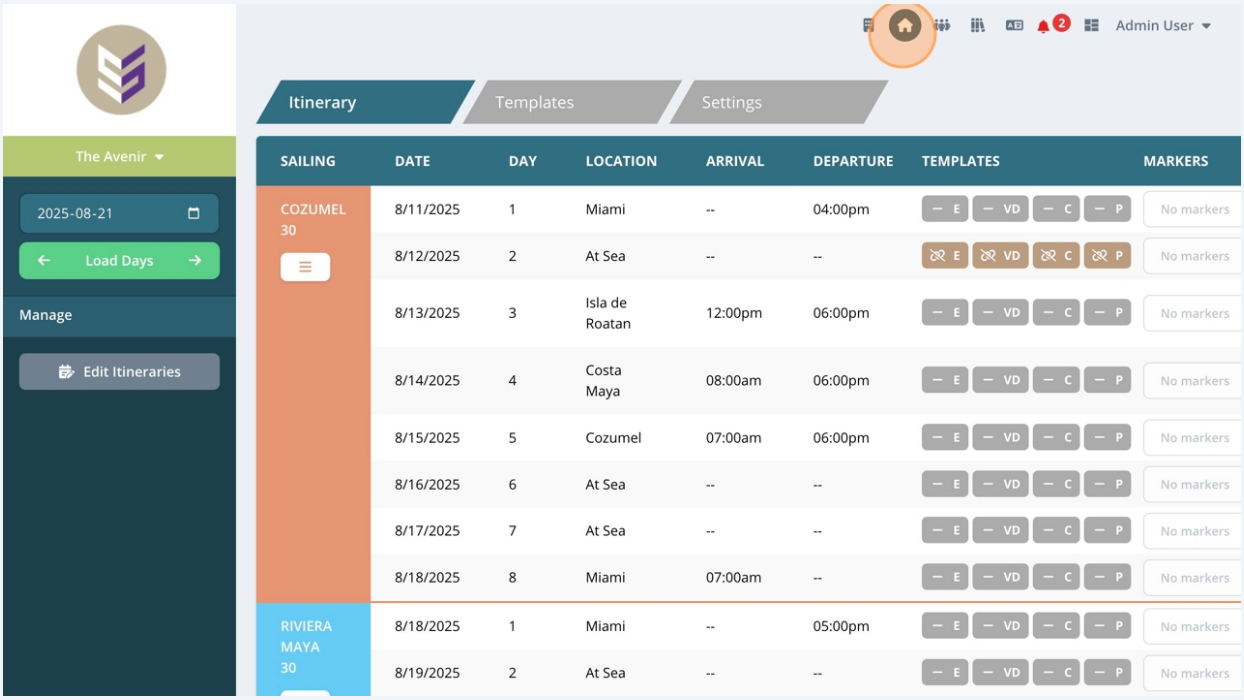
How to schedule a Content Offer to a day?

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

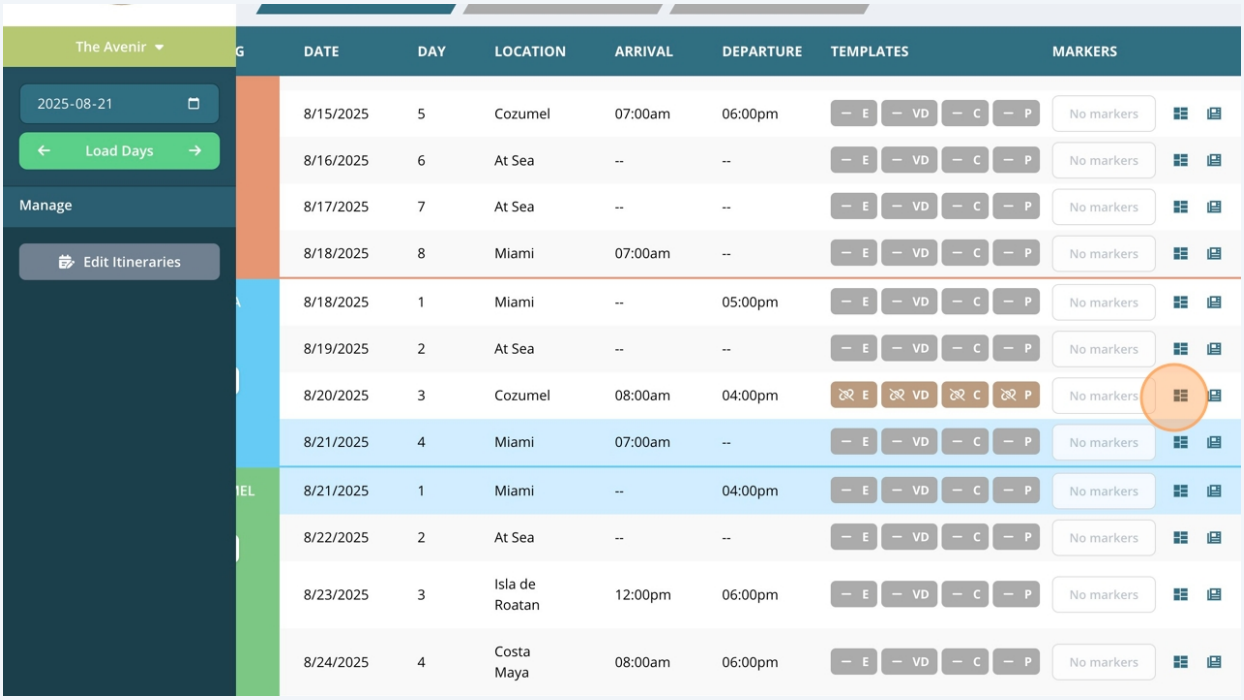
scribehow.com/embed-preview/How_to_schedule_a_C...

