

# Canvas Icons Overview

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

[scribehow.com/embed-preview/Canvas Icons Overvi...](https://scribehow.com/embed-preview/Canvas%20Icons%20Overvi...)

This guide provides an overview of the different icons and actions available in Canvas. It walks you through various steps and clicks to demonstrate how to use the icons and actions effectively.

1

The "Canvas/Daily Planner" icon is highlighted below. Wherever you see it, clicking on it will redirect you to the Canvas. The specific day will depend on where you click — in this example, it will open August 20, 2025.

Admin User


Itinerary

Templates

Settings




SAILING	DATE	DAY	LOCATION	ARRIVAL	DEPARTURE	TEMPLATES	MARKERS
	8/16/2025	6	At Sea	--	--	<div><div>—</div><div>E</div><div>—</div><div>VD</div><div>—</div><div>C</div><div>—</div><div>P</div></div>	<div>No markers</div> <div><div></div><div></div><div></div></div>
	8/17/2025	7	At Sea	--	--	<div><div>—</div><div>E</div><div>—</div><div>VD</div><div>—</div><div>C</div><div>—</div><div>P</div></div>	<div>No markers</div> <div><div></div><div></div><div></div></div>
	8/18/2025	8	Miami	07:00am	--	<div><div>—</div><div>E</div><div>—</div><div>VD</div><div>—</div><div>C</div><div>—</div><div>P</div></div>	<div>No markers</div> <div><div></div><div></div><div></div></div>
RIVIERA MAYA 30 <div><div></div></div>	8/18/2025	1	Miami	--	05:00pm	<div><div>—</div><div>E</div><div>—</div><div>VD</div><div>—</div><div>C</div><div>—</div><div>P</div></div>	<div>No markers</div> <div><div></div><div></div><div></div></div>
	8/19/2025	2	At Sea	--	--	<div><div>—</div><div>E</div><div>—</div><div>VD</div><div>—</div><div>C</div><div>—</div><div>P</div></div>	<div>No markers</div> <div><div></div><div></div><div></div></div>
	8/20/2025	3	Cozumel	08:00am	04:00pm	<div><div>—</div><div>E</div><div>—</div><div>VD</div><div>—</div><div>C</div><div>—</div><div>P</div></div>	<div>No markers</div> <div><div></div><div></div><div></div></div>
	8/21/2025	4	Miami	07:00am	--	<div><div>—</div><div>E</div><div>—</div><div>VD</div><div>—</div><div>C</div><div>—</div><div>P</div></div>	<div>No markers</div> <div><div></div><div></div><div></div></div>
COZUMEL 31 <div><div></div></div>	8/21/2025	1	Miami	--	04:00pm	<div><div>—</div><div>E</div><div>—</div><div>VD</div><div>—</div><div>C</div><div>—</div><div>P</div></div>	<div>No markers</div> <div><div></div><div></div><div></div></div>
	8/22/2025	2	At Sea	--	--	<div><div>—</div><div>E</div><div>—</div><div>VD</div><div>—</div><div>C</div><div>—</div><div>P</div></div>	<div>No markers</div> <div><div></div><div></div><div></div></div>

2 Click here to view previous Day.



DATE: **5/8/2024** LOCATION: **George Town** [Events](#) [Venue](#) [Print](#)

The Avenir





[+ Add Event](#)

[Export Schedule](#)

[View Staff Report](#)


[Collapse Actions](#)

Event Filters 

Venue Filters 




	7 Night West Caribbean 88 (Day 4)				
	Escape Room	Retail Shop 1	Retail Shop 2	Sky Bar	Theatre
6:45 AM					
7:00 AM					
7:15 AM					
7:30 AM					
7:45 AM					
8:00 AM					
8:15 AM					
8:30 AM					
8:45 AM					
9:00 AM					

3 Click here to view next Day.



DATE: **5/7/2024** LOCATION: **Ocho Ríos** [Events](#) [Venue](#) [Print](#)

The Avenir





[+ Add Event](#)

[Export Schedule](#)

[View Staff Report](#)

[Collapse Actions](#)

Event Filters 


Venue Filters 

	7 Night West Caribbean 88 (Day 3)				
	Escape Room	Retail Shop 1	Retail Shop 2	Sky Bar	Theatre
6:45 AM					
7:00 AM					
7:15 AM					
7:30 AM					
7:45 AM					
8:00 AM					
8:15 AM					
8:30 AM					
8:45 AM					
9:00 AM					

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2

4 Click here to navigate to Feed Editor/Print Program.



DATE: **5/8/2024** LOCATION: **George Town** [Events](#) [Venue](#) [Print](#)

