

How to schedule Content Information to a day?

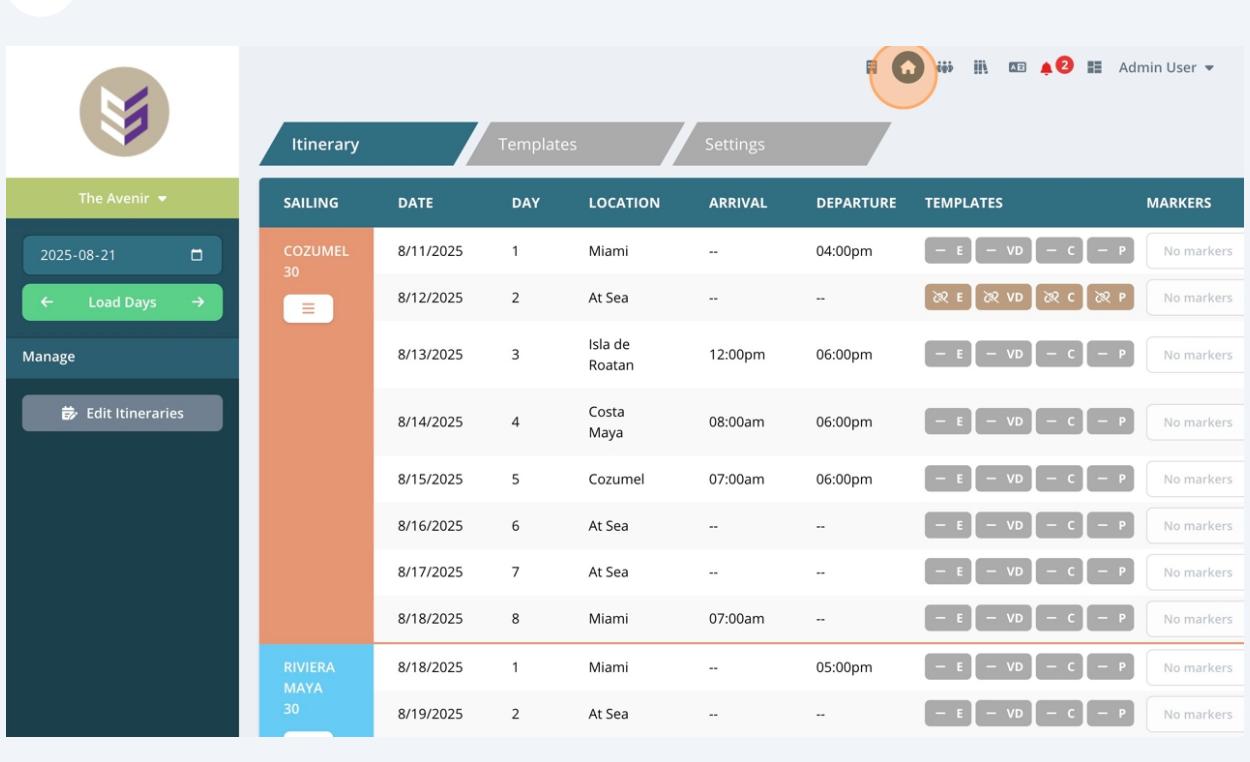
Scribe

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

scribehow.com/embed-preview/How_to_schedule_Con...

This guide provides a step-by-step process for scheduling Content Information to a day, making it essential for anyone trying to create FAQs or important information to showcase to their guests.

- 1 Click the "Home" icon.



The screenshot shows the Scribe software interface. On the left, there is a sidebar with a logo, a date dropdown set to '2025-08-21', a 'Load Days' button, a 'Manage' section, and an 'Edit Itineraries' button. The main area is titled 'Itinerary' and contains a table of travel plans. The table has columns: SAILING, DATE, DAY, LOCATION, ARRIVAL, DEPARTURE, TEMPLATES, and MARKERS. The data in the table is as follows:

| 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 |
| RIVIERA MAYA 30 | 8/18/2025 | 8 | Miami | 07:00am | -- | — E — VD — C — P | No markers |
| | 8/19/2025 | 1 | 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.

3

[Click here.](#)

4 Click the "Content" tab.

8/12/2025 LOCATION: At Sea

COZUMEL 30 (Day 2)

DAILY SCHEDULE

Events Venues Content

06:00am 05:59am

Information from canvas

5 Click the "+" icon to add Content Information.

8/12/2025 LOCATION: At Sea

COZUMEL 30 (Day 2)

