

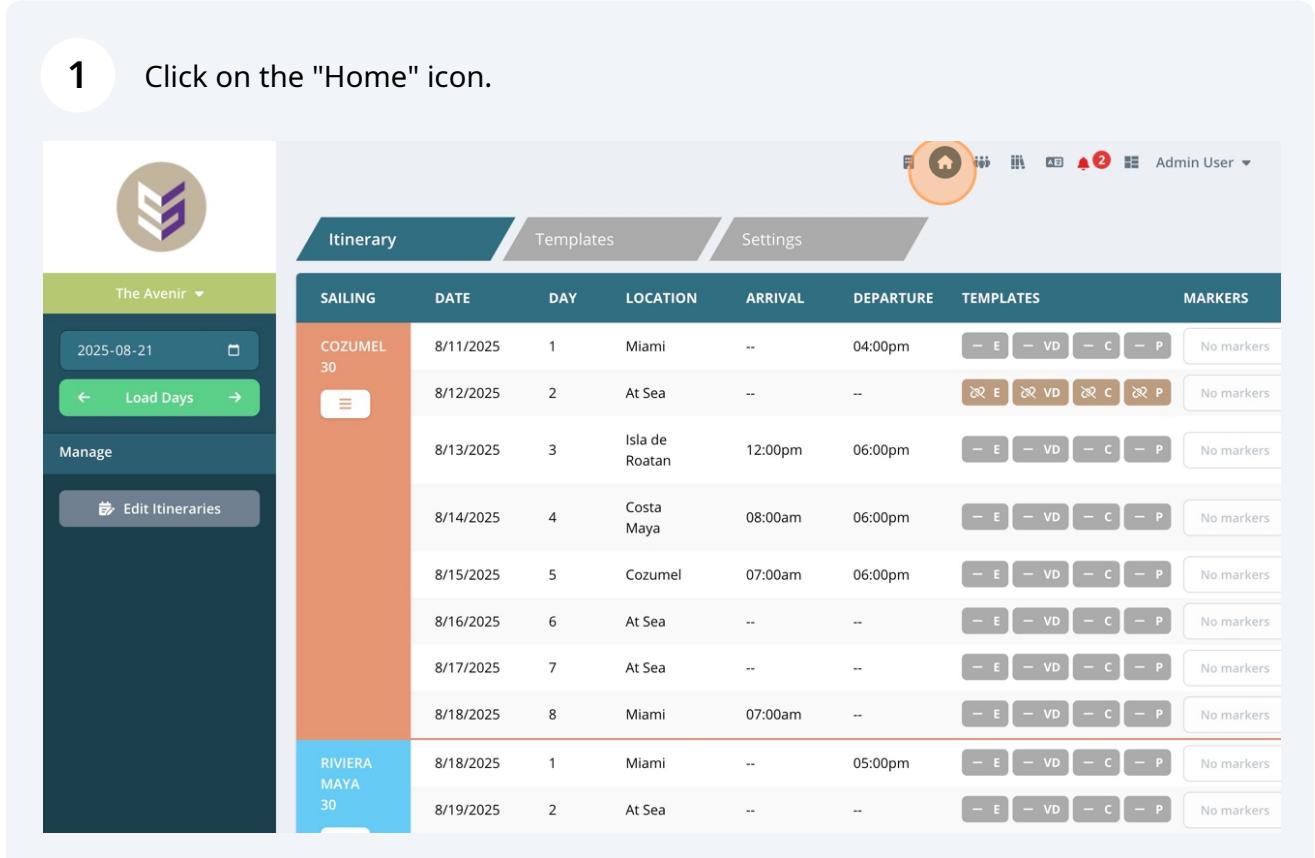
How to schedule a Content Offer to a day?

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.