The Avenir

[←](#) [📅](#) [→](#)

[+ Add Event](#)

[📄 Export Schedule](#)

[👤 View Staff Report](#)


[⬆ Collapse Actions](#)

Event Filters [▼](#)

Venue Filters [▼](#)

		7 Night West Caribbean 88 (Day 4)				
		Escape Room	Retail Shop 1	Retail Shop 2	Sky Bar	Theater
6:45 AM						
7:00 AM						
7:15 AM						
7:30 AM						
7:45 AM						
8:00 AM						
8:15 AM						
8:30 AM						
8:45 AM						
9:00 AM						

5 Click here to add an Event to the day.



DATE: **5/8/2024** LOCATION: **George Town** [Events](#) [Venue](#) [Print](#)

The Avenir

[←](#) [📅](#) [→](#)

[+ Add Event](#)

[📄 Export Schedule](#)

[👤 View Staff Report](#)

[⬆ Collapse Actions](#)

Event Filters [▼](#)

Venue Filters [^](#)

		7 Night West Caribbean 88 (Day 4)				
		Escape Room	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						

6 Click here to Export Schedule as a CSV file.

The screenshot shows the 'The Avenir' app interface. On the left is a sidebar with a menu. The main area displays a schedule for '7 Night West Caribbean 88 (Day 4)'. The 'Export Schedule' button in the sidebar is highlighted with an orange circle.

The Avenir		7 Night West Caribbean 88 (Day 4)				
		Escape Room	Retail Shop 1	Retail Shop 2	Sky Bar	Theatre
10:00 AM						
10:15 AM						
10:30 AM						
10:45 AM						
11:00 AM						
11:15 AM			11:15 - 12:15p Art at Sea			
11:30 AM						
11:45 AM						
12:00 PM						
12:15 PM						
12:30 PM						

7 Click here to View Staff Report.

The screenshot shows the 'The Avenir' app interface. On the left is a sidebar with a menu. The main area displays a schedule for '7 Night West Caribbean 88 (Day 4)'. The 'View Staff Report' button in the sidebar is highlighted with an orange circle.

The Avenir		7 Night West Caribbean 88 (Day 4)				
		Escape Room	Retail Shop 1	Retail Shop 2	Sky Bar	Theatre
10:00 AM						
10:15 AM						
10:30 AM						
10:45 AM						
11:00 AM						
11:15 AM			11:15 - 12:15p Art at Sea			
11:30 AM						
11:45 AM						
12:00 PM						
12:15 PM						
12:30 PM						
12:45 PM						
1:00 PM						



8 Click "Collapse Actions" to hide the icons above.

The screenshot shows the 'The Avenir' event management interface. On the left sidebar, the 'Collapse Actions' button is highlighted with an orange circle. The main area displays a calendar for '7 Night West Caribbean 88 (Day 4)' with columns for 'Escape Room', 'Retail Shop 1', 'Retail Shop 2', 'Sky Bar', and 'Theater'. A calendar grid shows times from 10:00 AM to 1:15 PM. An event titled '11:15 - 12:15p Art at Sea' is scheduled for 11:15 AM in the 'Retail Shop 1' column. The event is represented by a green block with a small icon in the bottom right corner.

The Avenir		7 Night West Caribbean 88 (Day 4)				
		Escape Room	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			11:15 - 12:15p Art at Sea			
11:30 AM						
11:45 AM						
12:00 PM						
12:15 PM						
12:30 PM						
12:45 PM						
1:00 PM						
1:15 PM						

9 Click "Show Actions" to unhide the icons.

The screenshot shows the 'The Avenir' event management interface. On the left sidebar, the 'Show Actions' button is highlighted with an orange circle. The main area displays a calendar for '7 Night West Caribbean 88 (Day 4)' with columns for 'Escape Room', 'Retail Shop 1', 'Retail Shop 2', 'Sky Bar', and 'Theater'. A calendar grid shows times from 10:00 AM to 12:15 PM. An event titled '11:15 - 12:15p Art at Sea' is scheduled for 11:15 AM in the 'Retail Shop 1' column. The event is represented by a green block with a small icon in the bottom right corner. The top of the interface shows the date '5/8/2024' and location 'George Town', along with buttons for 'Events', 'Venue', and 'Print'.

