

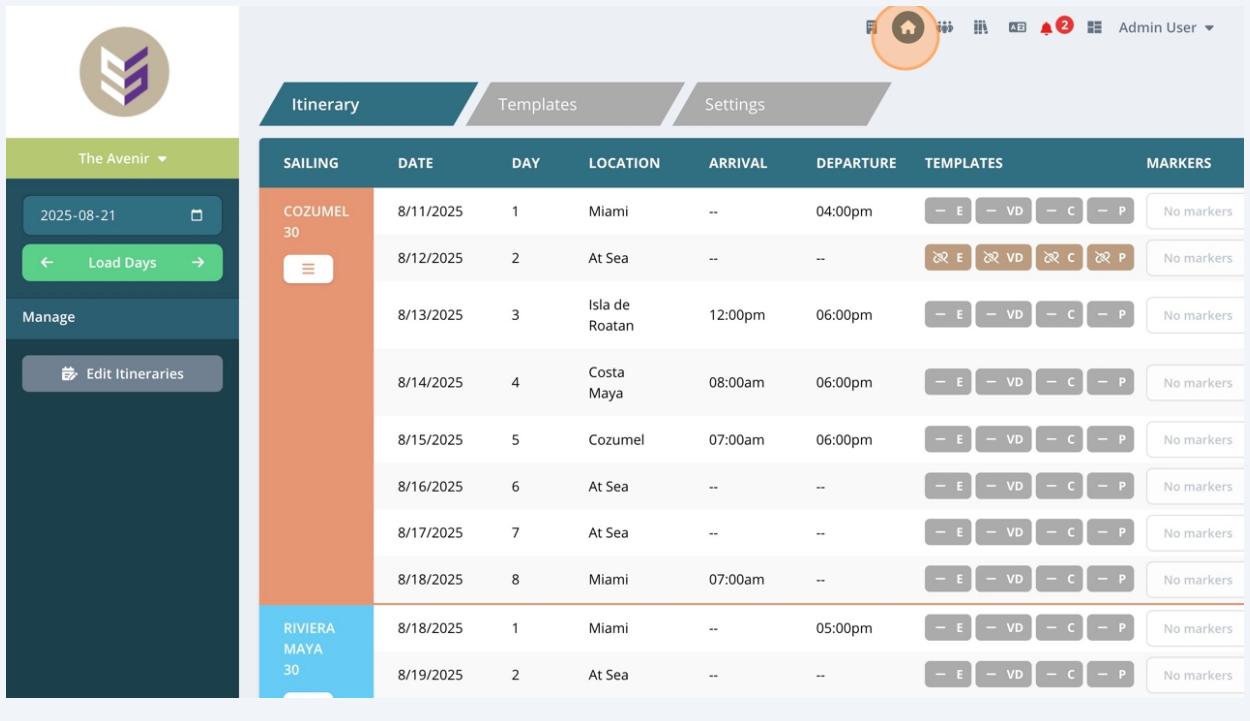
How to create and schedule a Content Offer in the Canvas and the Feed Editor?

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 Offer in the Canvas and the Feed Editor. 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 a header with tabs: 'Itinerary' (highlighted in blue), 'Templates', and 'Settings'. Below the header is a table with the following data:

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	--	--	DK E DK VD DK C DK 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
RIVIERA MAYA 30	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

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Click here to open the Canvas (Daily Calendar) for the specific day you would like to create the offer on.

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
← Load Days →	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
Edit Itineraries	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
IEL	8/20/2025	3	Cozumel	08:00am	04:00pm	— E — VD — C — P	No markers
	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
← →	8/20/2025	LOCATION: Cozumel	— E — VD — C — P	Admin User
+ Add Event	8/20/2025	RIVIERA MAYA 30 (Day 3)	— E — VD — C — P	Admin User
Export Schedule	8/20/2025	Theater	Theater	Admin User
View Staff Report	8/20/2025	Retail Shop 1	Retail Shop 1	Admin User
Collapse Actions	8/20/2025	Retail Shop 2	Retail Shop 2	Admin User
Event Filters	8/20/2025	Sky Bar	Sky Bar	Admin User
Venue Filters	8/20/2025	Theater	Theater	Admin User
<input type="text" value="Search..."/>	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 Offer.

