

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

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.

The screenshot displays the Scribe application interface. On the left is a dark sidebar with a logo at the top, followed by 'The Avenir' with a dropdown arrow, 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, showing a table with columns: SAILING, DATE, DAY, LOCATION, ARRIVAL, DEPARTURE, TEMPLATES, and MARKERS. The table lists two itineraries: 'COZUMEL 30' (days 1-8) and 'RIVIERA MAYA 30' (days 1-2). The 'Home' icon in the top right navigation bar is highlighted with an orange circle.

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.

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#### 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. On the left, there are navigation buttons and filters. On the right, the 'DAILY SCHEDULE' panel is open, showing a list of events. The 'Content' tab is selected, and a red circle highlights the 'Content' button in the top right corner of the panel.

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

#### 5 Click the "+" icon to add content.

The screenshot shows the same event management interface as before, but now the 'Content' tab is selected in the 'DAILY SCHEDULE' panel. A red circle highlights the '+' icon in the top left corner of the panel, indicating where to click to add new content.

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					
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3:00 PM					
3:15 PM					
3:30 PM					
3:45 PM					
4:00 PM					
4:15 PM					

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

6 Click the "Offer" tab.

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" (selected and highlighted with an orange circle), "Message", and "Information". The "Offer" tab contains a form with the following 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). To the right of the form, there are two radio buttons: "Create a New Content" (unselected) and "Use an Existing Content" (selected). Below the "Use an Existing Content" radio button, there is a list of four options: "Test Offer", "Test Offer 2", "Last Chance! Buy one snorkelling excursion and receive the second one at half price.", and "Test Content Offer". A small text block above the list says: "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 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 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

Add Content

1. Select Content

☒ Offer ☐ Message ☐ Information

NAME (PUBLIC) \*

DESCRIPTION

TAGS

AUDIENCE

All

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. Duplicate This Content

Content Details

☒ Offer ☐ Message ☐ Information

IMAGES

NAME (PUBLIC) \*

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

DESCRIPTION \*

Don't miss out on this exclusive.

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

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.
- **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."

9/3/2025 PUBLISHED LOCATION: Costa Maya

### 2. Enter Day Details

Instance Information	Merged Variables
<p><b>START TIME *</b></p> <p>06:00 AM</p> <p><b>END TIME *</b></p> <p>05:59 AM</p> <p><b>VENUE</b></p> <p>Reception, Tour Desk</p> <p><b>CALL TO ACTIONS</b></p> <p><input type="checkbox"/> Default to Library</p> <p><b>LINK*</b></p> <p>https://docs.sparkgo.co/</p> <p><b>LABEL</b></p> <p>Click here!</p> <p><b>NEW TAB</b></p> <p><input checked="" type="checkbox"/></p> <p><b>ENDPOINTS</b></p> <p><input checked="" type="checkbox"/> Default to Library</p> <p>All</p> <p>Ddp</p> <p>Mobile</p>	

\*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.