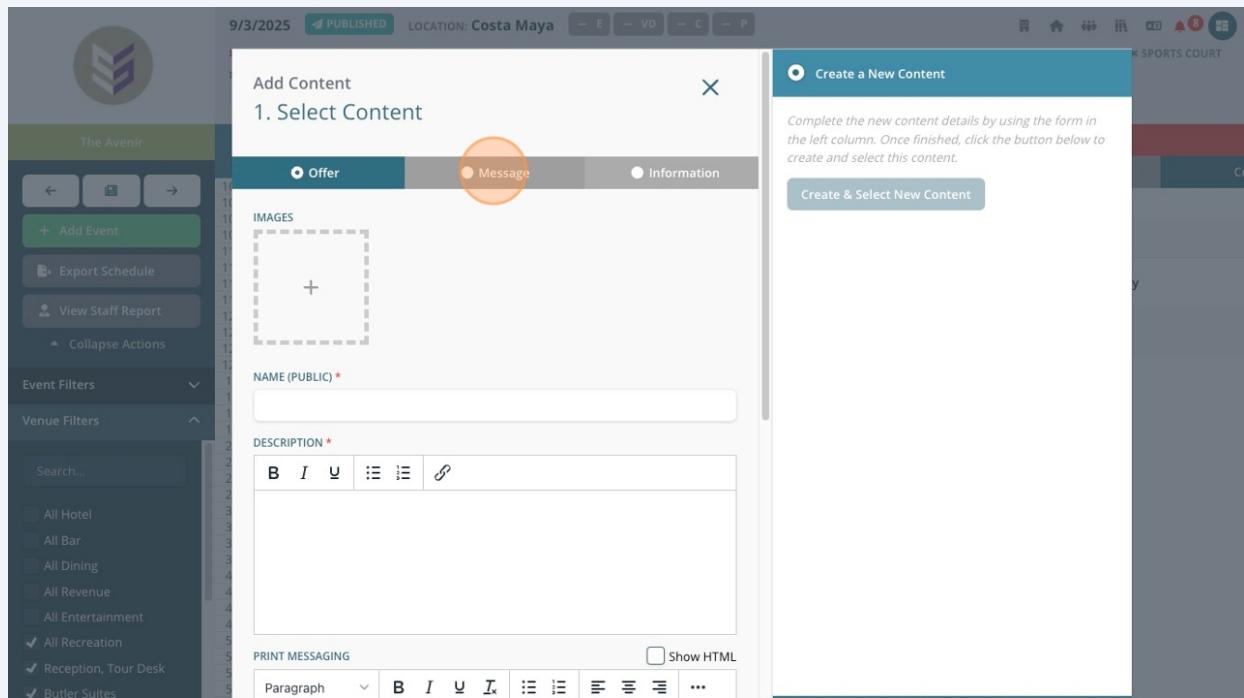
**DAILY SCHEDULE**

Events	Venues	Content
06:00am INFO	05:59am info qa card	
06:00am INFO	05:59am info qa card	
06:00am INFO	05:59am info qa card	
	Information from canvas and library	
06:00am MESSAGE	05:59am This is a message!!	
06:00am MESSAGE	05:59am This is a message!!	
06:00am MESSAGE	05:59am This is a 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"

**Add Content**

**1. Select Content**

Offer
 Message
 Information

**NAME (PUBLIC) \***

**DESCRIPTION \***

B
I
U
H
H
J

Rough Weather

**PRINT MESSAGING**

Show HTML

Paragraph
B
I
U
H
H
J
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E
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E
E
E
...