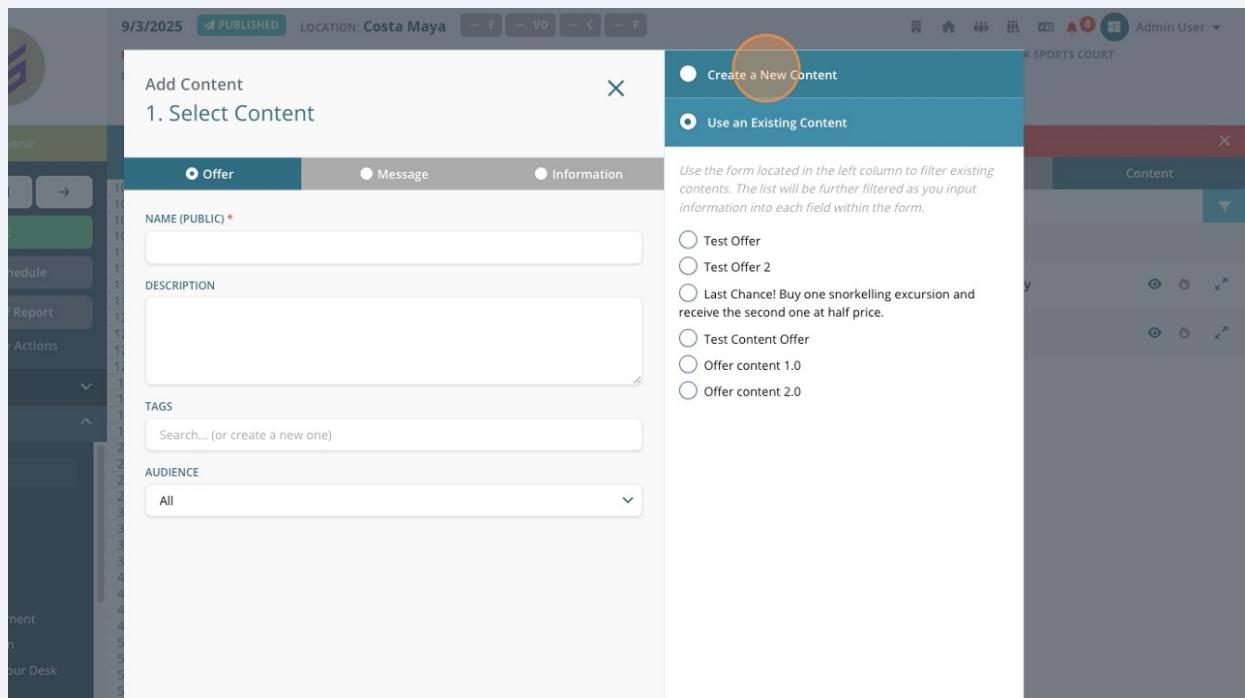
8/20/2025 LOCATION: Cozumel

RIVIERA MAYA 30 (Day 3)

