

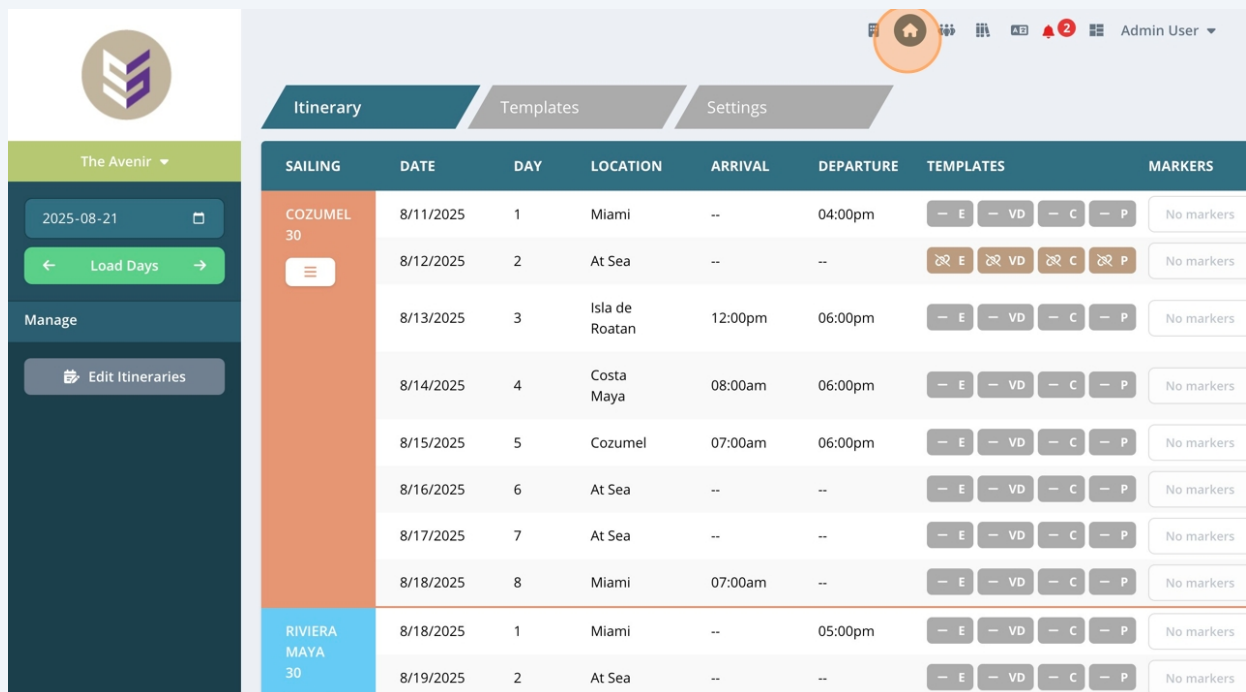
# How to schedule a Content Offer to a day?

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

[scribehow.com/embed-preview/How to schedule a C...](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 shows 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 main area has tabs for 'Itinerary', 'Templates', and 'Settings'. The 'Itinerary' tab is active, displaying a table with columns: SAILING, DATE, DAY, LOCATION, ARRIVAL, DEPARTURE, TEMPLATES, and MARKERS. The table lists two itineraries: 'COZUMEL 30' and 'RIVIERA MAYA 30'. The 'COZUMEL 30' itinerary spans from 8/11/2025 to 8/18/2025, with locations including Miami, At Sea, Isla de Roatan, Costa Maya, and Cozumel. The 'RIVIERA MAYA 30' itinerary spans from 8/18/2025 to 8/19/2025, with locations Miami and At Sea. Each row in the table has a 'TEMPLATES' column with buttons for 'E', 'VD', 'C', and 'P', and a 'MARKERS' column with a 'No markers' button. A 'Home' icon is highlighted in the top right corner of the application.

