

How to schedule a Content Message to a day?

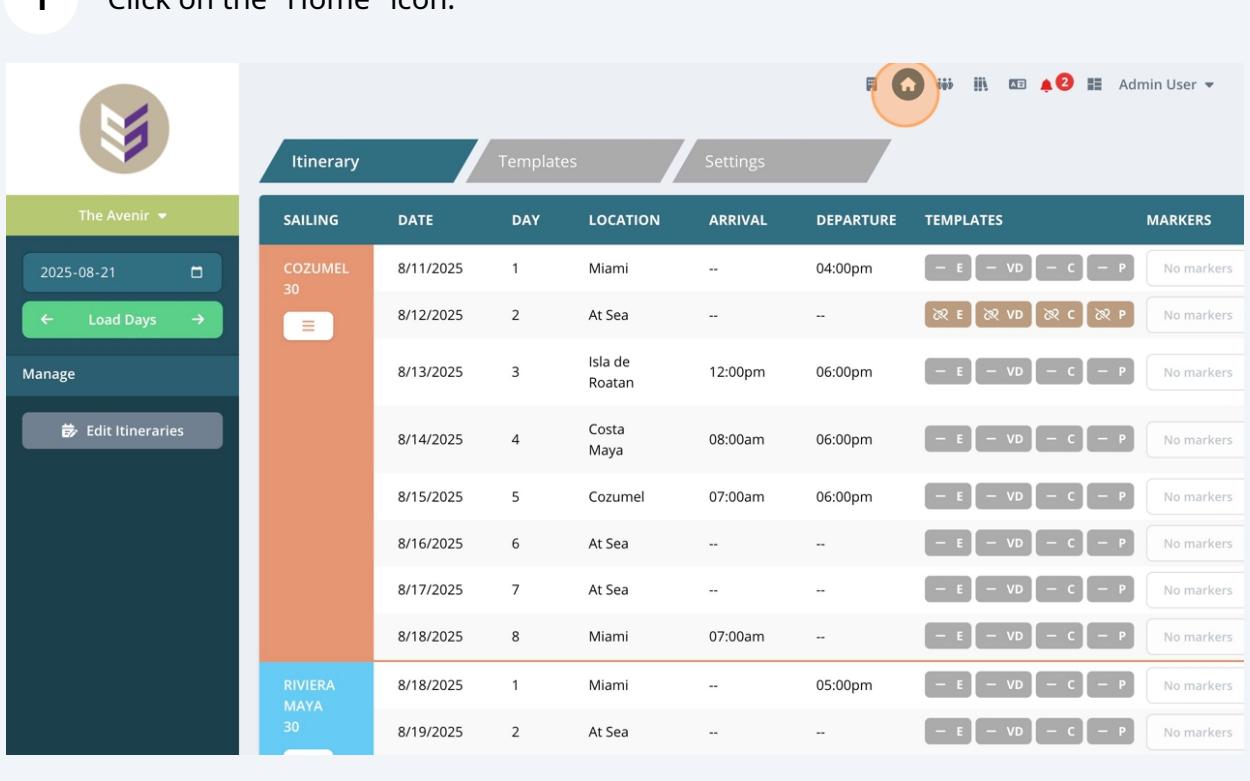
Scribe 

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

scribehow.com/embed-preview/How_to_schedule_a_Content_Message_to_a_day

This guide provides a step-by-step process for scheduling Content Messages to a day. 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.