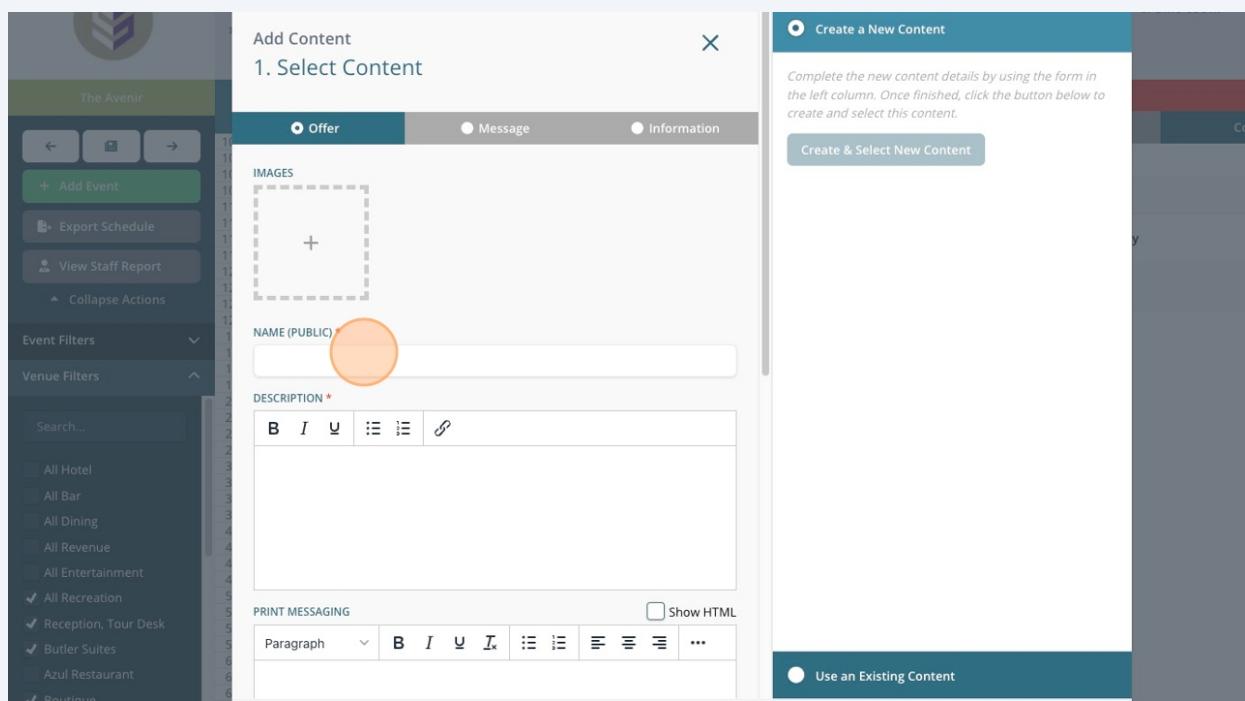
DAILY SCHEDULE

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"