This guide provides a step-by-step process for scheduling a Content Offer 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.

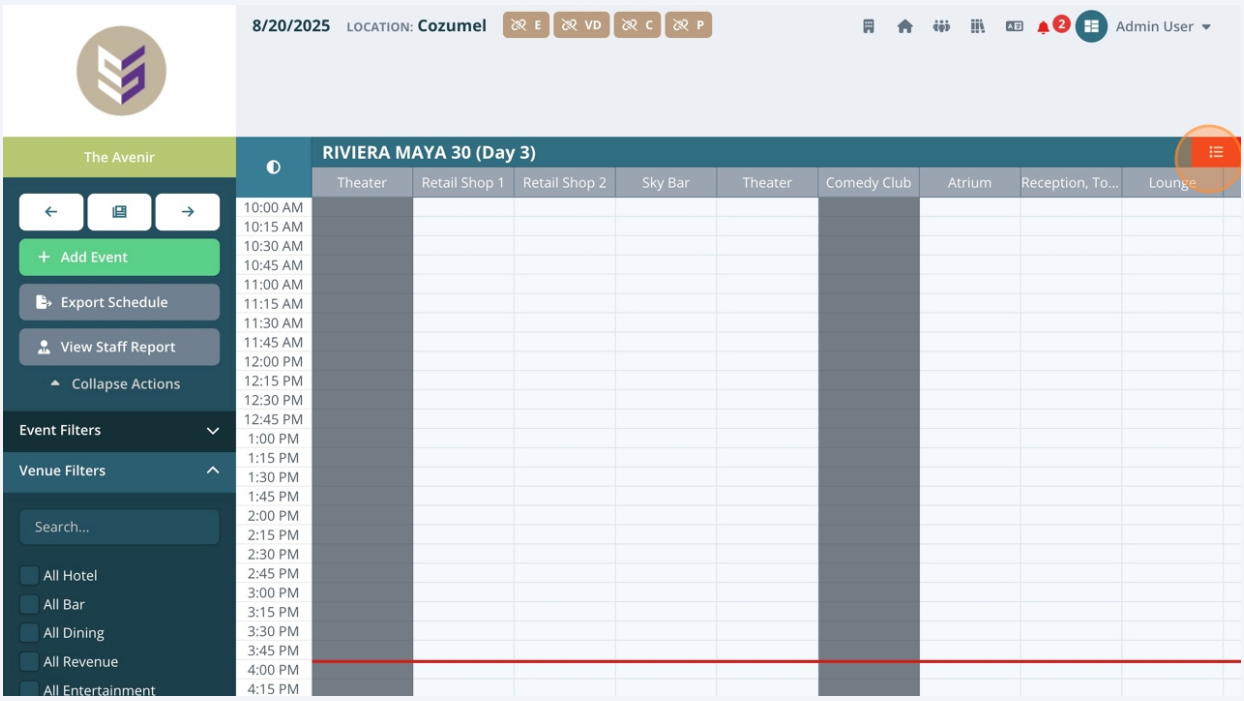
1 Click on the "Home" icon.