DAILY SCHEDULE

Events Venues Content

08:00am 09:00am

Quiet the Mind

09:00am

Yoga

Fitness Center

08:00am 09:00am

Monopoly

Tournament

Café

08:45am 09:30am

Welcome

onboard with

Captain David

Sky Bar

09:00am 10:30am

Exotic Mimosa

Bar

Avenir Restaurant

09:30am 10:30am

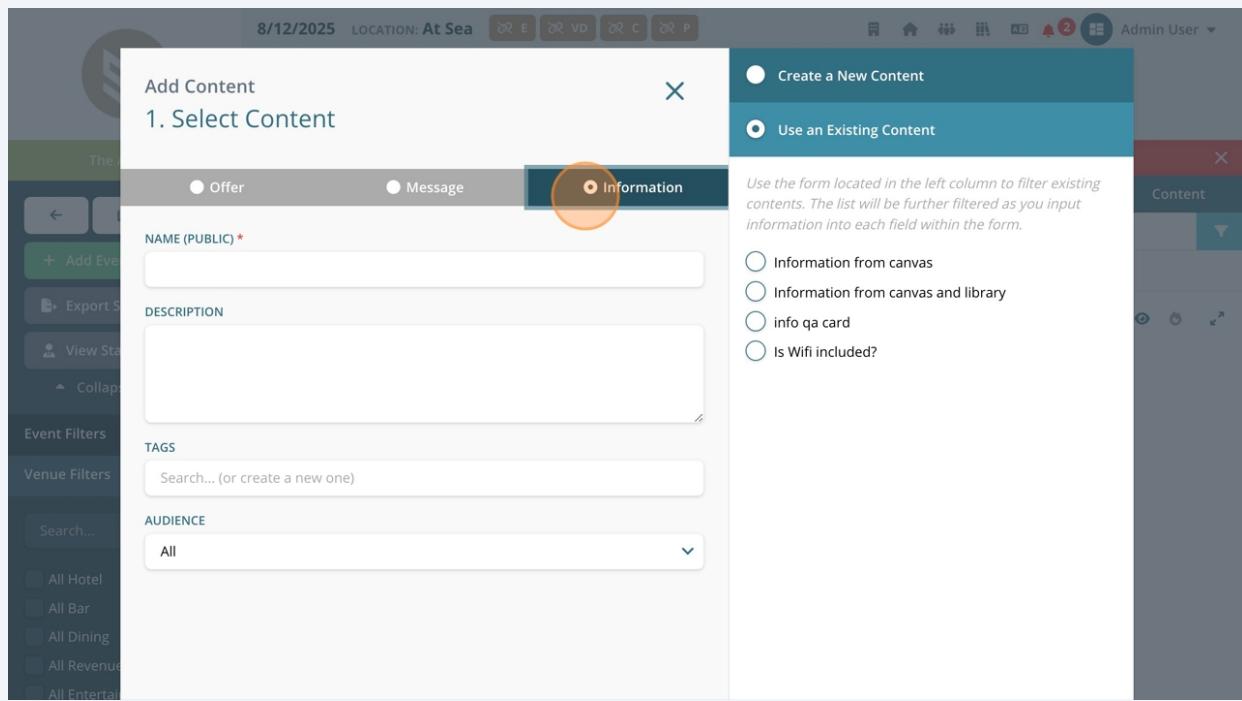
FIT Bootcamp

Fitness Center

10:00am

Basketball

6 Click the "Information" tab to add and schedule "Information".

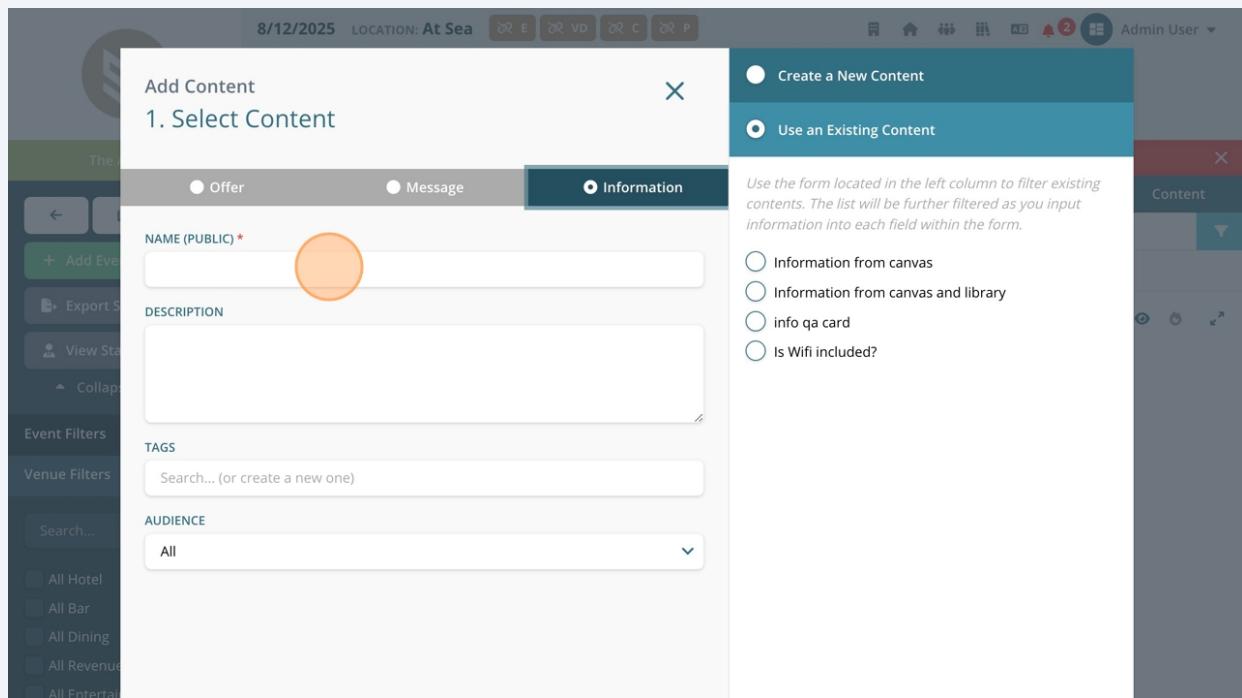


Reminder:

When you click on the information tab, all the information content that is available from the Content Library will be available for you to choose from.

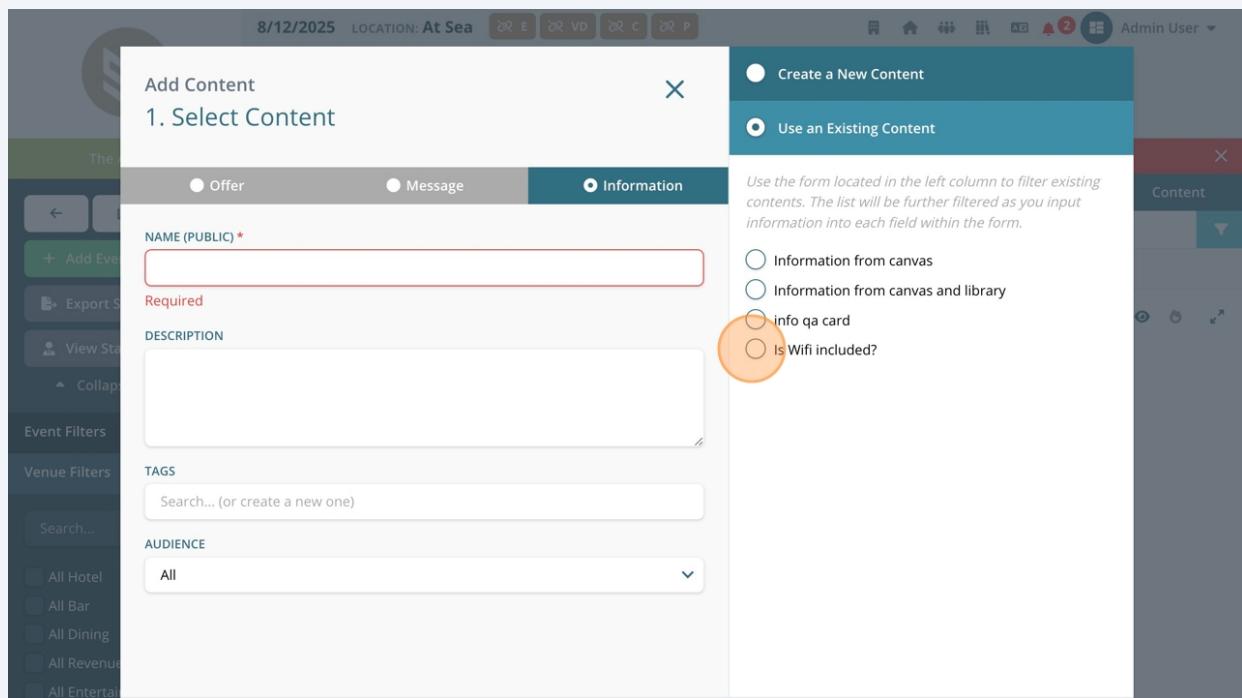
7

Click this text field to search for the content item you would like to add for the day.



8

Click this checkbox to select the content information you would like to add and schedule.



9

Click "Next: Enter Content Details"

The screenshot shows a user interface for content creation. On the left, there's a sidebar with filters for 'Event Filters' (All Hotel, All Bar, All Dining, All Revenue, All Entertainment, All Recreation, Reception), 'Venue Filters' (Azul Restaurant, Receptions), and a search bar. The main area is titled 'Content Details' and contains a form for a 'Message' type content item. The form includes fields for 'NAME (PUBLIC)' (labeled 'Is Wifi included?'), 'DESCRIPTION' (containing the text 'Yes'), and a rich text editor toolbar. A modal window titled 'Use an Existing Content' is open on the right, showing a list of existing content items, with the option 'Is Wifi included?' selected. At the bottom right of the main area, a button labeled 'Next: Enter Content Details' is highlighted with a yellow circle.

10 In this section, you can:

- **Schedule visibility:** Set when the information 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"

