

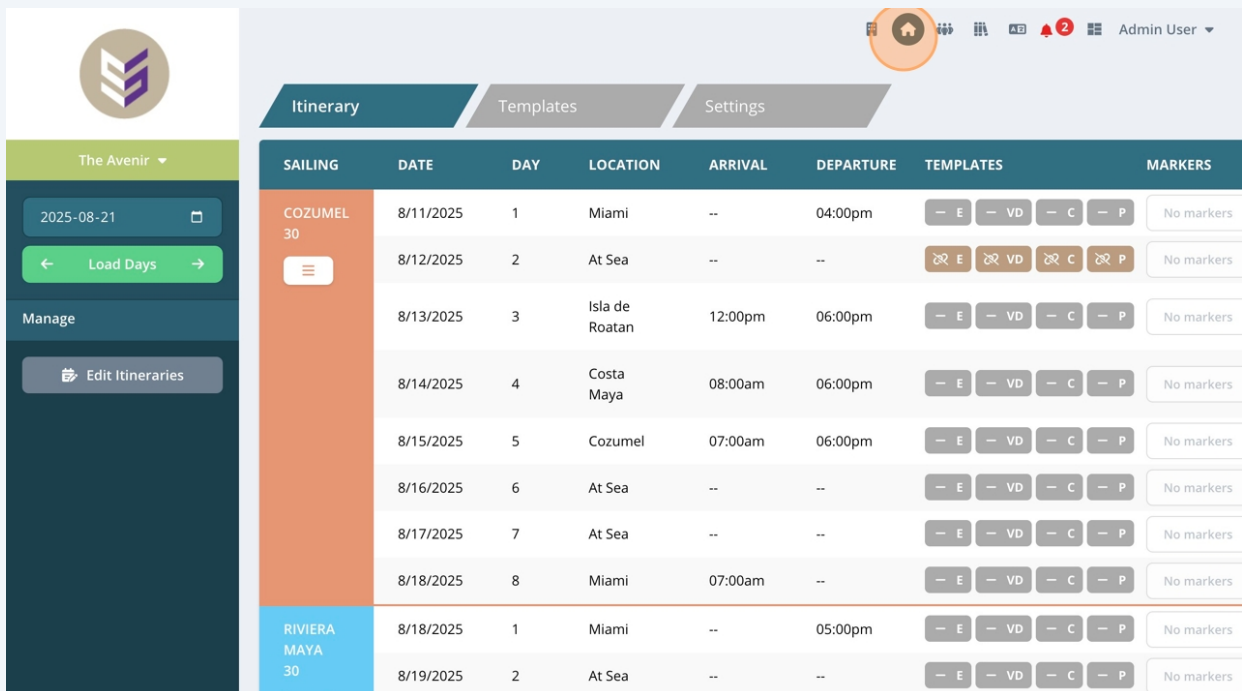
How to schedule Content Information to a day?

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

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

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 displays the Scribe application interface. The top navigation bar includes a 'Home' icon (a house) which is highlighted with an orange circle. Below the navigation bar, there are three tabs: 'Itinerary', 'Templates', and 'Settings'. The 'Itinerary' tab is active, showing a table with columns: SAILING, DATE, DAY, LOCATION, ARRIVAL, DEPARTURE, TEMPLATES, and MARKERS. The table lists sailing days from 8/11/2025 to 8/19/2025, with locations like Miami, At Sea, Isla de Roatan, and Costa Maya. The 'TEMPLATES' column shows various icons for scheduling. The 'MARKERS' column indicates 'No markers' for each day. On the left side, there is a sidebar with a logo, a date selector (2025-08-21), a 'Load Days' button, and a 'Manage' section with an 'Edit Itineraries' button.

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 grid shows dates from 3/17/2025 to 4/1/2025. Each date row has a status bar with icons (E, VD, C, P) and a 'No markers' button. A red circle highlights the 'Canvas' icon in the top right of the calendar grid.

3

Click here.