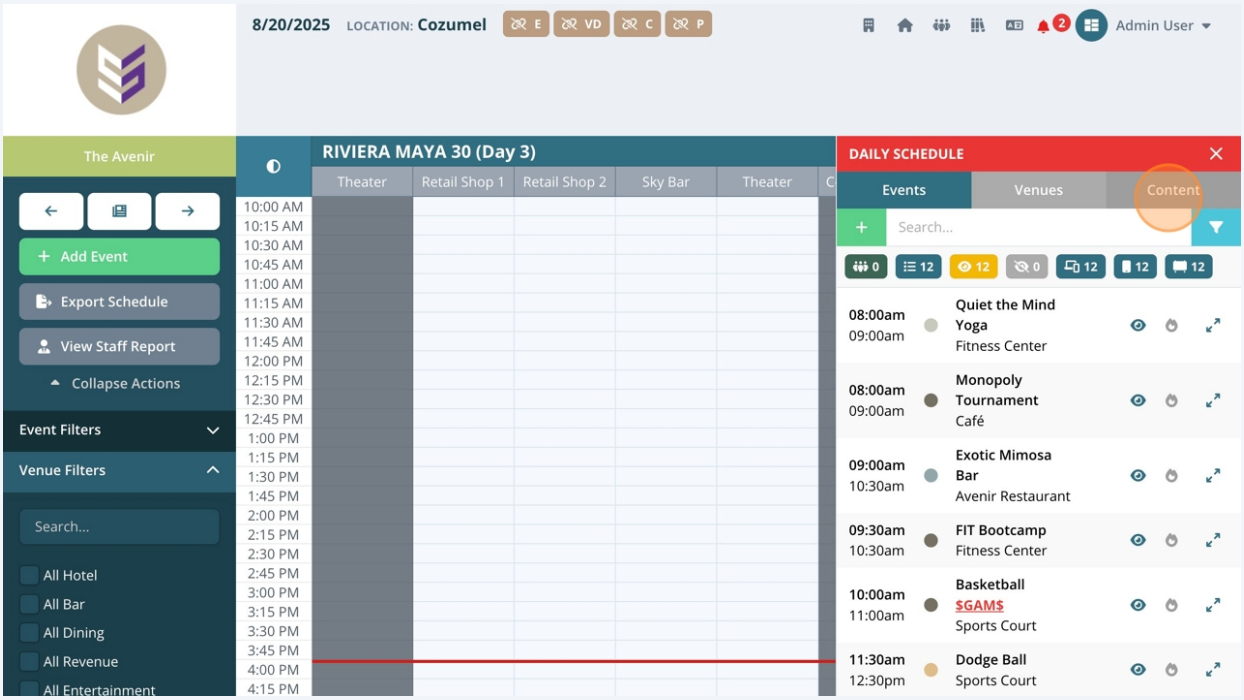
2 Click here to open the Canvas (Daily Calendar) for the specific day you would like to add the offer to.



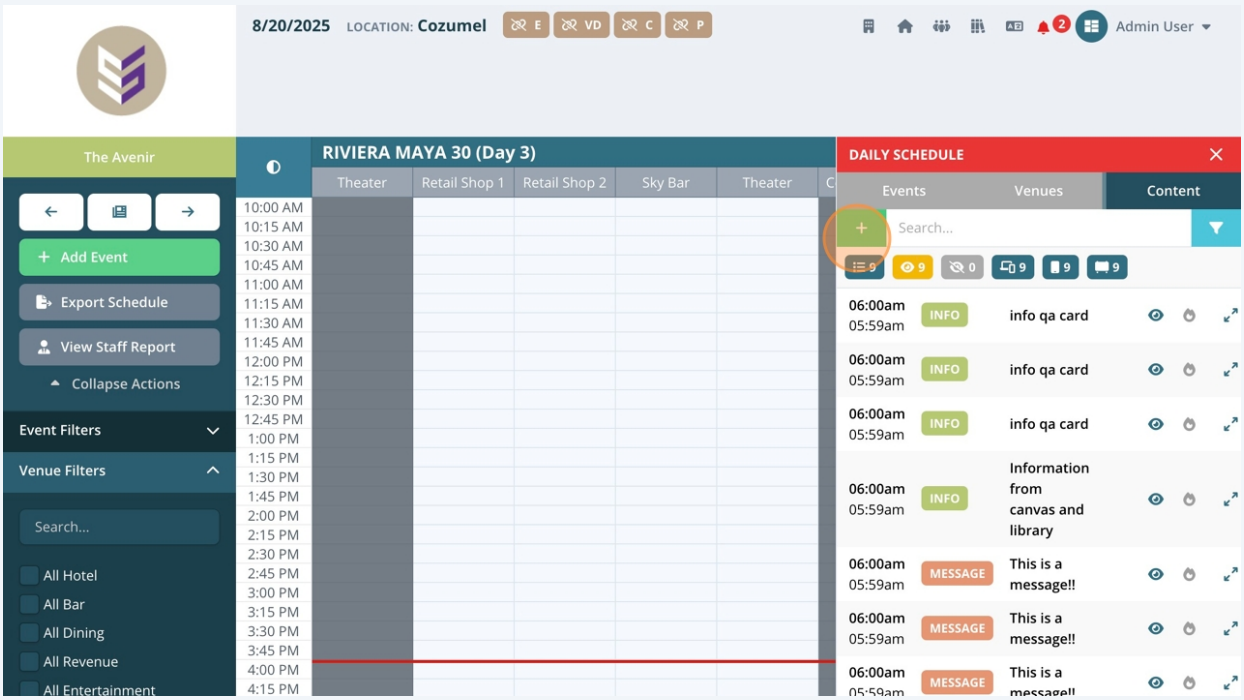
3 Click this button.



