

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

This guide provides a step-by-step process for creating a Content Offer in the Canvas and the Feed Editor. 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 sidebar with a logo, a date selector for '2025-08-21', a 'Load Days' button, and a 'Manage' section with an 'Edit Itineraries' button. 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 users, settings, and notifications. Below the navigation bar are tabs for 'Itinerary', 'Templates', and 'Settings'. The main content area features a table with columns: SAILING, DATE, DAY, LOCATION, ARRIVAL, DEPARTURE, TEMPLATES, and MARKERS. The table lists sailing days for 'COZUMEL 30' and 'RIVIERA MAYA 30'. The 'COZUMEL 30' section includes days 1 through 8, with locations like Miami, At Sea, Isla de Roatan, and Costa Maya. The 'RIVIERA MAYA 30' section includes days 1 and 2, both starting in Miami. Each row has a 'No markers' button in the MARKERS column. The TEMPLATES column contains buttons for 'E', 'VD', 'C', and 'P'.

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 create the offer on.

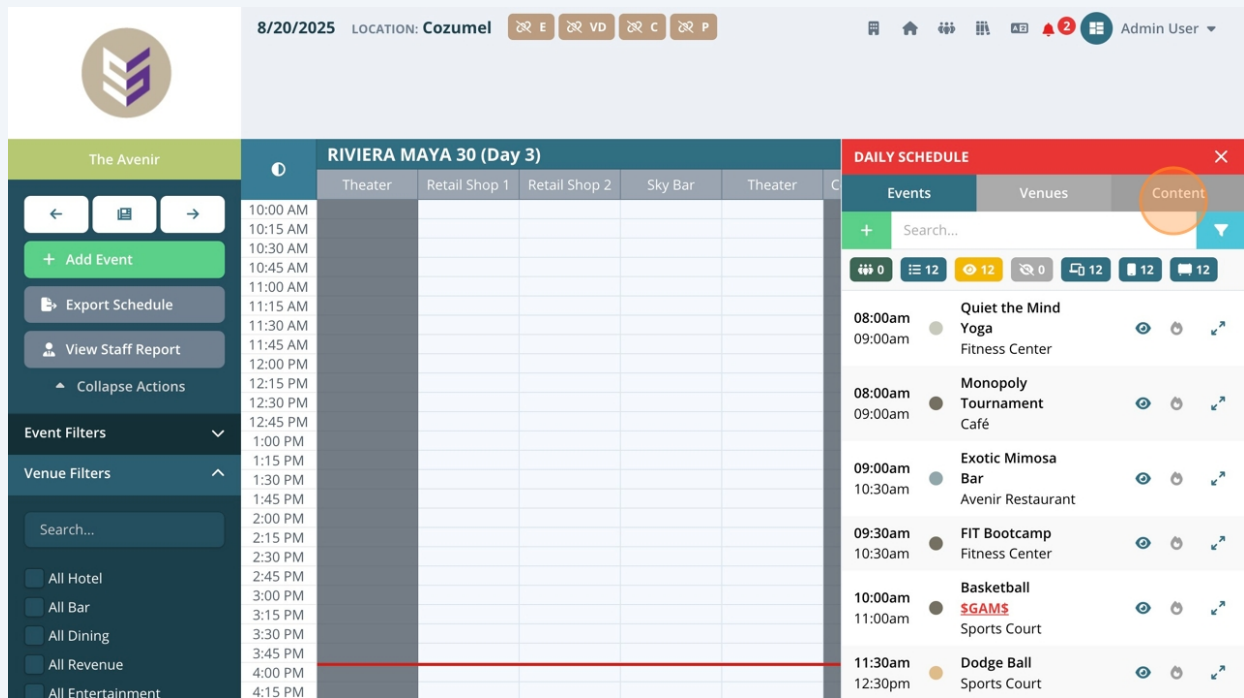
The Avenir ▾	DATE	DAY	LOCATION	ARRIVAL	DEPARTURE	TEMPLATES	MARKERS
2025-08-21	8/15/2025	5	Cozumel	07:00am	06:00pm	— E — VD — C — P	No markers
← Load Days →	8/16/2025	6	At Sea	--	--	— E — VD — C — P	No markers
Manage	8/17/2025	7	At Sea	--	--	— E — VD — C — P	No markers
Edit Itineraries	8/18/2025	8	Miami	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.