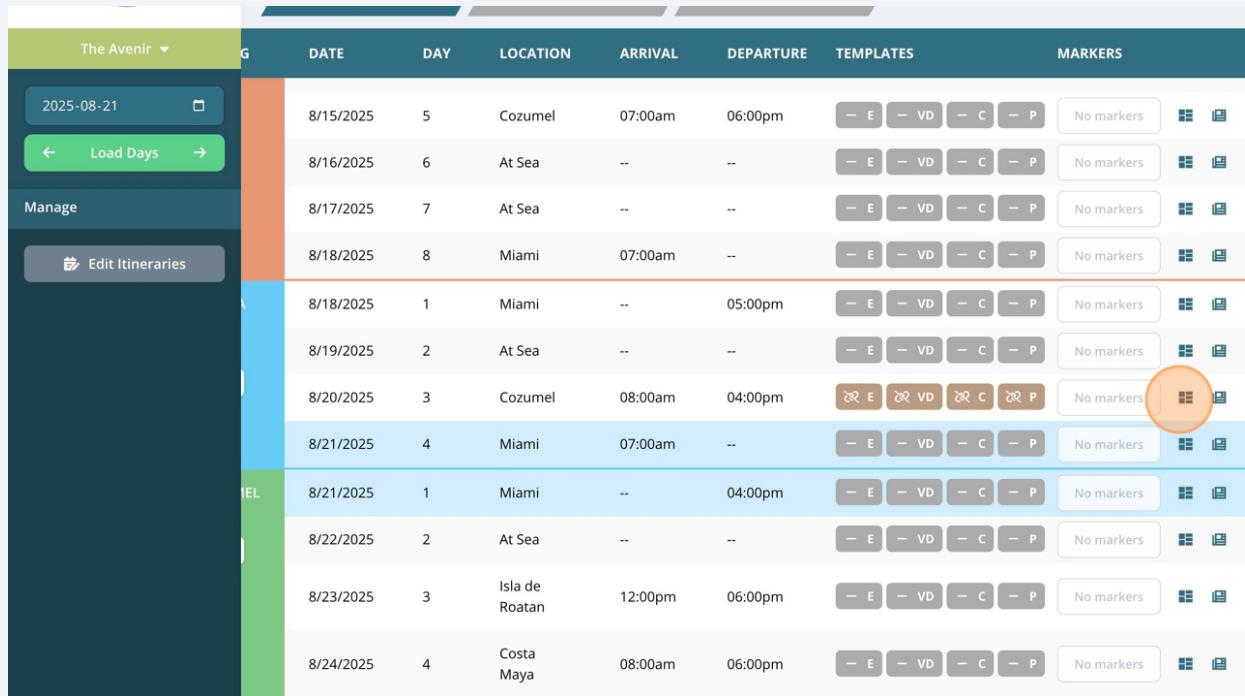
- 1 Click on the "Home" icon.