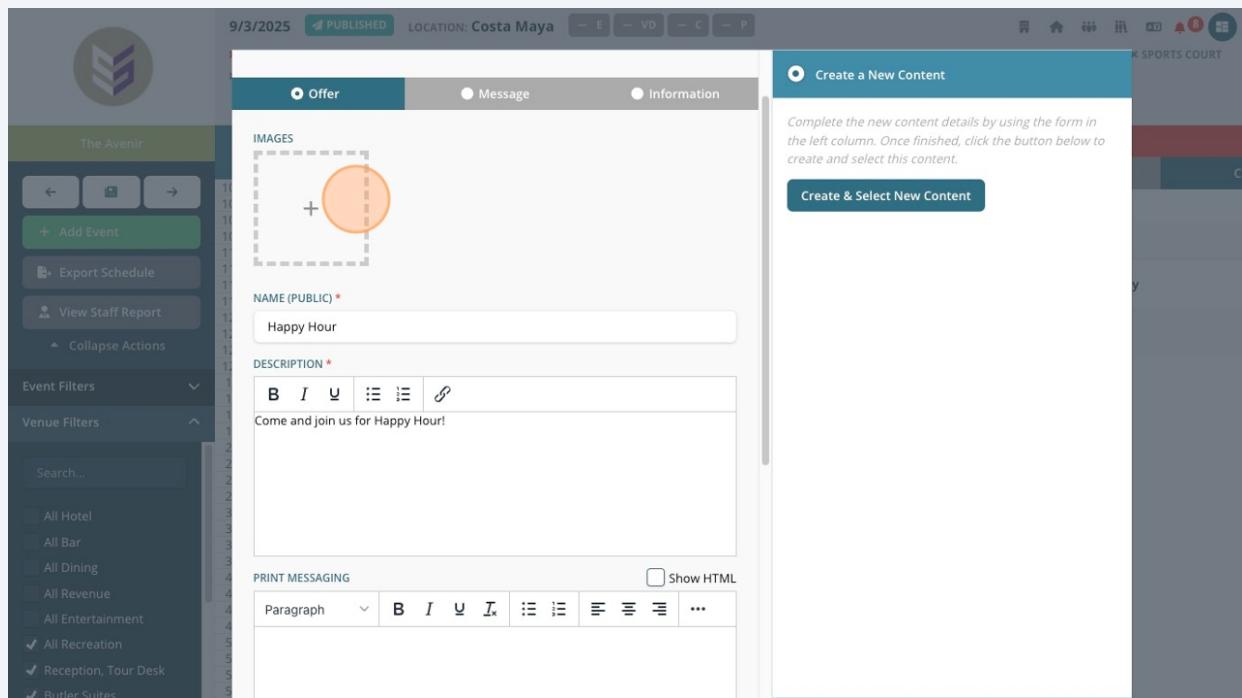


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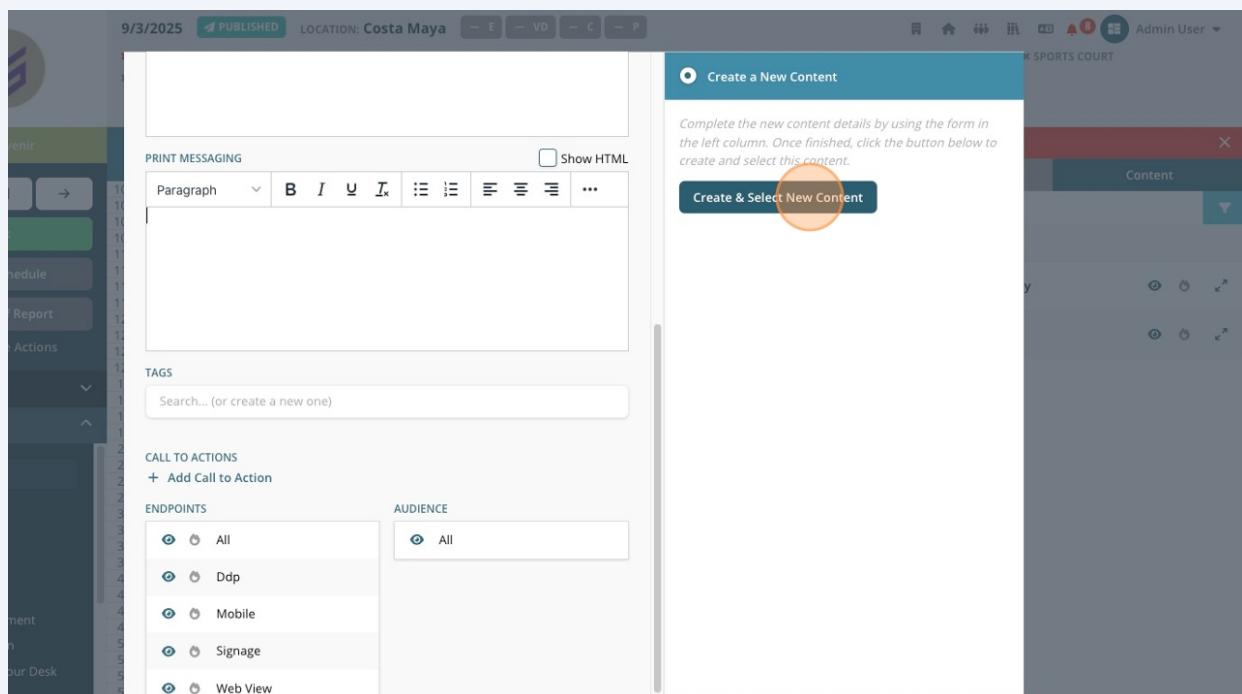