The screenshot shows a mobile application interface for managing a calendar. The top bar shows the date 8/12/2025 and location 'At Sea'. The left sidebar shows 'The Avenir' and various filters. The main area displays a grid for the day's schedule. A red circle highlights the 'Canvas' icon in the top right of the grid.

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 Content Information.

This screenshot shows the same 'COZUMEL 30 (Day 2)' interface as the previous one. In the 'DAILY SCHEDULE' panel, the 'Content' tab is selected. The '+' icon in the top left corner of the Content tab is highlighted with an orange circle, indicating where to click to add new content information. The list of events below the tabs includes '08:00am Quiet the Mind Yoga', '08:00am Monopoly Tournament', '08:45am Welcome onboard with Captain David', '09:00am Exotic Mimosa Bar', '09:30am FIT Bootcamp', and '10:00am Basketball'.

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

The screenshot shows a web application interface with a modal dialog titled "Add Content". The dialog has a close button (X) in the top right corner. Below the title, it says "1. Select Content". There are three tabs: "Offer", "Message", and "Information". The "Information" tab is selected and highlighted with an orange circle. To the right of the tabs, there are two radio button options: "Create a New Content" (selected) and "Use an Existing Content". Below these options, there is a text instruction: "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." The form on the left has several fields: "NAME (PUBLIC) *" (text input), "DESCRIPTION" (text area), "TAGS" (text input with placeholder "Search... (or create a new one)"), and "AUDIENCE" (dropdown menu with "All" selected). On the right side of the form, there are three radio button options: "Information from canvas", "Information from canvas and library", and "info qa card". Below these, there is a checkbox labeled "Is Wifi included?". The background of the application shows a sidebar with various filters and a top navigation bar with the date "8/12/2025" and location "At Sea".



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.

The screenshot shows the 'Add Content' dialog box with the '1. Select Content' step. The 'Information' tab is active. The 'NAME (PUBLIC)' field is highlighted with an orange circle. The 'Use an Existing Content' option is selected on the right. The form includes fields for NAME (PUBLIC), DESCRIPTION, TAGS, and AUDIENCE. The right sidebar shows options for 'Create a New Content' and 'Use an Existing Content', with a note about filtering existing contents.

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

The screenshot shows the 'Add Content' dialog box with the '1. Select Content' step. The 'Information' tab is active. The 'Is Wifi included?' checkbox is highlighted with an orange circle. The 'Use an Existing Content' option is selected on the right. The form includes fields for NAME (PUBLIC), DESCRIPTION, TAGS, and AUDIENCE. The right sidebar shows options for 'Create a New Content' and 'Use an Existing Content', with a note about filtering existing contents.

9

Click "Next: Enter Content Details"

The screenshot shows a software interface with a modal window titled "Is Wifi included? Content Details". The modal has a header bar with a "Duplicate This Content" button and a close button. Below the header, there are three tabs: "Offer", "Message", and "Information", with "Information" being the active tab. The form contains the following sections:

- NAME (PUBLIC) ***: A text field containing "Is Wifi included?".
- DESCRIPTION ***: A rich text editor with a toolbar (Bold, Italic, Underline, Bulleted List, Numbered List, Link) and a text area containing "Yes".
- APPEARANCE**: A section with the label "Question And Answer".
- PRINT MESSAGING**: A section with a dropdown menu set to "Paragraph" and a rich text editor toolbar.

On the right side of the modal, there is a section titled "Use an Existing Content" with a sub-header "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." Below this are four radio button options:

- ☐ Information from canvas
- ☐ Information from canvas and library
- ☐ info qa card
- ☒ Is Wifi included?

At the bottom of the modal, there is a status bar that says "Content Selected: Is Wifi included?". To the right of this bar, there is a "Typeahead Filter Mode: Any" dropdown and a "Next: Enter Content Details" button, which is highlighted with an orange 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"

2. Enter Day Details

Instance Information

START TIME * 06:00

END TIME * 05:59

+ Add Call to Action

ENDPOINTS

☒ Default to Library

- All
- Ddp
- Mobile
- Signage
- Web View
- Export API

AUDIENCE

☒ Default to Library

All

Template Selected: Is Wifi included?

Go Back Finish: Create Content