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

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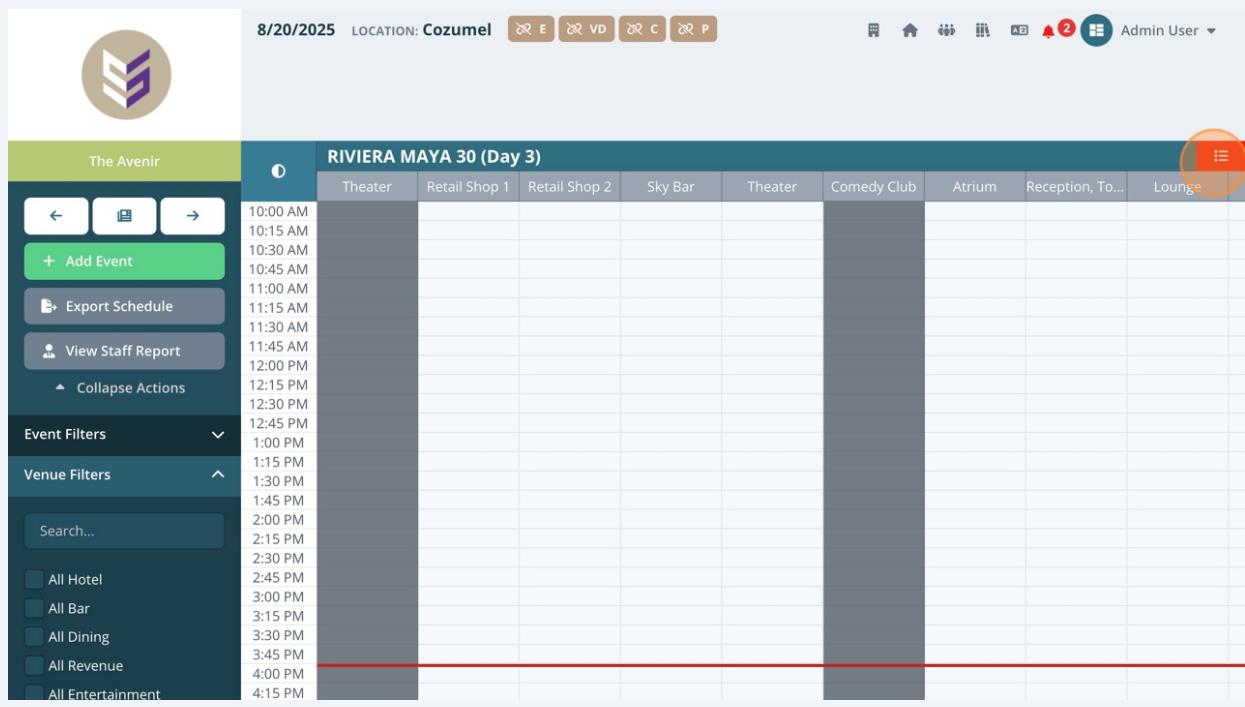
Click here to open the Canvas (Daily Calendar) for the specific day you would like to add the offer to.



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

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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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3:00 PM								
3:15 PM								
3:30 PM								
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.