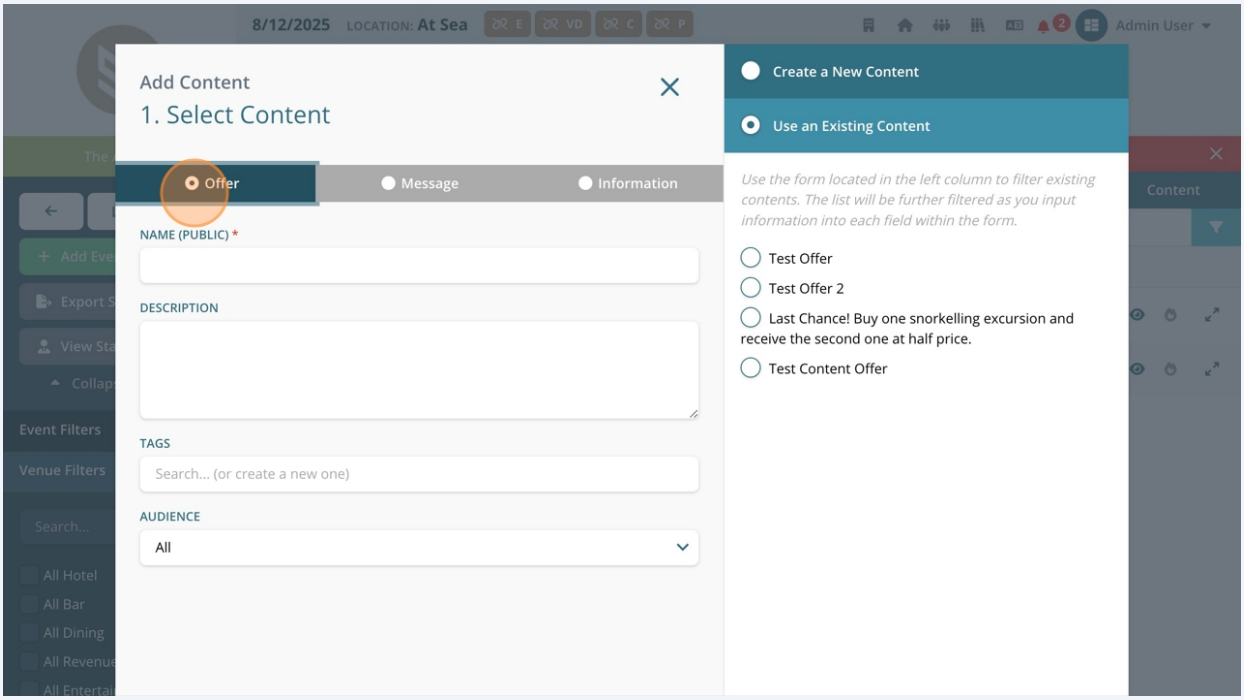
4 Click "Content"