8 Fill in the Name and Description fields.

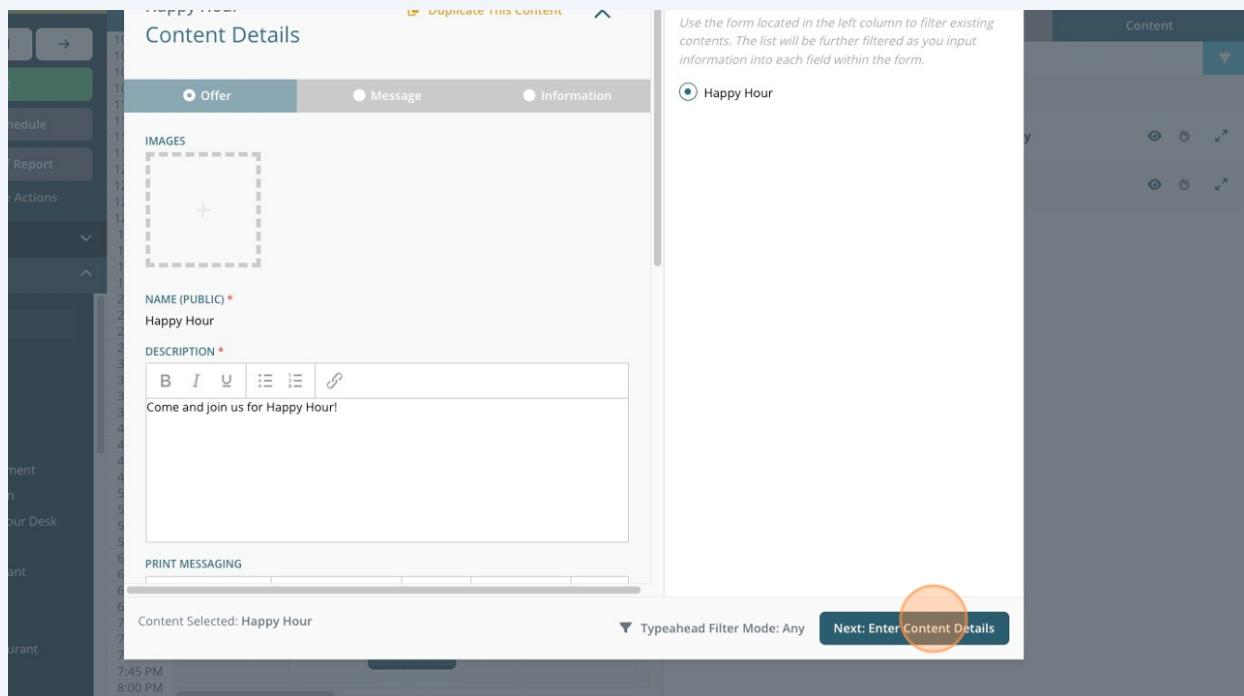
All other fields are optional, but here you can add an image, call to actions, tags, and define the guest-channels.



9 Click "Create & Select New Content" when done.



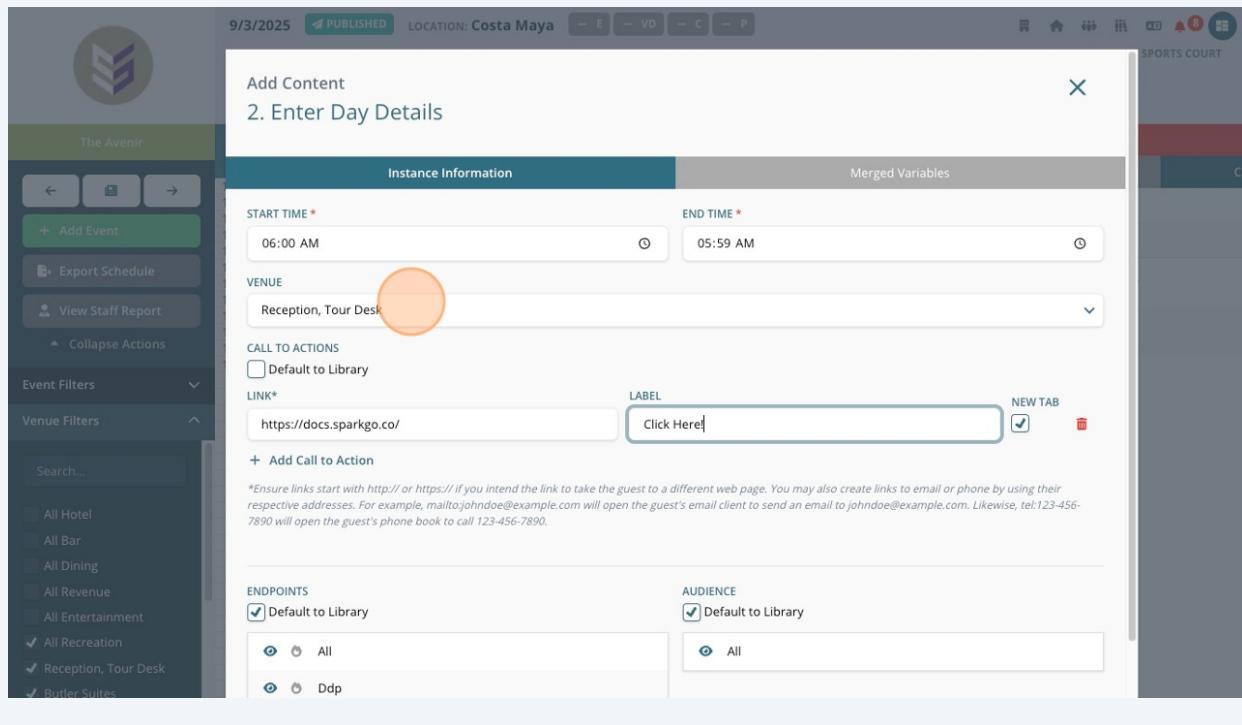
10 Click "Next: Enter Content Details"