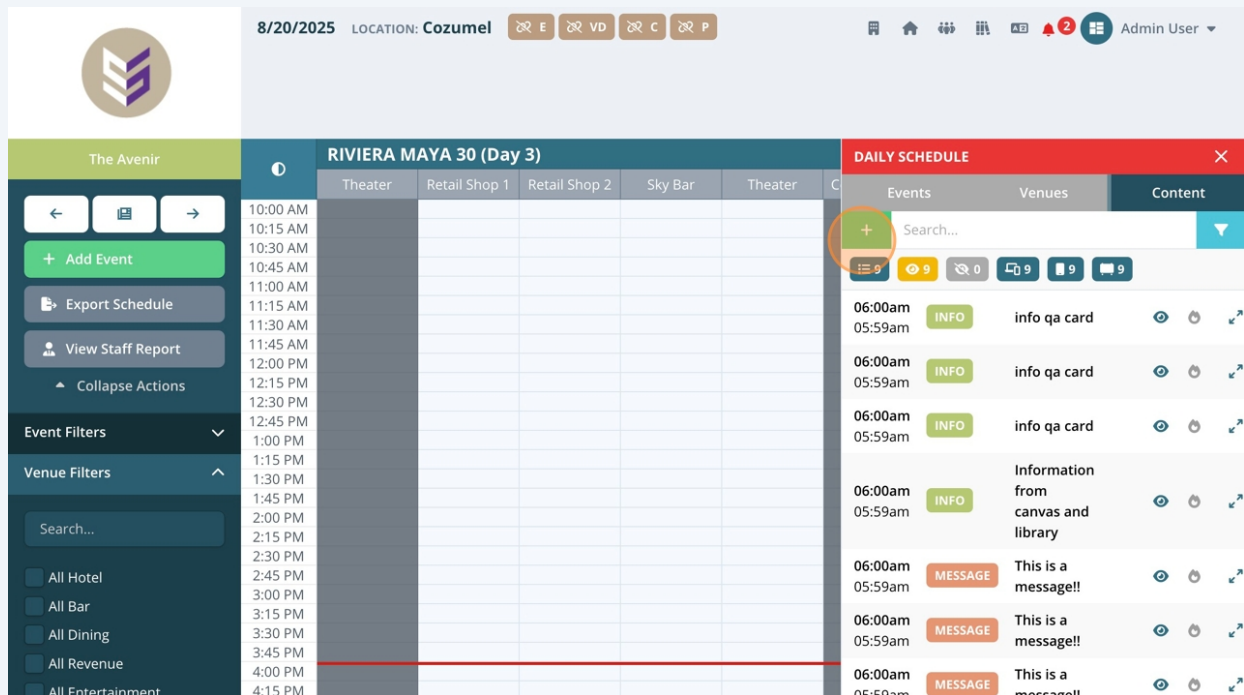
</

#### 4 Click "Content"



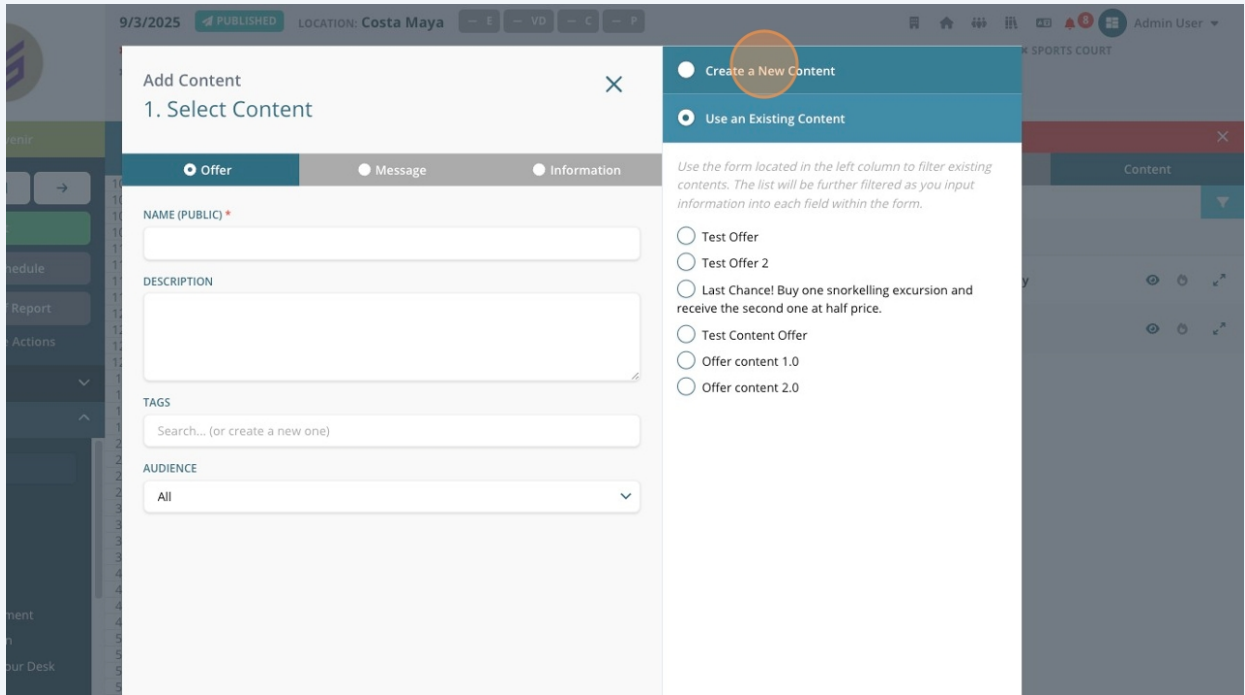
The screenshot shows the software interface for 'The Avenir' at 'RIVIERA MAYA 30 (Day 3)'. The 'DAILY SCHEDULE' panel is open, and the 'Content' tab is selected. The 'Content' tab shows a list of events with their start and end times, and a search bar. The 'Events' tab is also visible, showing a list of events with their start and end times. The 'Venues' tab is also visible, showing a list of venues with their start and end times. The 'Content' tab is highlighted with an orange circle.