5 Click the "+" icon to add content.

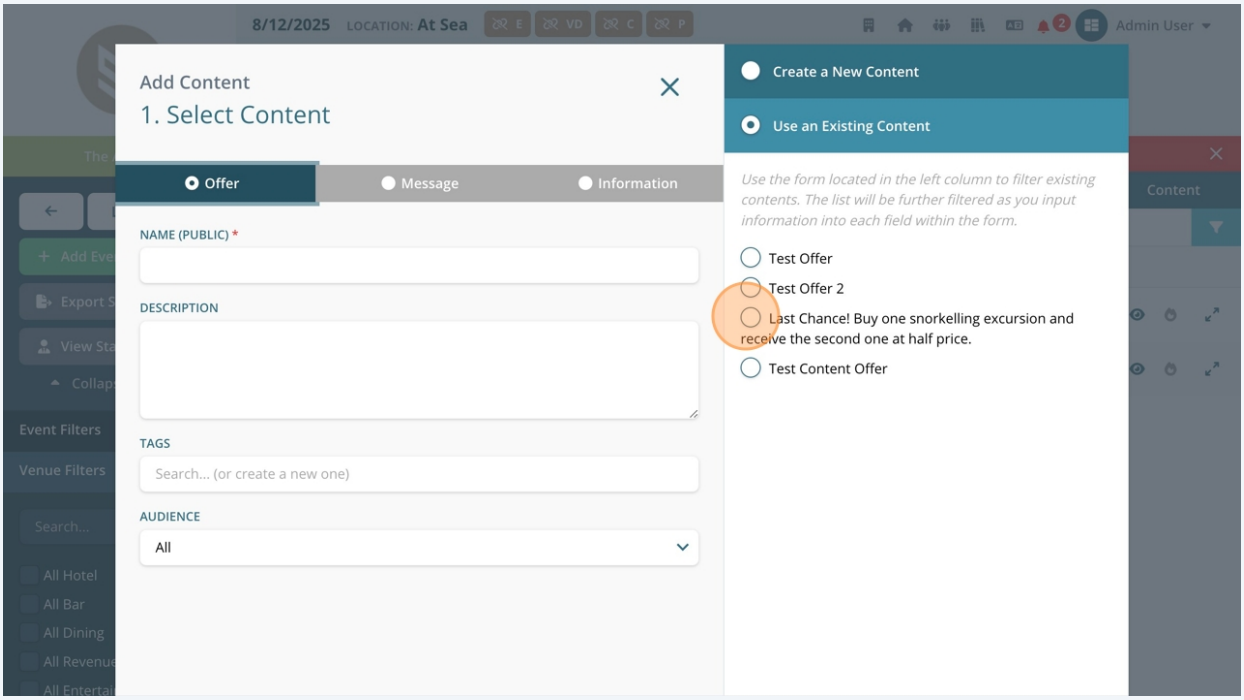


6 Click the "Offer" tab.

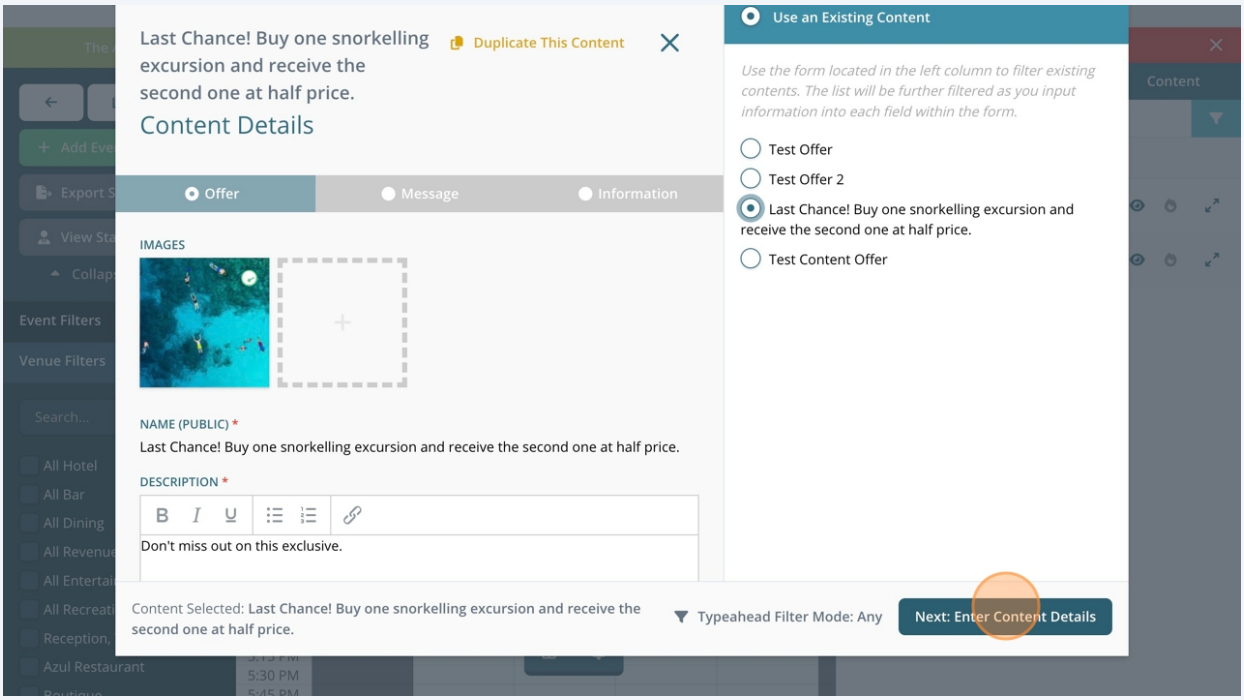


Reminder:
When you click on the offer tab, all the offers that are available from the Content Library will be available for you to choose from.

7 Select from the list of Offers on the right side. Alternatively you can search for an offer by typing in the "NAME" field.