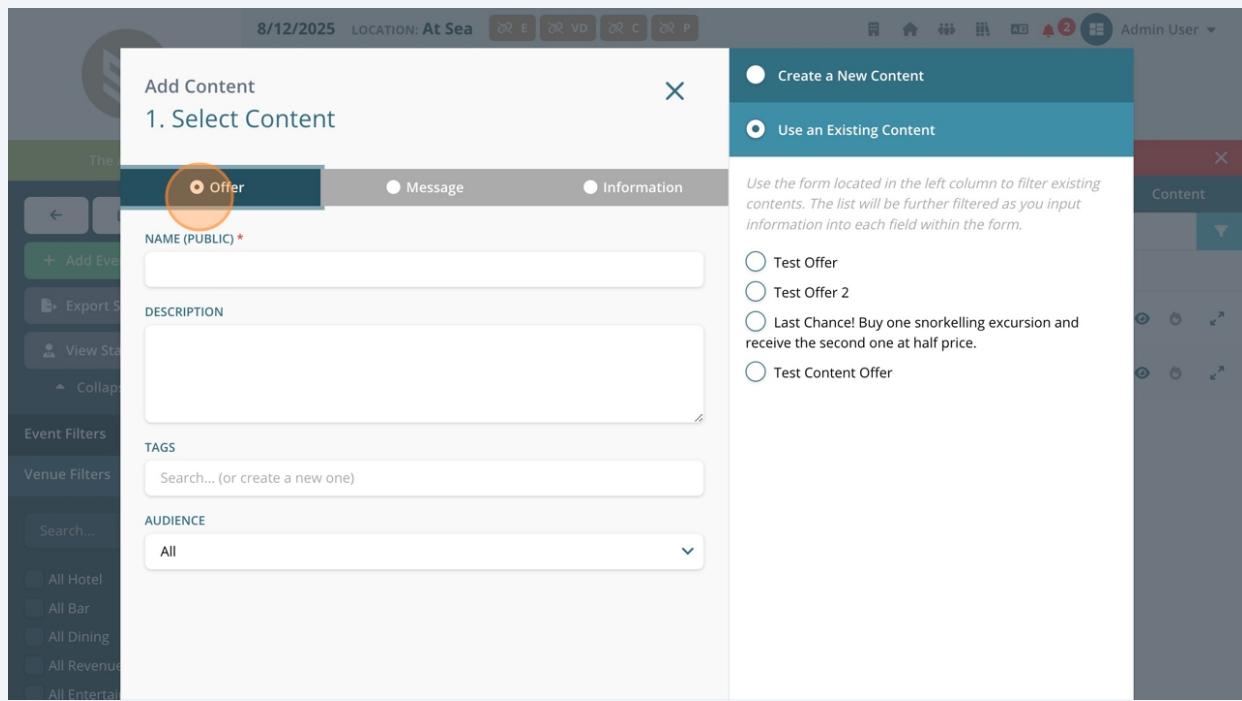
8/20/2025 LOCATION: Cozumel

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 "Offer" tab.

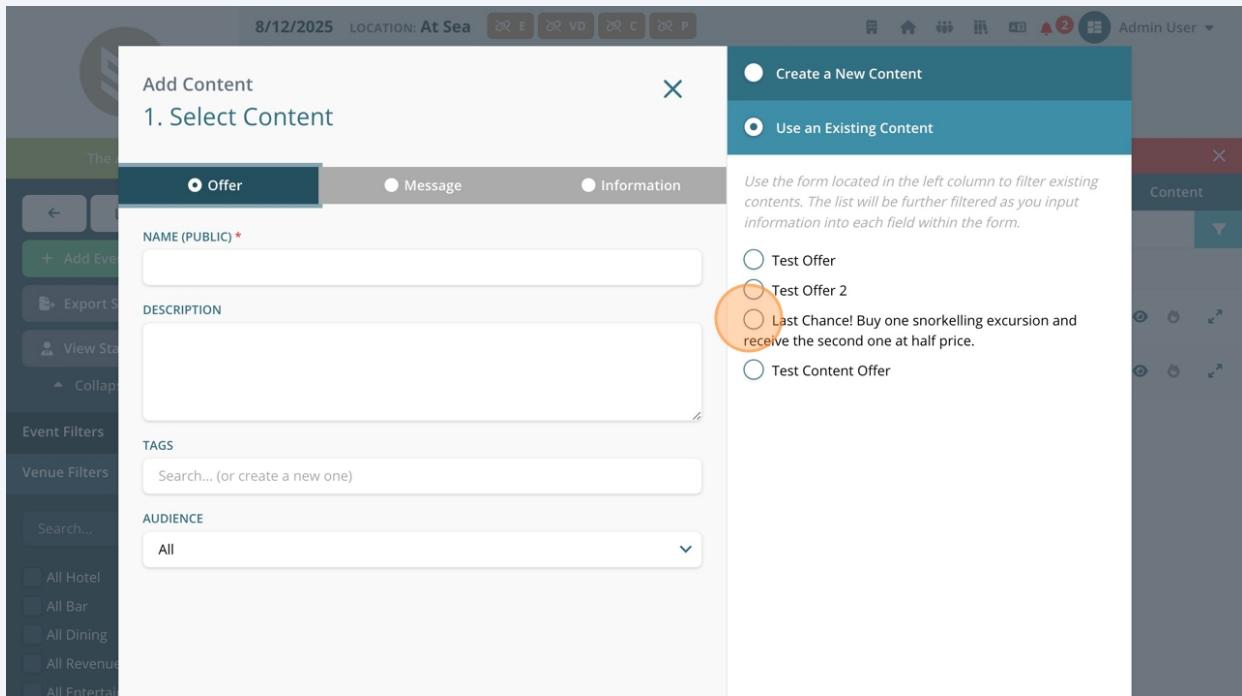


Reminder:

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.

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



8/12/2025 LOCATION: At Sea E VD C P Admin User

Add Content

1. Select Content

Offer Message Information

NAME (PUBLIC) *

DESCRIPTION

TAGS

AUDIENCE

Event Filters

Venue Filters

Search...