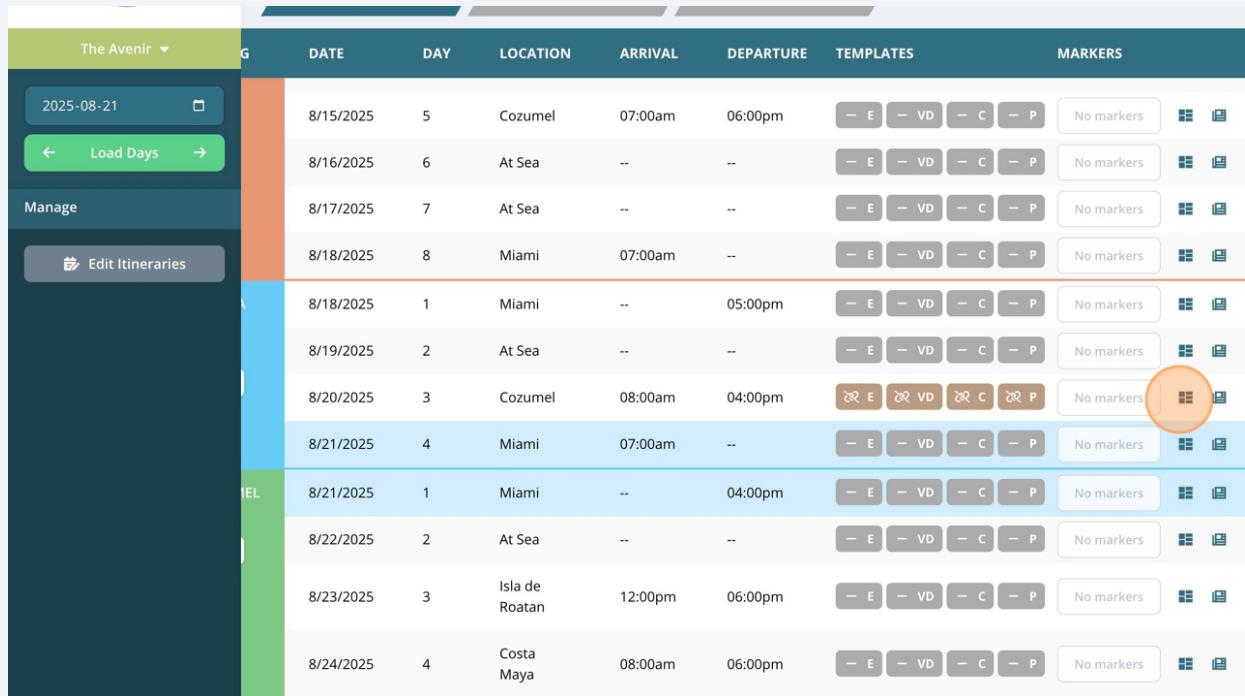
- 1 Click on the "Home" icon.



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	Miami	--	05:00pm	- E - VD - C - P	No markers
						- E - VD - C - P	No markers

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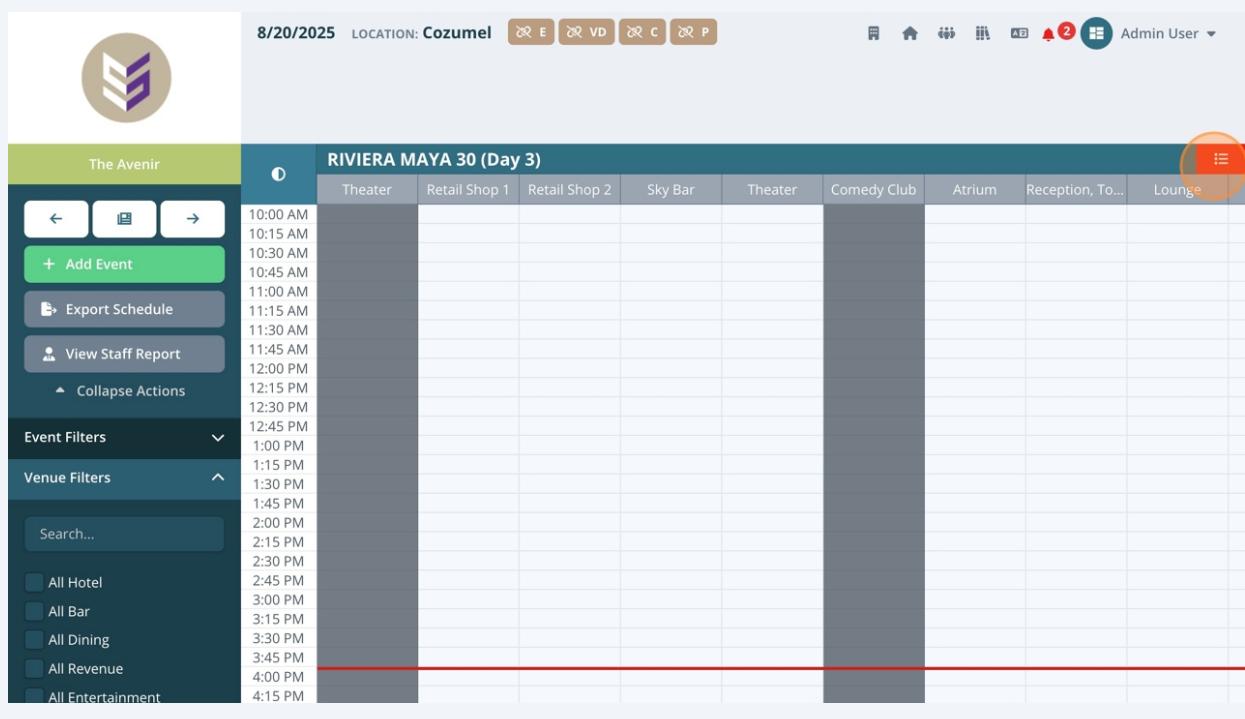
Click here to open the Canvas (Daily Calendar) for the specific day you would like to add the message in.