SAILING	DATE	DAY	LOCATION	ARRIVAL	DEPARTURE	TEMPLATES	MARKERS
COZUMEL 30	8/11/2025	1	Miami	--	04:00pm	<input type="checkbox"/> E <input type="checkbox"/> VD <input type="checkbox"/> C <input type="checkbox"/> P	No markers
	8/12/2025	2	At Sea	--	--	<input checked="" type="checkbox"/> E <input checked="" type="checkbox"/> VD <input checked="" type="checkbox"/> C <input checked="" type="checkbox"/> P	No markers
	8/13/2025	3	Isla de Roatan	12:00pm	06:00pm	<input type="checkbox"/> E <input type="checkbox"/> VD <input type="checkbox"/> C <input type="checkbox"/> P	No markers
	8/14/2025	4	Costa Maya	08:00am	06:00pm	<input type="checkbox"/> E <input type="checkbox"/> VD <input type="checkbox"/> C <input type="checkbox"/> P	No markers
	8/15/2025	5	Cozumel	07:00am	06:00pm	<input type="checkbox"/> E <input type="checkbox"/> VD <input type="checkbox"/> C <input type="checkbox"/> P	No markers
	8/16/2025	6	At Sea	--	--	<input type="checkbox"/> E <input type="checkbox"/> VD <input type="checkbox"/> C <input type="checkbox"/> P	No markers
	8/17/2025	7	At Sea	--	--	<input type="checkbox"/> E <input type="checkbox"/> VD <input type="checkbox"/> C <input type="checkbox"/> P	No markers
	8/18/2025	8	Miami	07:00am	--	<input type="checkbox"/> E <input type="checkbox"/> VD <input type="checkbox"/> C <input type="checkbox"/> P	No markers
RIVIERA MAYA 30	8/18/2025	1	Miami	--	05:00pm	<input type="checkbox"/> E <input type="checkbox"/> VD <input type="checkbox"/> C <input type="checkbox"/> P	No markers
	8/19/2025	2	At Sea	--	--	<input type="checkbox"/> E <input type="checkbox"/> VD <input type="checkbox"/> C <input type="checkbox"/> 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.

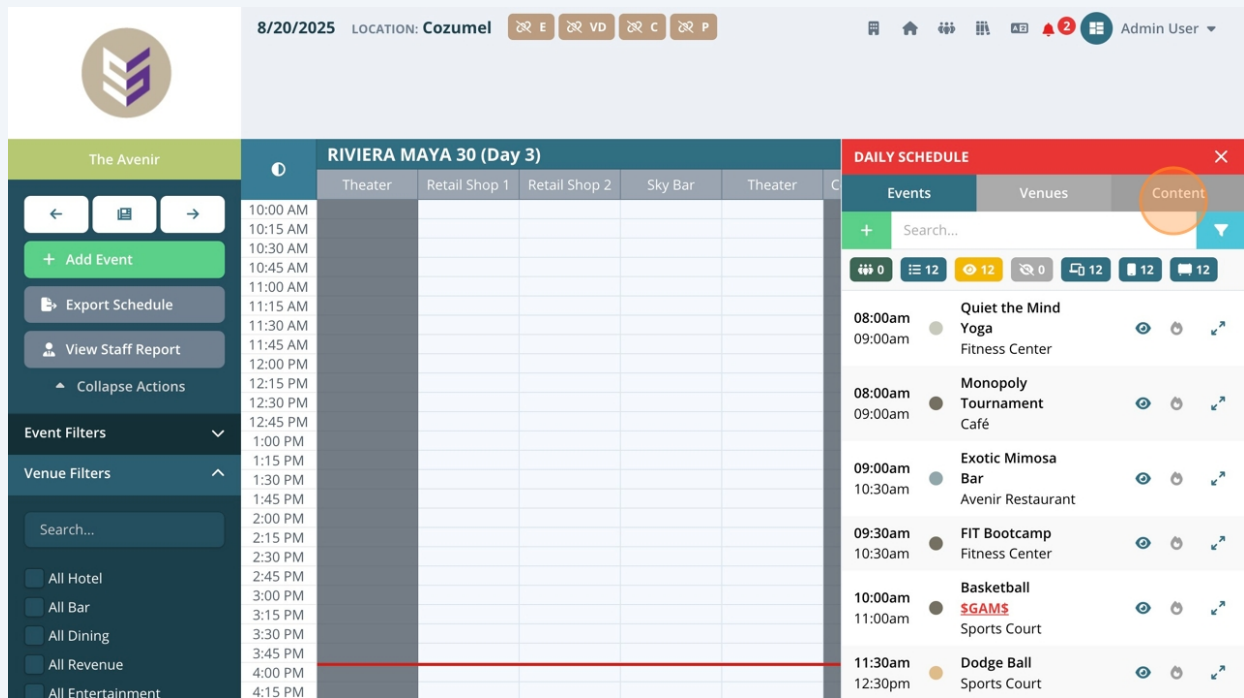
The Avenir ▾	DATE	DAY	LOCATION	ARRIVAL	DEPARTURE	TEMPLATES	MARKERS
2025-08-21	8/15/2025	5	Cozumel	07:00am	06:00pm	— E — VD — C — P	No markers
← Load Days →	8/16/2025	6	At Sea	--	--	— E — VD — C — P	No markers
Manage	8/17/2025	7	At Sea	--	--	— E — VD — C — P	No markers
Edit Itineraries	8/18/2025	8	Miami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

