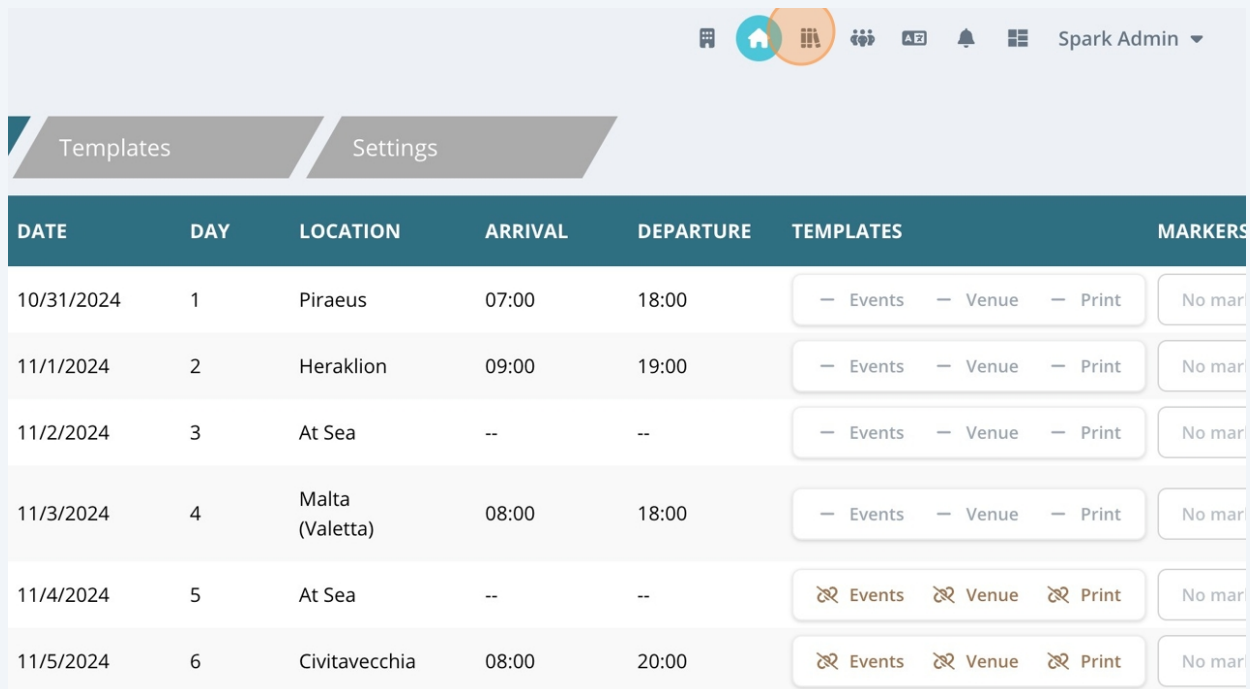


GO by Spark - How to Hide or Unhide Venues on Digital Platforms (Hours of Operation Only)