11 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.

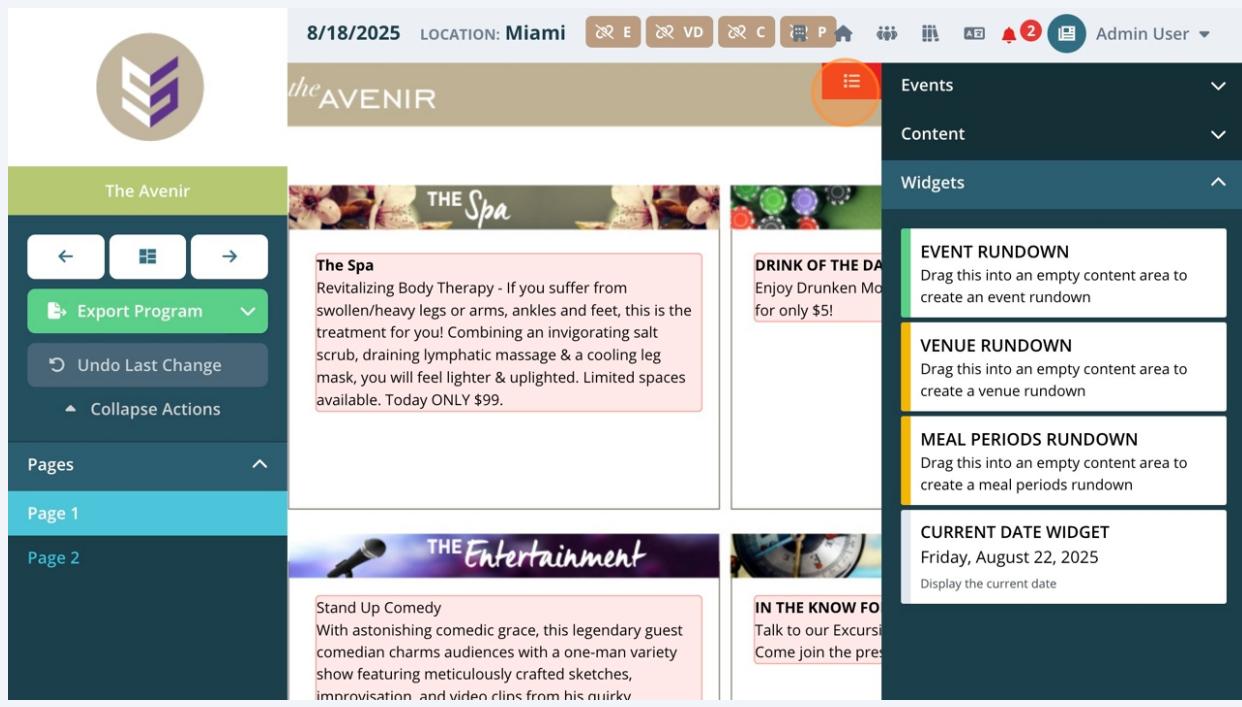
When done, click “Finish: Create Content.”