All Hotel All Bar All Dining All Revenue All Enterprise

Content

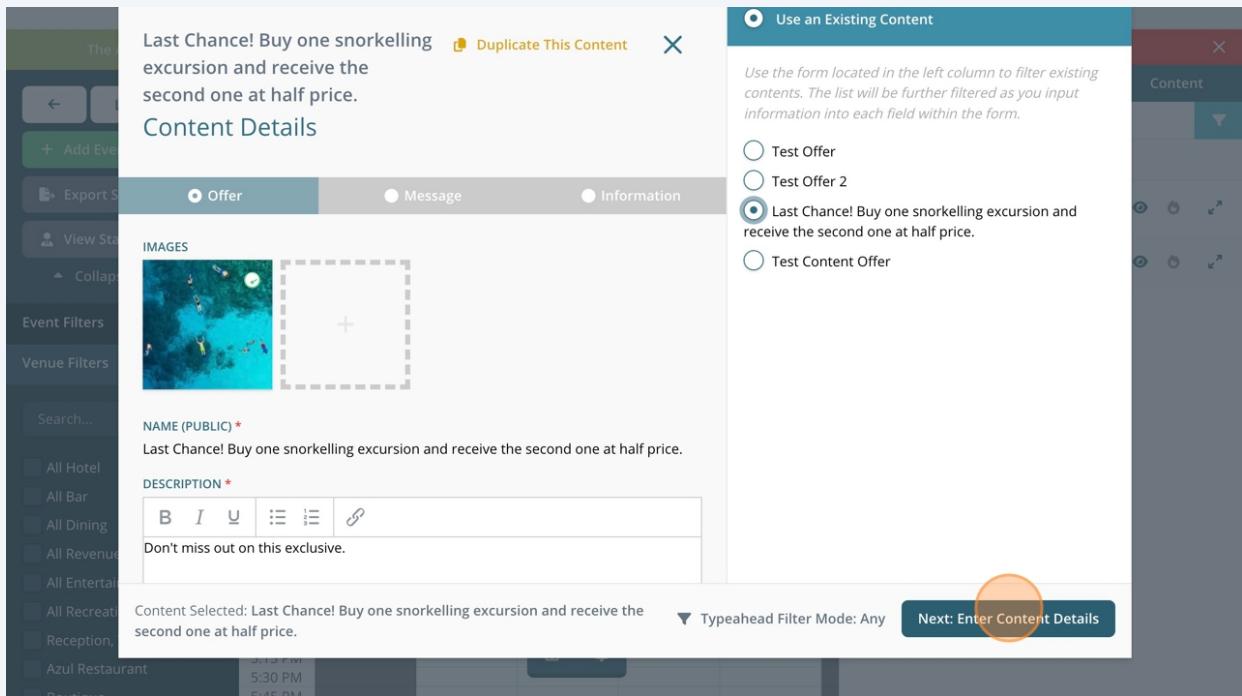
Create a New Content Use an Existing Content

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.

Test Offer Test Offer 2 Last Chance! Buy one snorkelling excursion and receive the second one at half price. Test Content Offer

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Click "Next: Enter Content Details"



Last Chance! Buy one snorkelling excursion and receive the second one at half price.

Content Details

Offer Message Information

IMAGES

NAME (PUBLIC) *

Last Chance! Buy one snorkelling excursion and receive the second one at half price.

DESCRIPTION *

B I U

Don't miss out on this exclusive.

Content Selected: Last Chance! Buy one snorkelling excursion and receive the second one at half price.

Event Filters

Venue Filters

Search...

All Hotel All Bar All Dining All Revenue All Enterprise

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.