**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 Click "Next: Enter Content Details"

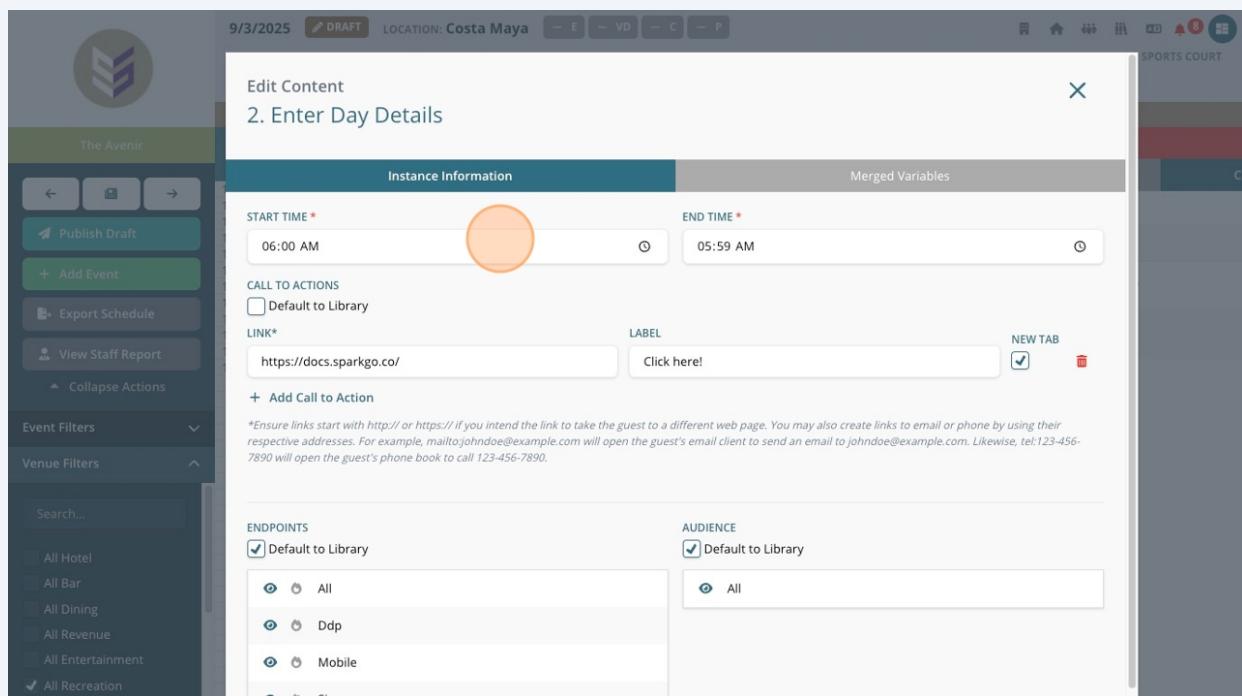
The screenshot shows a content management interface with the following details:

- Content Details:** The main title is "Content Details" for the item "Rough Weather".
- Content Types:** Radio buttons for "Offer", "Message" (selected), and "Information".
- NAME (PUBLIC) \***: "Rough Weather".
- DESCRIPTION \***: "Rough Weather" with a rich text editor toolbar.
- PRINT MESSAGING**: A rich text editor toolbar for messaging.
- Footer:** "Content Selected: Rough Weather", "Typeahead Filter Mode: Any", and a button "Next: Enter Content Details" (circled in orange).

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.

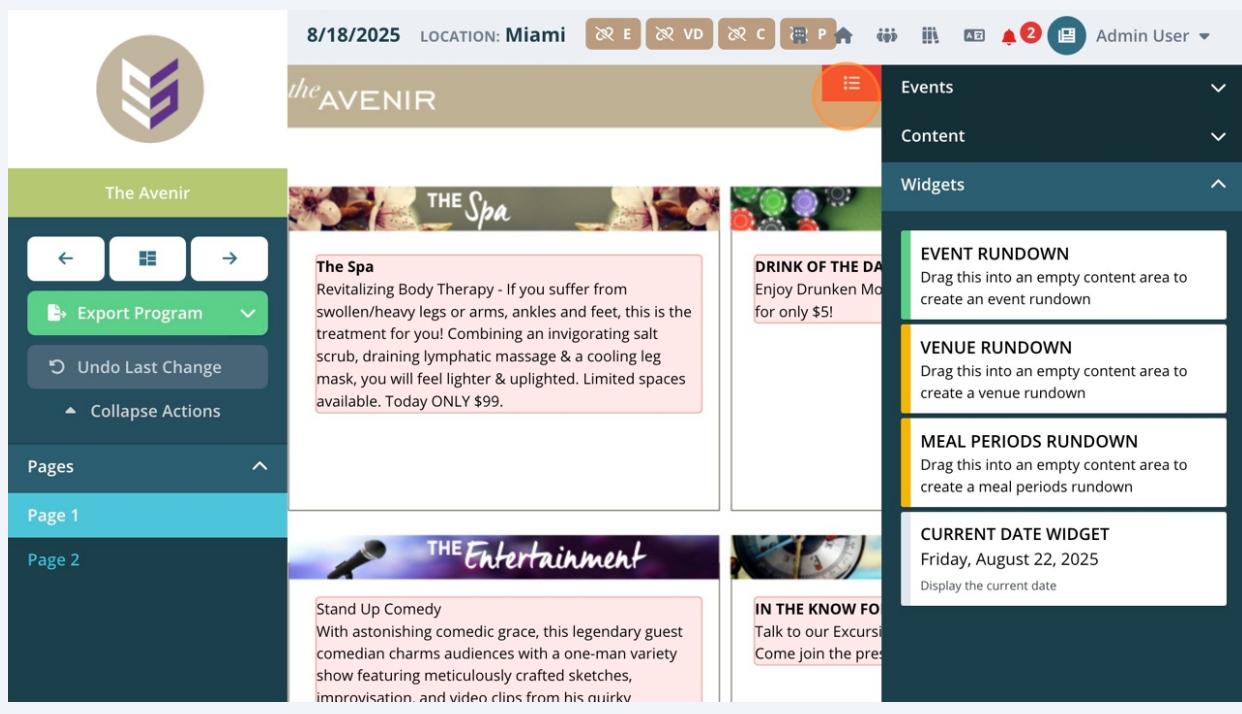
When done, click “Finish: Create Content.”