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

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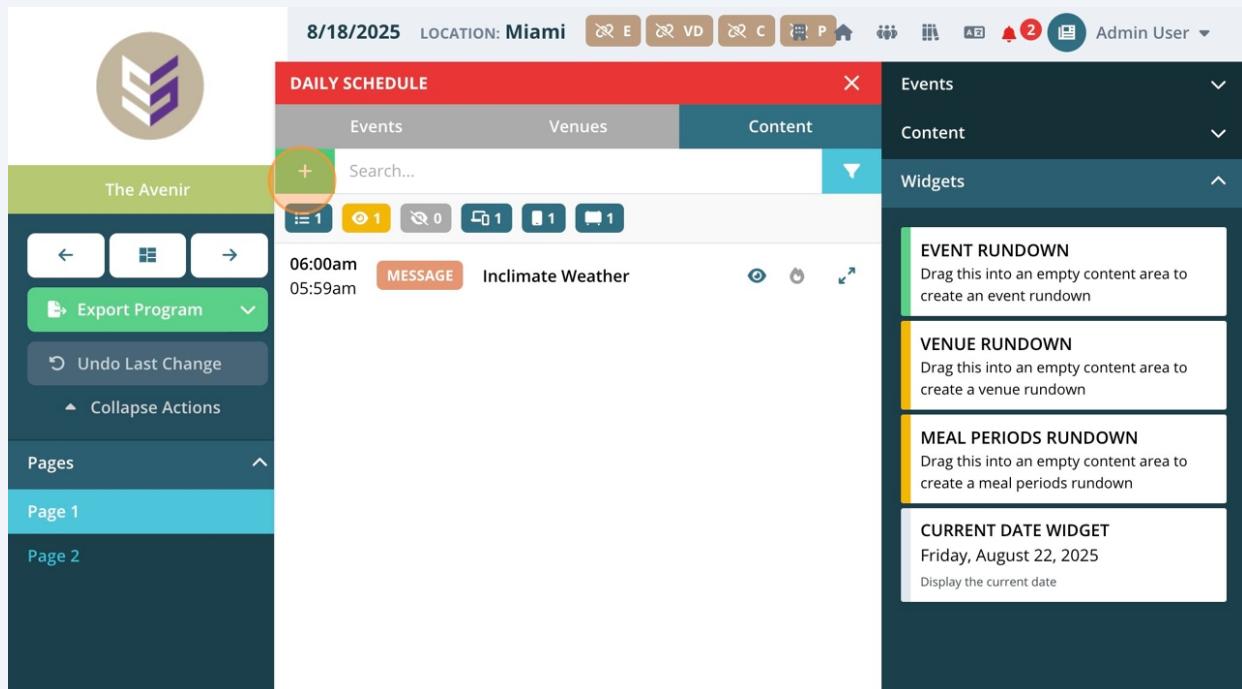
To create a Content Offer in the Feed Editor, navigate to the Feed Editor and click the red icon highlighted below.



The screenshot shows the Feed Editor interface. At the top, it displays the date "8/18/2025" and location "Miami". Below the header, there are several buttons: "E", "VD", "C", "P", "Events" (which is highlighted with a red circle), "Content", and "Widgets". The "Content" tab is selected. On the left, there's a sidebar with "The Avenir" logo and buttons for "Export Program", "Undo Last Change", and "Collapse Actions". The main content area is divided into sections: "THE Spa" (with a "The Spa" offer), "DRINK OF THE DAY" (with a "DRINK OF THE DAY" offer), "THE Entertainment" (with a "Stand Up Comedy" offer), and "IN THE KNOW FOR" (with a "IN THE KNOW FOR" offer). A sidebar on the right lists "EVENT RUNDOWN", "VENUE RUNDOWN", "MEAL PERIODS RUNDOWN", and "CURRENT DATE WIDGET".

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Click the "+" icon and then follow steps 6 through 11 from above.



The screenshot shows the Feed Editor interface, similar to the previous one but with a different content area. The "Content" tab is selected. The main content area displays a "DAILY SCHEDULE" with a "Content" tab selected. A red circle highlights the "+" icon in the "Content" section. Below the schedule, there's a message "Inclimate Weather" with a timestamp "06:00am 05:59am" and a "MESSAGE" button. A sidebar on the right lists "EVENT RUNDOWN", "VENUE RUNDOWN", "MEAL PERIODS RUNDOWN", and "CURRENT DATE WIDGET".