The Avenir		7 Night West Caribbean 88 (Day 4)				
		Escape Room	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			11:15 - 12:15p Art at Sea			
11:30 AM						
11:45 AM						
12:00 PM						
12:15 PM						

10 Click this icon to filter the Events.

The screenshot shows a scheduling interface with a dark sidebar on the left and a grid on the right. The sidebar contains navigation buttons (back, home, forward), action buttons (+ Add Event, Export Schedule, View Staff Report, Collapse Actions), and filter sections (Event Filters and Venue Filters). The Venue Filters section is expanded, showing a search bar and checkboxes for All Hotel, All Bar, All Dining, and All Revenue. The grid has a time column on the left and several venue columns on the top. A yellow event block labeled '11:15 - 12:15p Art at Sea' is visible in the grid. A red circle highlights a small icon in the Event Filters section of the sidebar.

	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	12:45 PM	1:00 PM	1:15 PM	1:30 PM	1:45 PM
10:00 AM																
10:15 AM																
10:30 AM																
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12:00 PM																
12:15 PM																
12:30 PM																
12:45 PM																
1:00 PM																
1:15 PM																
1:30 PM																
1:45 PM																

11 Click here to filter the venues that display on the Canvas Grid.

The screenshot shows the same scheduling interface as above, but with different venue headers: Theater, Retail Shop 1, Retail Shop 2, and Sky Bar. The grid is currently empty. A red circle highlights the same icon in the Event Filters section of the sidebar as in the previous image.

	Theater	Retail Shop 1	Retail Shop 2	Sky Bar
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				
12:45 PM				
1:00 PM				
1:15 PM				


12 Click the red "x" to clear all venue filters.

Click the grey "x" beside a venue to clear that specific venue.








The screenshot displays a venue management interface for 'The Avenir'. The top header shows the date '4/15/2025', a 'DRAFT' status, and the location 'Isla de Roatan'. A red 'x' icon is highlighted next to the 'CLEAR ALL FILTERS' button. The interface includes a sidebar with navigation options like 'Publish Draft', 'Add Event', 'Export Schedule', 'View Staff Report', 'Staff Conflicts', 'Event Filters', and 'Venue Filters'. The main table shows a schedule for 'COZUMEL 18 (Day 3)' with columns for various venue categories: Theater, Retail Shop 1, Retail Shop 2, Reception, To..., Guest Services, Casino, and Boutique. The table rows represent time slots from 4:15 PM to 9:00 PM. A red horizontal line is drawn across the table at the 6:00 PM time slot. A tooltip is visible over the 'Reception, To...' column at 8:30 PM, showing the text '8:30 PM - 10:15 PM Lazor Focus Theatrics'.

	Theater	Retail Shop 1	Retail Shop 2	Reception, To...	Guest Services	Casino	Boutique
4:15 PM							
4:30 PM							
4:45 PM							
5:00 PM							
5:15 PM							
5:30 PM							
5:45 PM							
6:00 PM							
6:15 PM							
6:30 PM							
6:45 PM							
7:00 PM							
7:15 PM							
7:30 PM							
7:45 PM							
8:00 PM							
8:15 PM							
8:30 PM							
8:45 PM							
9:00 PM							




### 13 Click here to see a "Single Column" view.




8/20/2025 LOCATION: Cozumel — E — VD — C — P


 Admin User


The Avenir





+ Add Event

 Export Schedule

 View Staff Report

 Collapse Actions

Event Filters 

Venue Filters 

Search...

☐ All Hotel

☐ All Bar

☐ All Dining

☐ All Revenue

☐ All Entertainment

☐ All Recreation

☐ Reception, Tour Desk


☐ Azul Restaurant

☐ Boutique


☐ Café

☐ Avenir Restaurant

☐ Grill





RIVIERA MAYA 30 (Day 3)



	Theater	Retail Shop 1	Retail Shop 2	Sky Bar	Theater	Comedy Club	Atrium	Reception, Tour ...	Loun
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									
12:45 PM									
1:00 PM									
1:15 PM									
1:30 PM									
1:45 PM									
2:00 PM									
2:15 PM									
2:30 PM									
2:45 PM									
3:00 PM									
3:15 PM									
3:30 PM									

Single Column



## 14 Click here to customize view options.

Options you can edit from here are: Column Width, Row Height, Daily Schedule Width & Staff Conflicts Width.