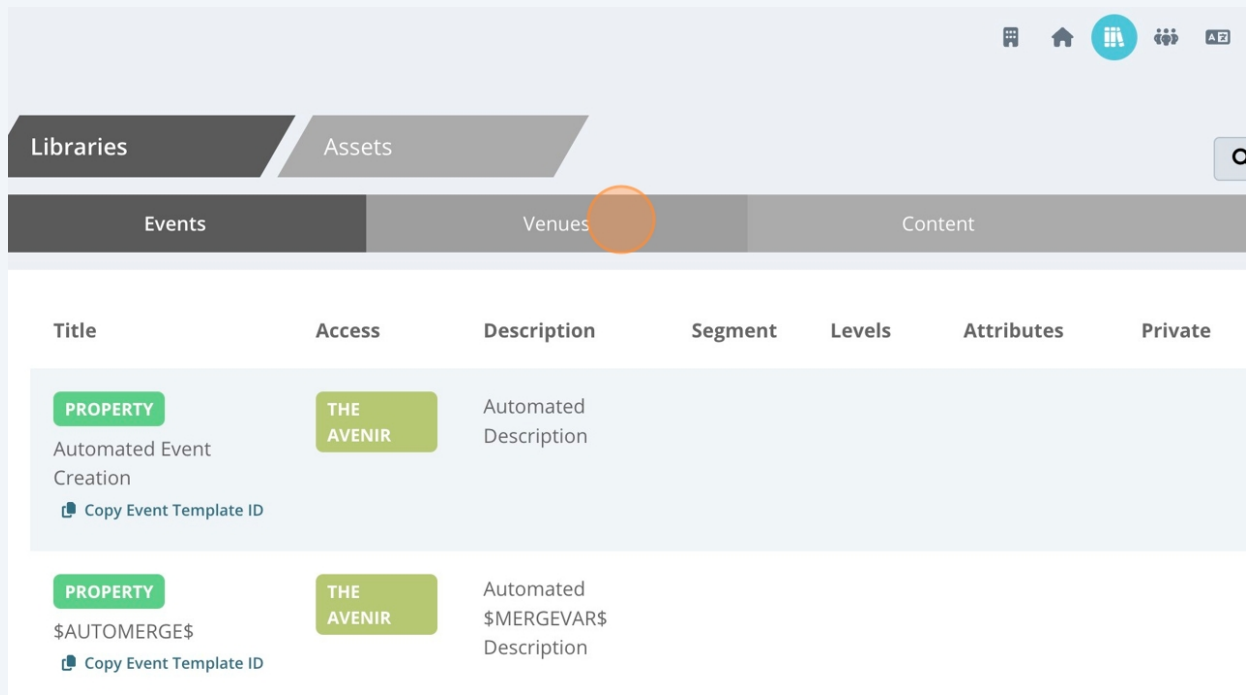
This guide provides a straightforward method for managing the visibility of venues on digital platforms, specifically focusing on hiding or unhiding them in the Hours of Operation section of the Digital Daily Program. It streamlines the process, ensuring users can easily control which venues are displayed.

1 Click on the GO libraries tab



DATE	DAY	LOCATION	ARRIVAL	DEPARTURE	TEMPLATES	MARKERS
10/31/2024	1	Piraeus	07:00	18:00	— Events — Venue — Print	No markers
11/1/2024	2	Heraklion	09:00	19:00	— Events — Venue — Print	No markers
11/2/2024	3	At Sea	--	--	— Events — Venue — Print	No markers
11/3/2024	4	Malta (Valetta)	08:00	18:00	— Events — Venue — Print	No markers
11/4/2024	5	At Sea	--	--	🔗 Events 🔗 Venue 🔗 Print	No markers
11/5/2024	6	Civitavecchia	08:00	20:00	🔗 Events 🔗 Venue 🔗 Print	No markers

2 Click "Venues" to go to the Venue Library



The screenshot shows a web interface with a top navigation bar containing icons for a grid, home, a selected library icon, users, and a language selector. Below this is a secondary navigation bar with 'Libraries' and 'Assets' tabs. A third navigation bar contains 'Events', 'Venues' (highlighted with an orange circle), and 'Content' tabs. The main content area displays a table with the following columns: Title, Access, Description, Segment, Levels, Attributes, and Private.

Title	Access	Description	Segment	Levels	Attributes	Private
PROPERTY Automated Event Creation Copy Event Template ID	THE AVENIR	Automated Description				
PROPERTY \$AUTOMERGE\$ Copy Event Template ID	THE AVENIR	Automated \$MERGEVAR\$ Description				

3 Click on a venue that you would like to hide from the Digital Daily Program

Journeys Lounge	4	196	Entertainment F&B	
Explora Lounge	11	180	Entertainment F&B	
Conservatory Pool	11	147	Entertainment	
Medical Centre	3	0	Other	
Rolex	4	0	Retail	
The Journey Boutique	4	0	Retail	
Sakura	5	0	F&B	
The Spa	5	0	Ocean Wellness	