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

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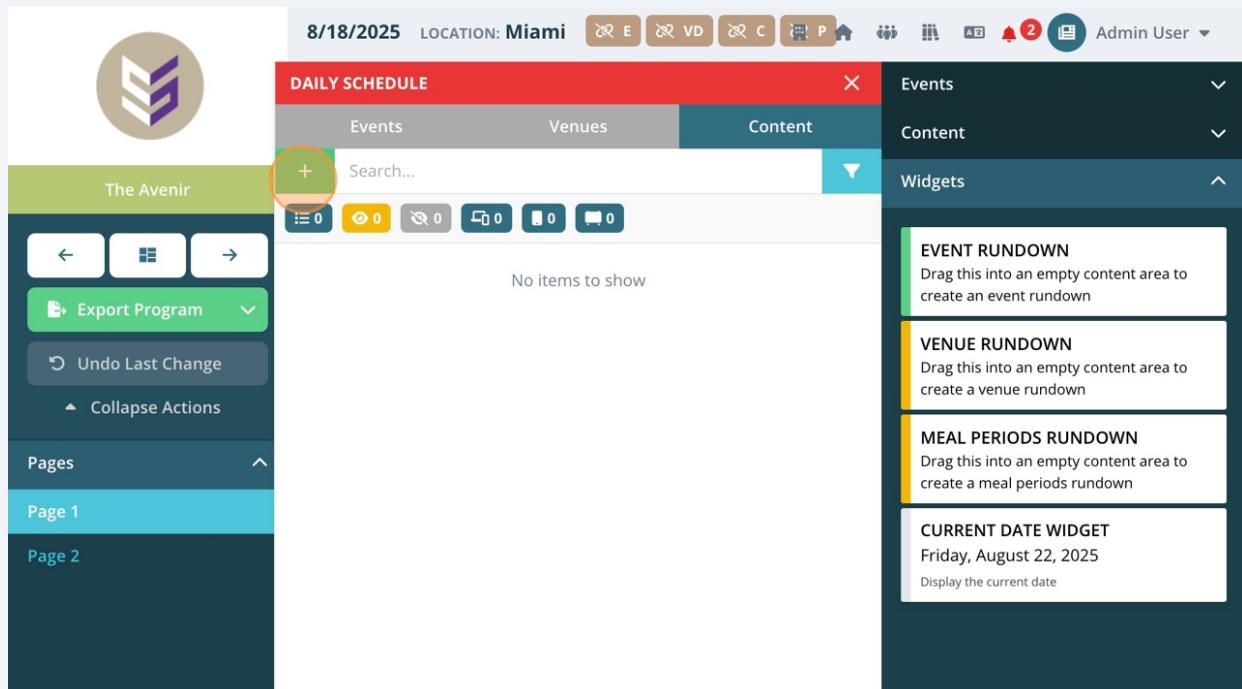
To create a Content Message in the Feed Editor, navigate to the Feed Editor and click the red icon highlighted below.



The screenshot shows the Feed Editor interface. At the top, it displays the date '8/18/2025' and location 'Miami'. The top navigation bar includes icons for Events, Content, and Widgets, with 'Content' currently selected. The main content area is titled 'The Spa' and contains a message about Revitalizing Body Therapy. Below this is a section titled 'THE Entertainment' with a message about Stand Up Comedy. To the right, a sidebar titled 'Widgets' lists several options: 'EVENT RUNDOWN', 'VENUE RUNDOWN', 'MEAL PERIODS RUNDOWN', and 'CURRENT DATE WIDGET'. The 'Content' section of the sidebar is highlighted. A red circle with a '+' sign is overlaid on the top-left corner of the content area, indicating where to click to add a new message.

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



The screenshot shows the Feed Editor interface after a new content message has been added. The 'Content' section of the sidebar is now highlighted. The main content area is titled 'DAILY SCHEDULE' and shows a table with columns for 'Events', 'Venues', and 'Content'. The 'Content' column is currently selected. A red circle with a '+' sign is overlaid on the top-left corner of the content area, indicating where to click to add a new message. The rest of the interface is identical to the previous screenshot, including the date, location, and sidebar options.