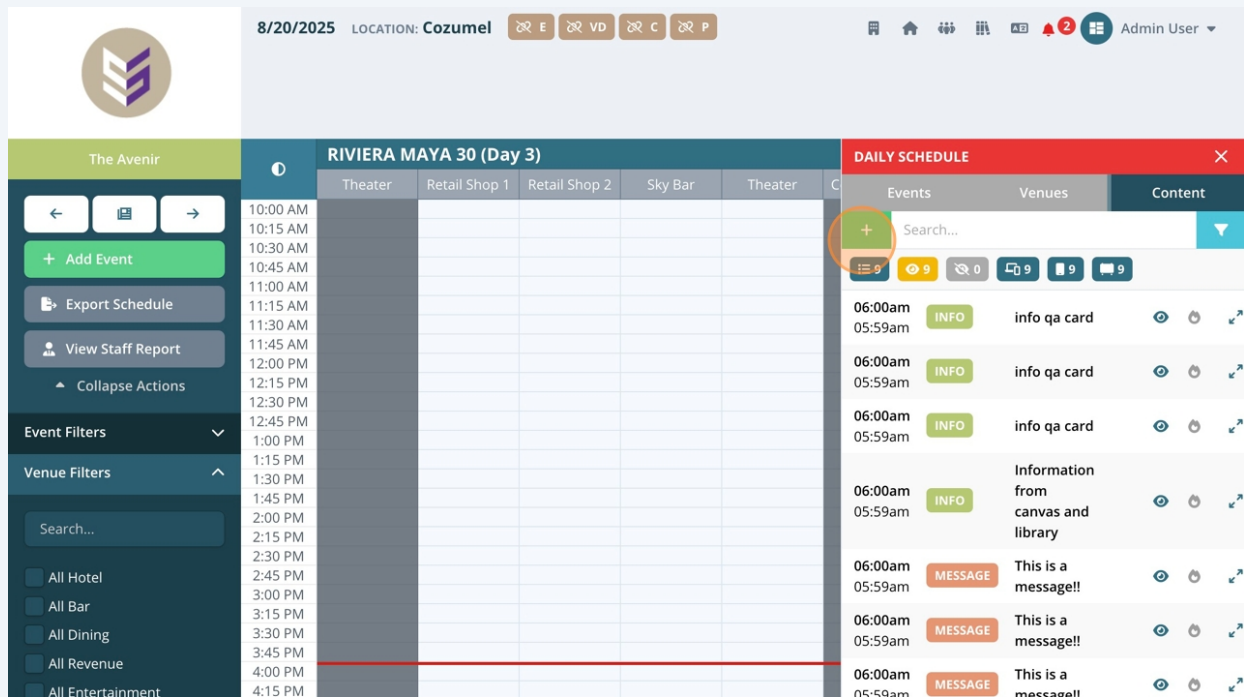
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#### 4 Click "Content"



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: Theater, Retail Shop 1, Retail Shop 2, Sky Bar, and Theater. On the left, there are navigation buttons (back, forward, add event), an 'Add Event' button, and filters for 'Event Filters' and 'Venue Filters'. The 'Venue Filters' section includes a search bar and checkboxes for 'All Hotel', 'All Bar', 'All Dining', 'All Revenue', and 'All Entertainment'. 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. The events listed include 'Quiet the Mind Yoga', 'Monopoly Tournament', 'Exotic Mimosa Bar', 'FIT Bootcamp', 'Basketball', and 'Dodge Ball'.

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



This screenshot is identical to the one above, showing the same event management interface. However, a red circle now highlights the '+' icon in the 'DAILY SCHEDULE' panel, which is used to add new content. The 'Content' tab remains selected, and the list of events is still visible.

## 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" (selected) and "Use an Existing Content". Below these, there is a list of existing content items with radio buttons: "Test Offer", "Test Offer 2", "Last Chance! Buy one snorkelling excursion and receive the second one at half price.", and "Test Content Offer". A sidebar on the left shows various filters like "Event Filters" and "Venue Filters". The top of the page shows 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

☐ 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. 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

☒ 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

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