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
← 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

3

Click this button.



RIVIERA MAYA 30 (Day 3)								
	Theater	Retail Shop 1	Retail Shop 2	Sky Bar	Theater	Comedy Club	Atrium	Reception, To...
10:00 AM								
10:15 AM								
10:30 AM								
10:45 AM								
11:00 AM								
11:15 AM								
11:30 AM								
11:45 AM								
12:00 PM								
12:15 PM								
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3:45 PM								
4:00 PM								
4:15 PM								

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 content.

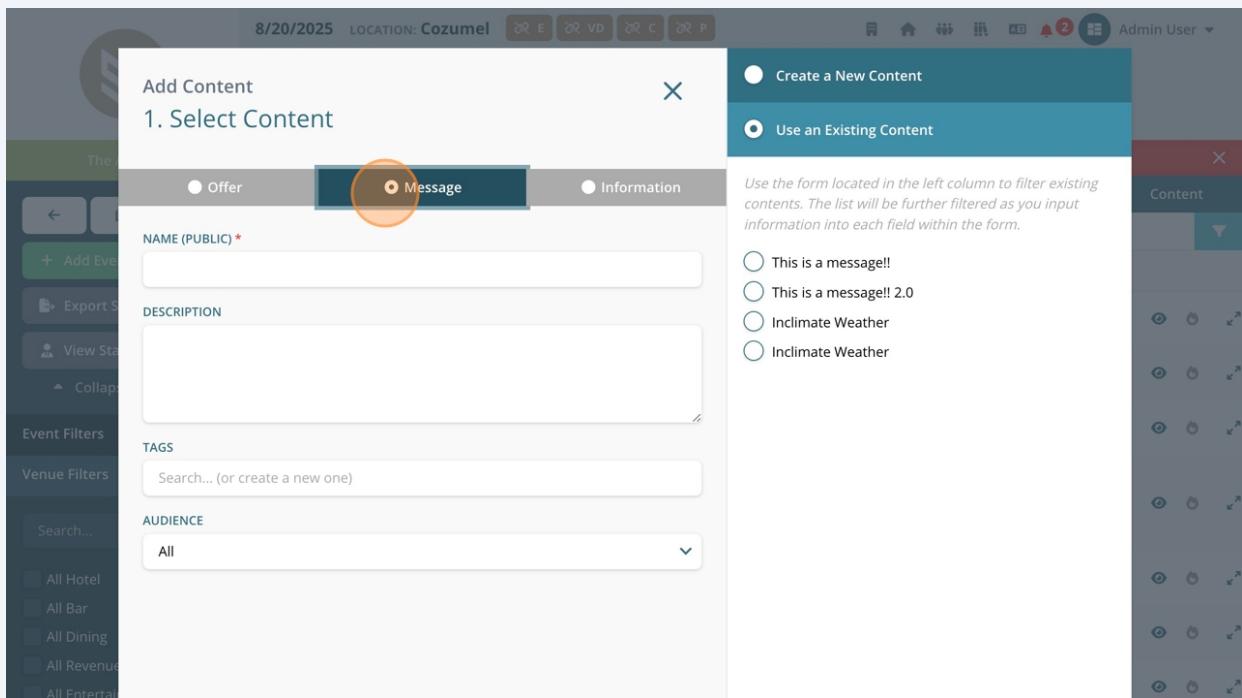
8/20/2025 LOCATION: Cozumel

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!!	

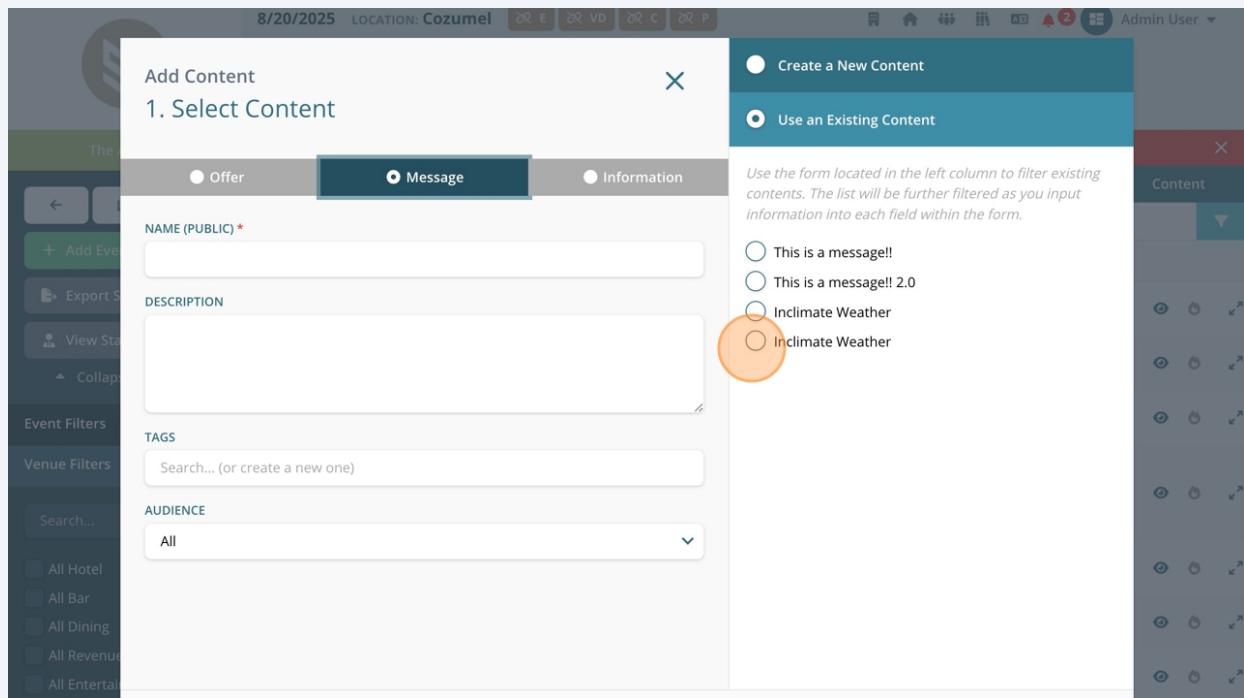
6 Click the "Message" tab to add and schedule a "Message".