4 Click on "Hide from Digital Endpoints"

The screenshot shows a venue management interface. On the left is a sidebar with a list of venues: Medical Centre, Rolex, The Journey Boutique, Sakura, The Spa, Chef's Kitchen, Fitness Studio, Sports Court, and Sky Bar on 14. Below the list is an 'Export to CSV' button. The main content area is divided into two sections. The top section, titled 'Hours', contains a table with columns 'Start', 'End', and 'State'. The table has one row with values '06:00', '06:00', and 'Open'. Below the table is a '+ Add Period' button. The bottom section, titled 'Display Options', contains three checkboxes: 'Not Bookable for Groups' (checked), 'Hide from External Systems' (unchecked), and 'Hide from Digital Endpoints' (unchecked). An orange circle highlights the 'Hide from Digital Endpoints' checkbox. At the bottom right of the main content area are two buttons: 'Archive' (red) and 'Submit' (green). At the bottom of the sidebar is a table with columns 'Venue', 'Count', and 'Category'. The table has two rows: 'Sports Court' with count '14' and category 'Entertainment', and 'Sky Bar on 14' with count '14' and category 'F&B'.

Start	End	State	
06:00	06:00	Open	

+ Add Period

Display Options

- ☒ Not Bookable for Groups
- ☐ Hide from External Systems
- ☐ Hide from Digital Endpoints

Archive Submit

Venue	Count	Category
Sports Court	14	Entertainment
Sky Bar on 14	14	F&B

5 After clicking, a yellow notification will appear, stating, "This venue is hidden from digital endpoints at the library level." Please note that this notification will remain on the venue until you unhide it again.

The screenshot shows the same venue management interface as in step 4, but with a yellow notification banner at the top of the main content area. The notification message is: "This venue is hidden from digital endpoints at the library level". The 'Hide from Digital Endpoints' checkbox is now checked. The 'Hours' table and 'Display Options' section are the same as in step 4. The 'Location' section has two columns of radio buttons: 'Unassigned' (selected), 'Fwd', 'Mid', 'Aft' in the first column, and 'Unassigned' (selected), 'Prt', 'Stb' in the second column. The 'Booking Hours' section is empty. The 'Show Archived' checkbox is checked in the sidebar. The 'Export to CSV' button is still present.

☒ Show Archived

Journeys Lounge

Explora Lounge

Conservatory Pool

Medical Centre

Rolex

The Journey Boutique

Sakura

The Spa

☒ Other ☐ Retail ☐ F&B ☐ Nautilus Club

Location

☒ Unassigned ☐ Fwd ☐ Mid ☐ Aft ☒ Unassigned ☐ Prt ☐ Stb

Booking Hours

This venue is hidden from digital endpoints at the library level


Start	End	State	
06:00	06:00	Open	

+ Add Period


Display Options


- ☒ Not Bookable for Groups

6 If you agree with hiding the venue, Click "Submit"

 This venue is hidden from digital endpoints at the library level



Hours



Start	End	State	
06:00	06:00	Open	

 Add Period

Display Options

- ☒ Not Bookable for Groups
- ☐ Hide from External Systems
- ☒ Hide from Digital Endpoints







 

14	0	Entertainment		0
14	0	F&B		0



Alert! As soon as you submit, the venue will no longer populate in the hours of operations tab in the Digital Daily Program. To unhide it, follow the next step.

7 Click on a venue that you would like to unhide from the Digital Daily Program

Journeys Lounge	4	196	Entertainment F&B	
Explora Lounge	11	180	Entertainment F&B	
Conservatory Pool	11	147	Entertainment	
Medical Centre	3	0	Other	
Rolex	4	0	Retail	
The Journey Boutique	4	0	Retail	
Sakura	5	0	F&B	
The Spa	5	0	Ocean Wellness	

8 Click on "Hide from Digital Endpoints" and the yellow notification stating, "This venue is hidden from digital endpoints at the library level." will disappear.

Medical Centre

Rolex

The Journey Boutique

Sakura

The Spa

Chef's Kitchen


Fitness Studio

Sports Court

Sky Bar on 14

Export to CSV

Hours

Start	End	State	
06:00	06:00	Open	

+ Add Period

Display Options

☒ Not Bookable for Groups

☐ Hide from External Systems

☒ Hide from Digital Endpoints

Archive

Submit

9

Click "Submit"

Hours

Start	End	State	
06:00	06:00	Open	

[+ Add Period](#)

Display Options

- ☒ Not Bookable for Groups
- ☐ Hide from External Systems
- ☐ Hide from Digital Endpoints

Archive

Submit

14	0	Entertainment		0
14	0	F&B		0