8 Click "Next: Enter Content Details"

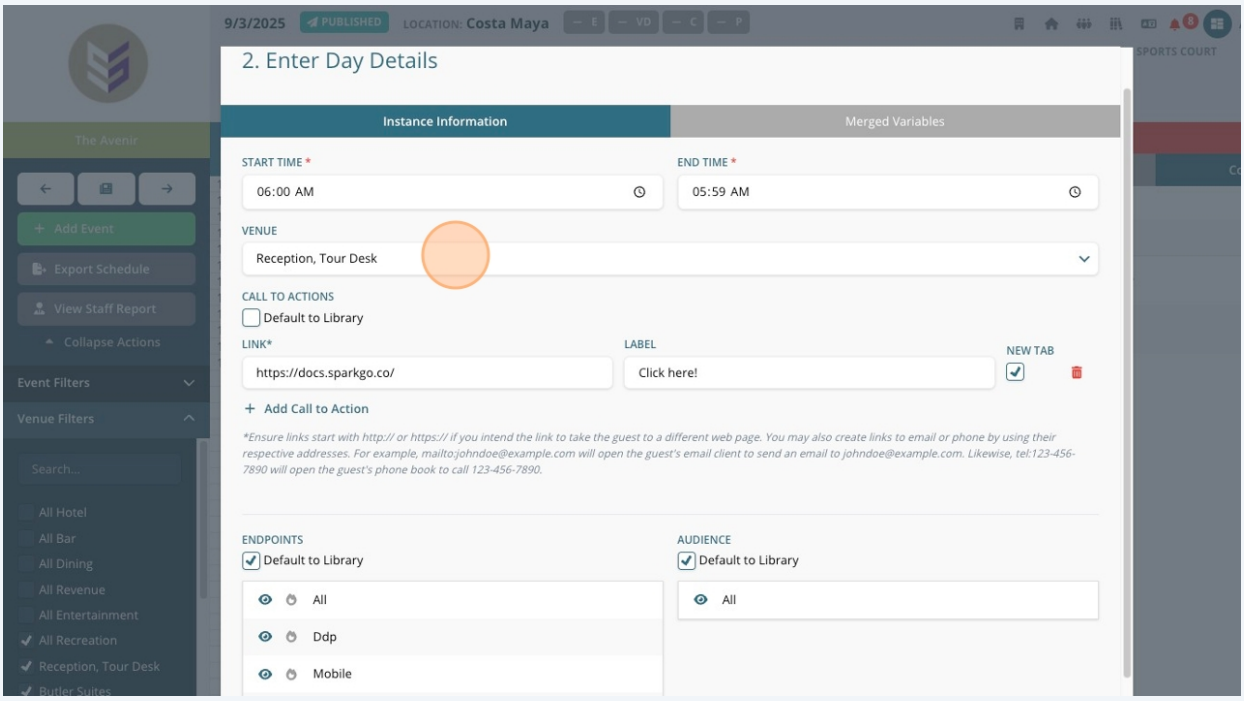


9 In this section, you can:

• **Schedule visibility**: Set when the offer becomes visible to guests by entering a start and end time.

• **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.

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