

How to schedule a Content Message to a day?

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

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

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.

The screenshot shows the Scribe application interface. On the left 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. The main area has tabs for 'Itinerary', 'Templates', and 'Settings'. The 'Itinerary' tab is active, displaying a table with columns: SAILING, DATE, DAY, LOCATION, ARRIVAL, DEPARTURE, TEMPLATES, and MARKERS. The table lists two itineraries: 'COZUMEL 30' and 'RIVIERA MAYA 30'. The 'COZUMEL 30' itinerary has 8 days, and the 'RIVIERA MAYA 30' itinerary has 2 days. In the top right corner, a 'Home' icon (a house inside a circle) is highlighted with an orange circle, indicating the first step of the guide.

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

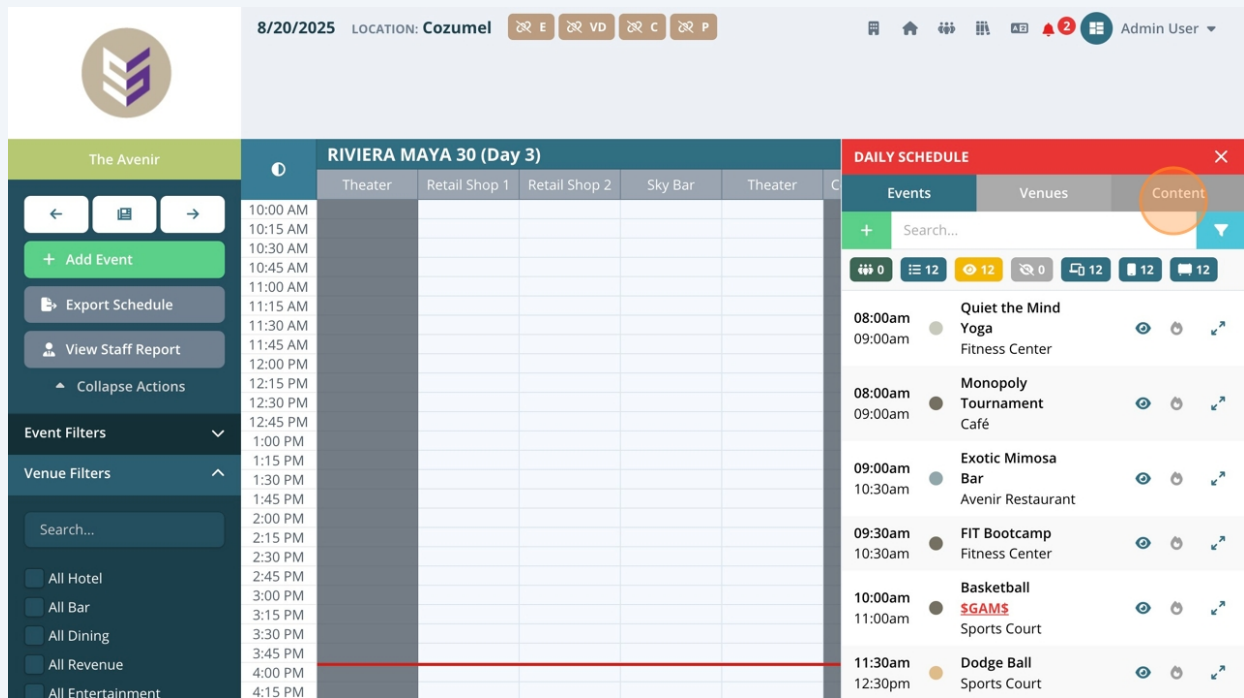
Click here to open the Canvas (Daily Calendar) for the specific day you would like to add the message in.

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
	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.

