

How to create Content Information in the Canvas and the Feed Editor?

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

[scribehow.com/embed-preview/How to create Conte...](https://scribehow.com/embed-preview/How%20to%20create%20Conte...)

This guide provides a step-by-step process for creating Content Information in the Canvas and the Feed Editor, making it more efficient for anyone trying to create FAQs or important information to showcase to their guests.

1 Click the "Home" icon.

The screenshot displays the Scribe application interface. On the left is a sidebar with a logo and navigation options: 'The Avenir', a date selector '2025-08-21', 'Load Days', 'Manage', and 'Edit Itineraries'. The top navigation bar includes a 'Home' icon (a house inside a circle) which is highlighted with an orange circle, along with other icons for settings, notifications, and user profile. Below the navigation bar are tabs for 'Itinerary', 'Templates', and 'Settings'. The main content area shows a table with columns: SAILING, DATE, DAY, LOCATION, ARRIVAL, DEPARTURE, TEMPLATES, and MARKERS. The table is divided into two sections: 'COZUMEL 30' (orange background) and 'RIVIERA MAYA 30' (blue background). The 'COZUMEL 30' section contains 8 rows of data, and the 'RIVIERA MAYA 30' section contains 2 rows. Each row includes dates, locations, arrival/departure times, and template options (E, VD, C, P) with 'No markers' indicated.

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 information in.

The screenshot shows a mobile application interface for managing a calendar. On the left, there's a dark sidebar with a 'Load Days' button and an 'Edit Itineraries' button. The main area displays a calendar grid for March 2025. The grid shows dates from 3/17/2025 to 4/1/2025. Each date row has a status bar with icons (E, VD, C, P) and a 'No markers' button. A red circle highlights the 'Canvas' icon in the top right of the calendar grid.

3

Click here.

The screenshot shows a mobile application interface for managing a schedule. The top bar displays the date '8/12/2025' and the location 'At Sea'. Below the top bar, there's a sidebar with 'The Avenir' and various filters. The main area displays a grid for the day's schedule, titled 'COZUMEL 30 (Day 2)'. The grid has columns for different venues: Theater, Retail Shop 1, Retail Shop 2, Sky Bar, Theater, Comedy Club, Atrium, Reception, To..., and Lounge. A red circle highlights the 'Canvas' icon in the top right of the grid.

4 Click the "Content" tab.

The screenshot shows the COZUMEL 30 (Day 2) interface. The top header displays the date 8/12/2025, location At Sea, and various filter buttons (E, VD, C, P). The left sidebar contains navigation options for 'The Avenir' and a list of event filters. The main area is a grid for 'COZUMEL 30 (Day 2)' with columns for Theater, Retail Shop 1, Retail Shop 2, Sky Bar, and Theater. The right panel, titled 'DAILY SCHEDULE', has tabs for Events, Venues, and Content. The 'Content' tab is selected and highlighted with an orange circle. Below the tabs, there is a search bar and a list of events, including 'Information from canvas'.

5 Click the "+" icon to add/create a Content Information.

The screenshot shows the COZUMEL 30 (Day 2) interface, similar to the previous one. The 'DAILY SCHEDULE' panel on the right has the 'Content' tab selected. A green '+' icon is highlighted with an orange circle, indicating where to click to add or create new content information. Below the '+' icon, there is a search bar and a list of events, including 'Quiet the Mind Yoga', 'Monopoly Tournament', 'Welcome onboard with Captain David', 'Exotic Mimosa Bar', 'FIT Bootcamp', and 'Basketball'.

6 Click "Create a New Content"

9/3/2025 PUBLISHED LOCATION: Costa Maya

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.

- ☐ Test Offer
- ☐ Test Offer 2
- ☐ Last Chance! Buy one snorkelling excursion and receive the second one at half price.
- ☐ Test Content Offer
- ☐ Offer content 1.0
- ☐ Offer content 2.0

7 Click "Information"

9/3/2025 PUBLISHED LOCATION: Costa Maya

Add Content

1. Select Content

☐ Offer ☐ Message ☒ Information

IMAGES

NAME (PUBLIC) *

DESCRIPTION *

B I U [List Icons] [Link Icon]

PRINT MESSAGING ☐ Show HTML

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

☒ Create a New Content

Complete the new content details by using the form in the left column. Once finished, click the button below to create and select this content.

Create & Select New Content

8 Fill in the Name, Description, and Appearance fields.

All other fields are optional.

Add Content ×

1. Select Content

☐ Offer ☐ Message ☒ Information

NAME (PUBLIC) *

Is WIFI available?

DESCRIPTION *

B I U **☰ ☷** **🔗**

Is WIFI available?