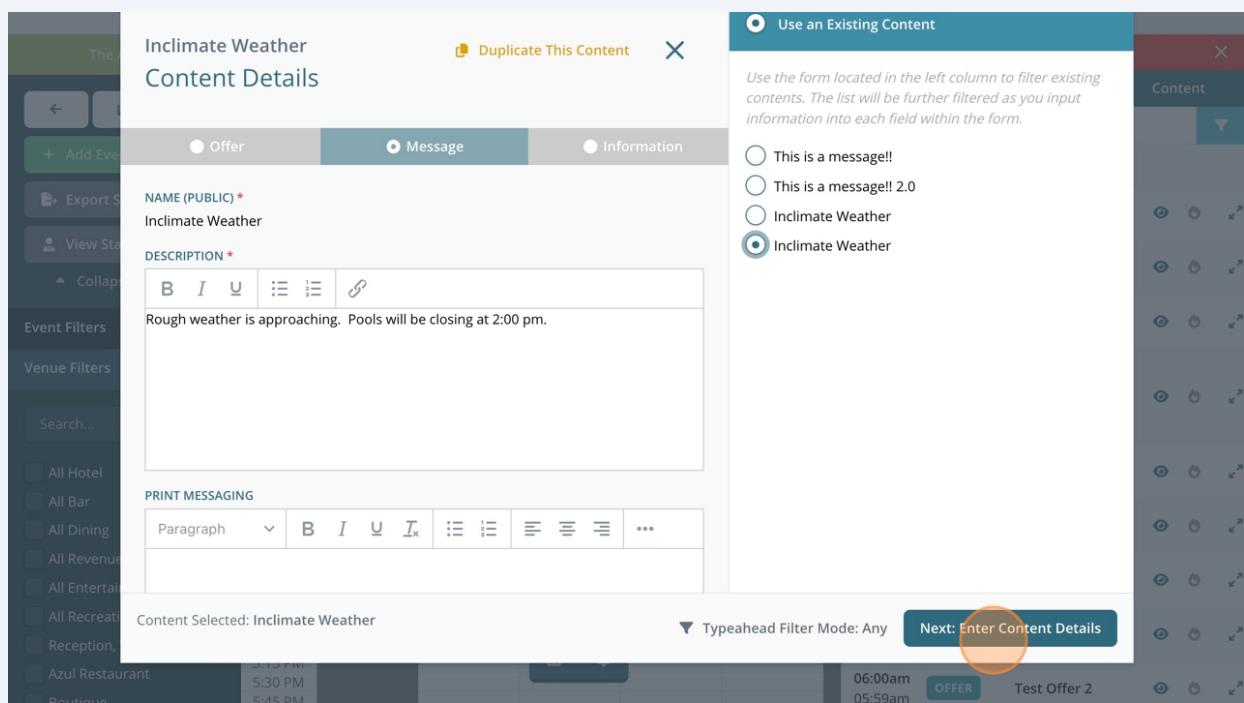
Reminder:

When you click on the message tab, all the messages that are available from the Content Library will be available for you to choose from.

7 Select from the list of Messages on items on the right side.



8 Click "Next: Enter Content Details"



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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 message will appear on guest-facing channels.

Once you're finished, click "Finish: Create Content."

The screenshot shows the 'Create Offer' interface. On the left, there are various filters and a sidebar with sections like 'Event Filters', 'Venue Filters', and 'Search...'. The main area is titled 'Instance Information' and contains fields for 'START TIME *' (06:00) and 'END TIME *' (05:59). Below these are sections for 'ENDPOINTS' and 'AUDIENCE', both with checkboxes for 'Default to Library'. The 'ENDPOINTS' section includes radio buttons for 'All', 'Ddp', 'Mobile', 'Signage', 'WebView', and 'Export API'. The 'AUDIENCE' section includes a radio button for 'All'. At the bottom, a note says 'Template Selected: Incimate Weather'. On the right, there's a 'Content' sidebar with a list of items. At the bottom right, there are buttons for 'Go Back', 'Finish: Create Content' (which is circled in orange), and 'Test Offer 2'.