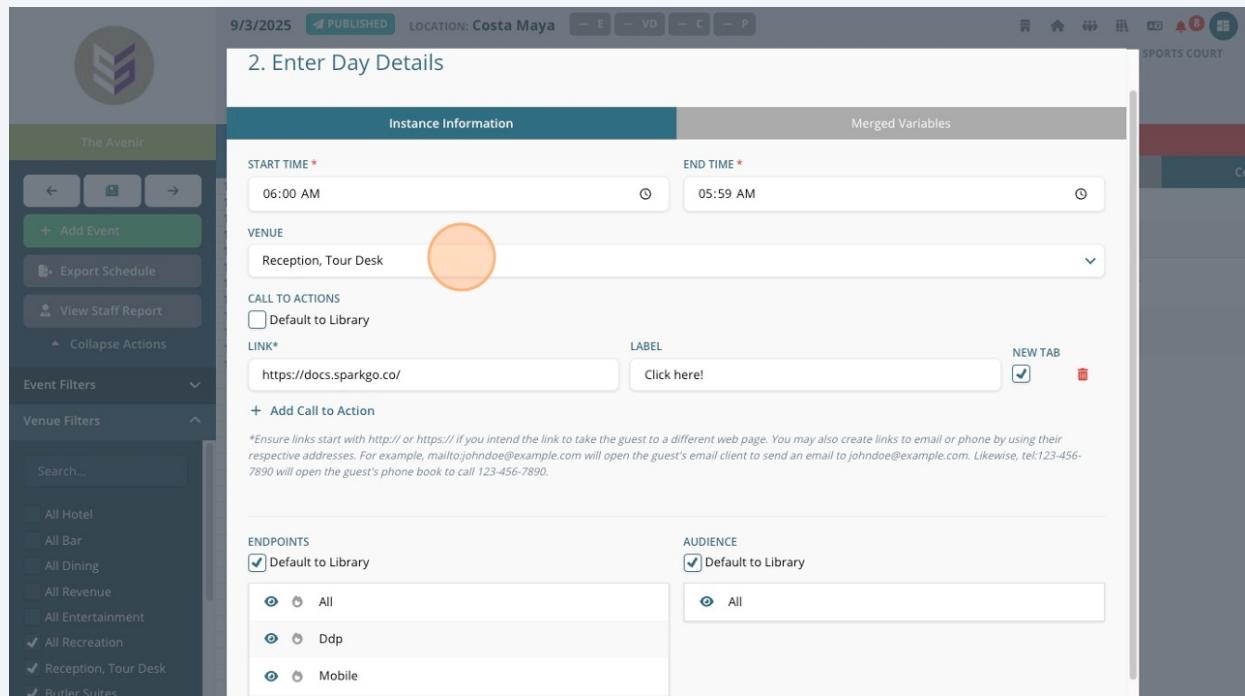
Test Offer Test Offer 2 Last Chance! Buy one snorkelling excursion and receive the second one at half price. Test Content Offer

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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.
- **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."



The screenshot shows the '2. Enter Day Details' step in the Spark Go software. The interface is divided into several sections:

- Instance Information:** Contains fields for **START TIME *** (06:00 AM) and **END TIME *** (05:59 AM).
- Merged Variables:** A section for managing merged variables.
- VENUE:** A dropdown menu showing 'Reception, Tour Desk'.
- CALL TO ACTIONS:** A section with a checkbox for 'Default to Library'.
- LINK:** A text input field containing 'https://docs.sparkgo.co/'.
- LABEL:** A text input field containing 'Click here!' with a 'NEW TAB' checkbox checked.
- ENDPOINTS:** A section with a checkbox for 'Default to Library'.
- AUDIENCE:** A section with a checkbox for 'Default to Library'.

At the bottom of the main form, there is a note: **Ensure links start with http:// or https:// if you intend the link to take the guest to a different web page. You may also create links to email or phone by using their respective addresses. For example, mailto:john.doe@example.com will open the guest's email client to send an email to john.doe@example.com. Likewise, tel:123-456-7890 will open the guest's phone book to call 123-456-7890.*

The left sidebar of the application shows the hotel name 'The Avenir' and various filters and actions:

- Event Filters:** Includes 'Add Event', 'Export Schedule', and 'View Staff Report' buttons.
- Venue Filters:** Includes 'Collapse Actions' and a search bar.
- Event Filters (List):** Shows filters for All Hotel, All Bar, All Dining, All Revenue, All Entertainment, All Recreation, Reception, Tour Desk, and Butler Suites.