APPEARANCE

Card

PRINT MESSAGING ☐ Show HTML

Paragraph **B I U I** **☰ ☷** **☰ ☷ ☷ ☷ ☷ ☷** **⋮**

Create a New Content

Complete the new content details by using the form in the left column. Once finished, click the button below to create and select this content.

Create & Select New Content

9 Click the dropdown and select either *Card* or *Question and Answer*.

Add Content ×

1. Select Content

☐ Offer ☐ Message ☒ Information

NAME (PUBLIC) *

Is WIFI available?

DESCRIPTION *

B I U **☰ ☷** **🔗**

Is WIFI available?

APPEARANCE

Question And Answer

PRINT MESSAGING ☐ Show HTML

Paragraph **B I U I** **☰ ☷** **☰ ☷ ☷ ☷ ☷ ☷** **⋮**

Create and Select this Content

Create & Select New Content

☐ Use an Existing Content

Typeahead Filter Mode: Any **Next: Enter Content Details**

10

If you'd like the Content Information to display in the print program you have to create the information in the Print Messaging section as well. You will need to include the name of the Information and the description and then apply the applicable styling and formatting (as you would with Basic content) as how it is formatted here is how it will appear in the print program.

NAME (PUBLIC) *

Is WIFI available?

DESCRIPTION *

B I U [List Icons] [Link Icon]

Is WIFI available?

APPEARANCE

Question And Answer

PRINT MESSAGING

Paragraph [Show HTML]

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

Create & Select New Content

Use an Existing Content

Typeahead Filter Mode: Any

Next: Enter Content Details

11

Click "Create & Select New Content" when done.

9/3/2025 PUBLISHED LOCATION: Costa Maya

Add Content

1. Select Content

Offer Message Information

NAME (PUBLIC) *

Is WIFI available?

DESCRIPTION *

B I U [List Icons] [Link Icon]

Is WIFI available?

APPEARANCE

Question And Answer

PRINT MESSAGING

Paragraph [Show HTML]

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

Create a New Content

Complete the new content details by using the form in the left column. Once finished, click the button below to create and select this content.

Create & Select New Content

12 Click "Next: Enter Content Details"

Content Details

NAME (PUBLIC) *
Is WIFI available?

DESCRIPTION *
Is WIFI available?

APPEARANCE
Question And Answer

PRINT MESSAGING
Paragraph

Content Selected: Is WIFI available?

Typeahead Filter Mode: Any

Next: Enter Content Details

13 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 done, click "Finish: Create Content".

The screenshot shows a web application interface for creating content. On the left is a sidebar with navigation options like 'The Avenir', 'Add Event', 'Export Schedule', 'View Staff Report', and various filters. The main area is a modal titled 'Add Content' with a sub-header '2. Enter Day Details'. It has two tabs: 'Instance Information' (active) and 'Merged Variables'. Under 'Instance Information', there are fields for 'START TIME' (06:00 AM) and 'END TIME' (05:59 AM), both with circular time pickers. Below these is a 'CALL TO ACTIONS' section with a checkbox for 'Default to Library'. The 'LINK*' field contains 'https://docs.sparkgo.co/' and the 'LABEL' field contains 'Click here|', with a 'NEW TAB' checkbox checked. An 'Add Call to Action' button is below. A disclaimer text is present. At the bottom, there are 'ENDPOINTS' and 'AUDIENCE' sections, both with a 'Default to Library' checkbox. The 'ENDPOINTS' dropdown shows 'All', 'Ddp', 'Mobile', and 'Sionaa'. The 'AUDIENCE' dropdown shows 'All'.



Tip! If you'd like to create a Content Offer from the Feed Editor follow the below instructions.

14

To create Content Information in the Feed Editor, navigate to the Feed Editor and click the red icon highlighted below.

The screenshot shows the Feed Editor interface. At the top, the date is 8/18/2025 and the location is Miami. The sidebar on the left contains navigation options like 'Export Program', 'Undo Last Change', and 'Collapse Actions'. The main content area displays a preview of 'The Spa' and 'THE Entertainment'. The sidebar on the right shows a list of content items, including 'TEST OFFER', 'TEST OFFER 2', 'TEST CONTENT OFFER', and 'THE MARKETPLACE'. A red icon is highlighted in the top right corner of the main content area.

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Click the "+" icon and then follow steps 6 through 13 from above.

The screenshot shows the Feed Editor interface with the 'DAILY SCHEDULE' modal open. The modal has tabs for 'Events', 'Venues', and 'Content'. The 'Content' tab is selected, and a search bar is visible. Below the search bar, there is a table with columns for time, event type, and event name. The table shows two events: 'Inclimate Weather' and 'Test Offer 2'. The sidebar on the right shows the same list of content items as in the previous screenshot.