4 Click "Content"

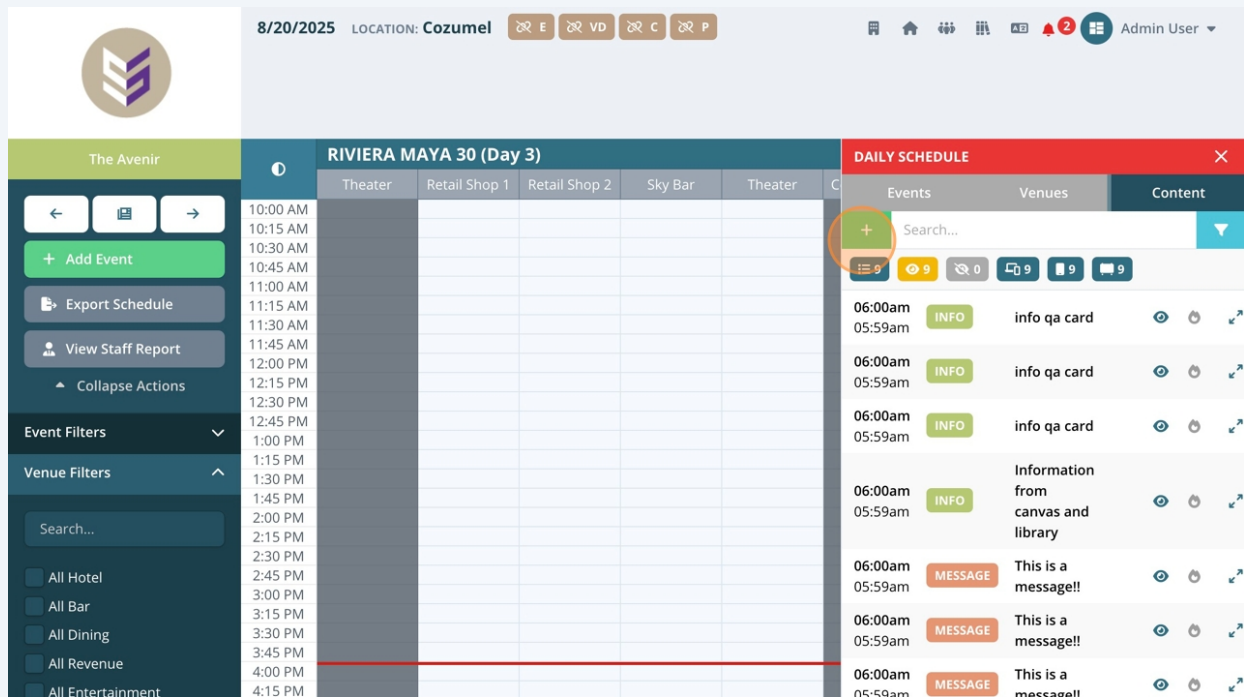


The screenshot shows the event management interface for 'The Avenir' on 8/20/2025 at the 'Cozumel' location. The main calendar view is titled 'RIVIERA MAYA 30 (Day 3)' and shows a grid of time slots from 10:00 AM to 4:15 PM across various venues: Theater, Retail Shop 1, Retail Shop 2, Sky Bar, and Theater. On the left, there are navigation buttons (back, forward, add event) and filters for Event and Venue. The 'DAILY SCHEDULE' panel on the right is open, and the 'Content' tab is selected, showing a list of events with their times and venues. A red circle highlights the 'Content' tab in the panel's header.

Time	Theater	Retail Shop 1	Retail Shop 2	Sky Bar	Theater
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					
12:30 PM					
12:45 PM					
1:00 PM					
1:15 PM					
1:30 PM					
1:45 PM					
2:00 PM					
2:15 PM					
2:30 PM					
2:45 PM					
3:00 PM					
3:15 PM					
3:30 PM					
3:45 PM					
4:00 PM					
4:15 PM					

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

5 Click the "+" icon to add content.



The screenshot shows the same event management interface as before, but now the '+' icon in the 'DAILY SCHEDULE' panel is highlighted with a red circle. The 'Content' tab is still selected, and the list of events is updated to show new content items. The main calendar view remains the same.

Time	Theater	Retail Shop 1	Retail Shop 2	Sky Bar	Theater
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					
12:30 PM					
12:45 PM					
1:00 PM					
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2:00 PM					
2:15 PM					
2:30 PM					
2:45 PM					
3:00 PM					
3:15 PM					
3:30 PM					
3:45 PM					
4:00 PM					
4:15 PM					

Time	Event	Venue
06:00am	INFO	info qa card
05:59am		
06:00am	INFO	info qa card
05:59am		
06:00am	INFO	info qa card
05:59am		
06:00am	INFO	Information from canvas and library
05:59am		
06:00am	MESSAGE	This is a message!!
05:59am		
06:00am	MESSAGE	This is a message!!
05:59am		
06:00am	MESSAGE	This is a message!!
05:59am		

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

The screenshot shows a web application interface with a modal titled "Add Content" and a sub-header "1. Select Content". The modal has three tabs: "Offer", "Message" (which is selected and highlighted with an orange circle), and "Information". The "Message" tab contains a form with the following fields: "NAME (PUBLIC) *" (a text input), "DESCRIPTION" (a large text area), "TAGS" (a search input with the placeholder "Search... (or create a new one)"), and "AUDIENCE" (a dropdown menu currently set to "All"). To the right of the form, there are two radio buttons: "Create a New Content" (selected) and "Use an Existing Content". Below these, a list of existing content items is shown, each with a radio button and a description: "This is a message!!", "This is a message!! 2.0", "Inclimate Weather", and "Inclimate Weather". A sidebar on the left of the modal shows various filters like "Event Filters" and "Venue Filters". The background of the application shows a date "8/20/2025", a location "Cozumel", and a user profile "Admin User".



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.

8/20/2025 LOCATION: Cozumel

Add Content

1. Select Content

☐ Offer ☒ Message ☐ Information

NAME (PUBLIC) *

DESCRIPTION

TAGS

Search... (or create a new one)

AUDIENCE

All

☐ Create a New Content

☒ Use an Existing Content

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.

☐ This is a message!!

☐ This is a message!! 2.0

☐ Inclimate Weather

☒ Inclimate Weather

8 Click "Next: Enter Content Details"

Inclimate Weather

Duplicate This Content

☐ Offer ☒ Message ☐ Information

NAME (PUBLIC) *

Inclimate Weather

DESCRIPTION *

B I U [List Icons] [Link Icon]

Rough weather is approaching. Pools will be closing at 2:00 pm.

PRINT MESSAGING

Paragraph **B I U** [List Icons] [Text Icons] [More Icons]

☐ Create a New Content

☒ Use an Existing Content

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.

☐ This is a message!!

☐ This is a message!! 2.0

☐ Inclimate Weather

☒ Inclimate Weather

Content Selected: Inclimate Weather

Typeahead Filter Mode: Any

Next: Enter Content Details

9 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."

2. Enter Day Details

Instance Information

Merged Variables

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: Inclimate Weather

Go Back

Finish: Create Content