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

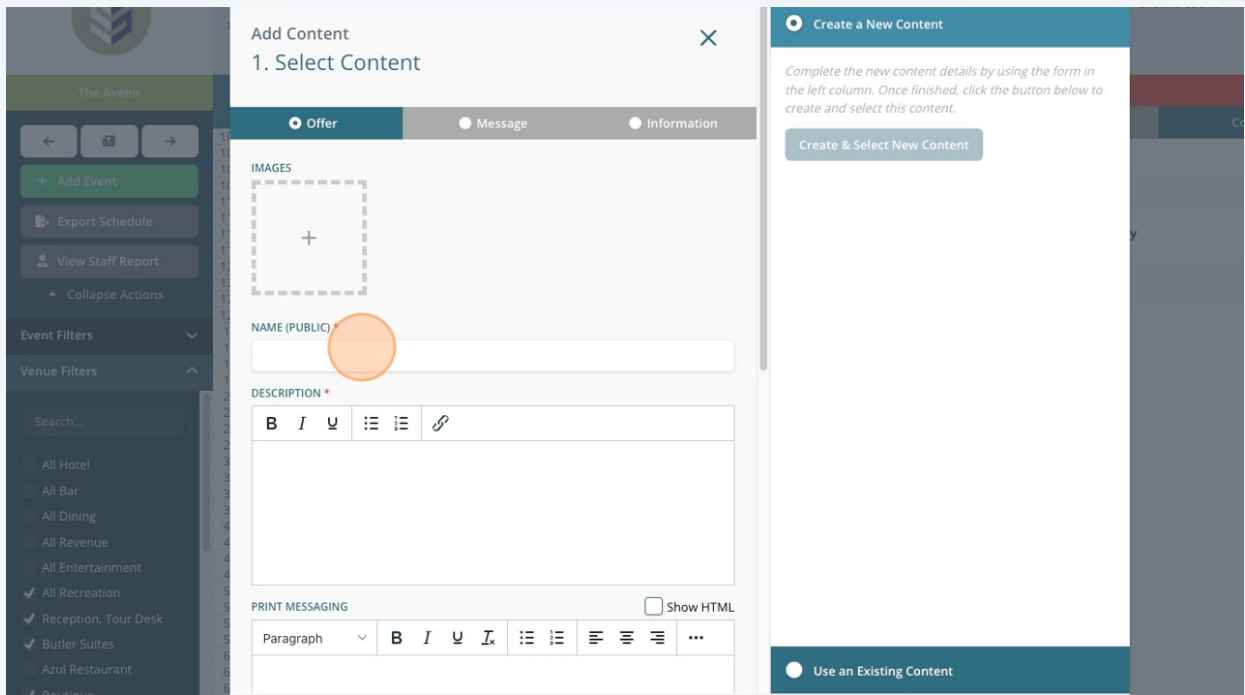


The screenshot shows the software interface for 'The Avenir' at 'RIVIERA MAYA 30 (Day 3)'. The 'DAILY SCHEDULE' panel is open, and the 'Content' tab is selected. The '+' icon in the 'Content' tab is highlighted with an orange circle, indicating where to click to add/create a Content Offer. The 'Content' tab shows a list of events with their start and end times, and a search bar. The 'Events' tab is also visible, showing a list of events with their start and end times. The 'Venues' tab is also visible, showing a list of venues with their start and end times.

## 6



## 7



## 8 Fill in the Name and Description fields.

All other fields are optional, but here you can add an image, call to actions, tags, and define the guest-channels.

9/3/2025 PUBLISHED LOCATION: Costa Maya

**Offer** Message Information

**IMAGES**

NAME (PUBLIC) \*

Happy Hour

DESCRIPTION \*

**B I U** [List Icons] [Link Icon]

Come and join us for Happy Hour!

PRINT MESSAGING [Show HTML]

Paragraph [Rich Text Editor 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**

## 9 Click "Create & Select New Content" when done.

9/3/2025 PUBLISHED LOCATION: Costa Maya

**Offer** Message Information

**PRINT MESSAGING** [Show HTML]

Paragraph [Rich Text Editor Icons]

**TAGS**

Search... (or create a new one)

**CALL TO ACTIONS**

+ Add Call to Action

**ENDPOINTS**

All Ddp Mobile Signage Web View

**AUDIENCE**

All

**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**

## 10 Click "Next: Enter Content Details"

Happy Hour

Content Details

Offer Message Information

IMAGES

NAME (PUBLIC) \*

Happy Hour

DESCRIPTION \*

B I U [List Icon] [Link Icon]

Come and join us for Happy Hour!

PRINT MESSAGING

Content Selected: Happy Hour

Typeahead Filter Mode: Any

Next: Enter Content Details

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.

Happy Hour

## 11 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.

When 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 'Add Event', 'Export Schedule', and 'View Staff Report'. The main area is titled 'Add Content' and '2. Enter Day Details'. It is divided into 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), a 'VENUE' dropdown menu (currently showing 'Reception, Tour Desk'), and a 'CALL TO ACTIONS' section. The 'CALL TO ACTIONS' section includes a checkbox for 'Default to Library', a 'LINK\*' field (containing 'https://docs.sparkgo.co/'), a 'LABEL' field (containing 'Click Here'), and a 'NEW TAB' checkbox. Below this is a note about ensuring links start with http:// or https://. At the bottom, there are 'ENDPOINTS' and 'AUDIENCE' sections, both with a 'Default to Library' checkbox and a list of options (All, Ddp).



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



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

The screenshot shows the Feed Editor interface for 'the AVENIR' on 8/18/2025 in Miami. The interface includes a top navigation bar with the date, location, and user information. A sidebar on the left contains navigation options like 'Export Program', 'Undo Last Change', and 'Collapse Actions'. The main content area displays a grid of content blocks, including 'The Spa' and 'THE Entertainment'. A red icon is highlighted in the top right corner of the grid. The right sidebar contains a 'Widgets' section with options like 'EVENT RUNDOWN', 'VENUE RUNDOWN', 'MEAL PERIODS RUNDOWN', and 'CURRENT DATE WIDGET'.

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Click the "+" icon and then follow steps 6 through 11 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 active, showing a search bar and a list of content items. A red '+' icon is highlighted in the top left corner of the modal. The right sidebar contains the same 'Widgets' section as in the previous screenshot.