The screenshot displays a scheduling application interface. At the top, the date is 8/20/2025 and the location is Cozumel. The main header shows 'The Avenir' and 'RIVIERA MAYA 30 (Day 3)'. The interface includes a left sidebar with navigation buttons (back, forward, add event, export schedule, view staff report, collapse actions) and filter sections for 'Event Filters' and 'Venue Filters'. The 'Venue Filters' section lists various locations with checkboxes: All Hotel, All Bar, All Dining, All Revenue, All Entertainment, All Recreation, Reception, Tour Desk, Azul Restaurant, Boutique, Café, Avenir Restaurant, and Grill. The main area is a grid representing the daily schedule, with columns for different venues (Theater, Retail Shop 1, Retail Shop 2, Sky Bar, Theater, Comedy Club, Atrium, Reception, Tour Desk, Lounge) and rows for time slots from 10:00 AM to 3:30 PM. A 'View Options' button is visible in the bottom right corner of the grid area.

15 Click here to customize the Grid's view layout.


The screenshot shows a software interface for managing a schedule. On the left is a sidebar with a header 'The Avenir' and a list of venue filters including 'All Hotel', 'All Bar', 'All Dining', 'All Revenue', 'All Entertainment', 'All Recreation', 'Reception, Tour Desk', 'Azul Restaurant', 'Boutique', 'Café', and 'Avenir Restaurant'. The main area displays a grid for 'RIVIERA MAYA 30 (Day 3)' with columns for 'Theater', 'Retail Shop 1', 'Retail Shop 2', 'Sky Bar', 'Theater', 'Comedy Club', 'Atrium', 'Reception, Tour ...', and 'Loun'. The rows represent time slots from 10:00 AM to 3:30 PM. A settings overlay titled 'COL WIDTH' is open, showing sliders for 'COL WIDTH' (120), 'ROW HEIGHT' (30), 'DAILY SCHEDULE WIDTH' (650), and 'STAFF CONFLICTS WIDTH' (350), with a 'Reset' button at the bottom.

16 Click this button to view the Meal Periods.

The screenshot shows the same software interface but for '7 Night West Caribbean 88 (Day 4)'. The sidebar is identical. The main grid has columns for 'Escape Room', 'Retail Shop 1', 'Retail Shop 2', 'Sky Bar', and 'Theate'. The rows show time slots from 6:00 AM to 8:15 AM. An orange block labeled 'Breakfast' is visible in the 'Escape Room' column, spanning from 6:00 AM to 7:00 AM. At the top right, there is a header with the date 'DATE: 5/8/2024', location 'LOCATION: George Town', and buttons for 'Events', 'Venue', and 'Print'.

17

Click on the venue to open the Venue Details and add the opening hours and/or meal periods. You can also add a Call to Action from the Venue Details.



DATE: **5/8/2024** LOCATION: **George Town**
— Events — Venue — Print

**The Avenir**

← →

+ Add Event

Export Schedule

View Staff Report

Collapse Actions


Event Filters

Venue Filters

	7 Night West Caribbean 88 (Day 4)	Escape Room	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						

18

Double-click here (or in any cell on the Canvas) to add an Event to the day or to create a new Event.



DATE: **5/8/2024** LOCATION: **George Town**
— Events — Venue — Print

**The Avenir**

← →

+ Add Event

Export Schedule

View Staff Report

Collapse Actions

Event Filters

Venue Filters

	7 Night West Caribbean 88 (Day 4)	Escape Room	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						



19 Hover your mouse over the event to display the event details.

Or

Double-click event to edit its details.

8/12/2025 LOCATION: At Sea

COZUMEL 30 (Day 2)

The Avenir

Event Filters

Venue Filters

7:30 PM

7:45 PM

8:00 PM

8:15 PM

8:30 PM

8:45 PM

9:00 PM

9:15 PM

9:30 PM

9:45 PM

10:00 PM

10:15 PM

10:30 PM

10:45 PM

11:00 PM

11:15 PM

11:30 PM

11:45 PM

12:00 AM

12:15 AM

12:30 AM

12:45 AM

1:00 AM

1:15 AM

1:30 AM

1:45 AM

2:00 AM

2:15 AM

2:30 AM

2:45 AM

2:00 AM

9:00 PM - 10:00 PM Stand Up Comedy

TITLE

TIME

09:00pm - 10:00pm

VENUE

Comedy Club

SEGMENT

GENERAL

LEVELS

None

ATTRIBUTES

Entertainment

DESCRIPTION

With astonishing comedic grace, this legendary guest comedian charms audiences with a one-man var...

Show All

ENDPOINTS

☒ Default to Library

All

20 The blue line indicates the ships arrival hour into port.

DATE: 5/8/2024 LOCATION: George Town

Events Venue Print

Avenir

7 Night West Caribbean 88 (Day 4)

Escape Room

Retail Shop 1

Retail Shop 2

Sky Bar

Theater

Comedy

7:00 AM

7:15 AM

7:30 AM

7:45 AM

8:00 AM

8:15 AM

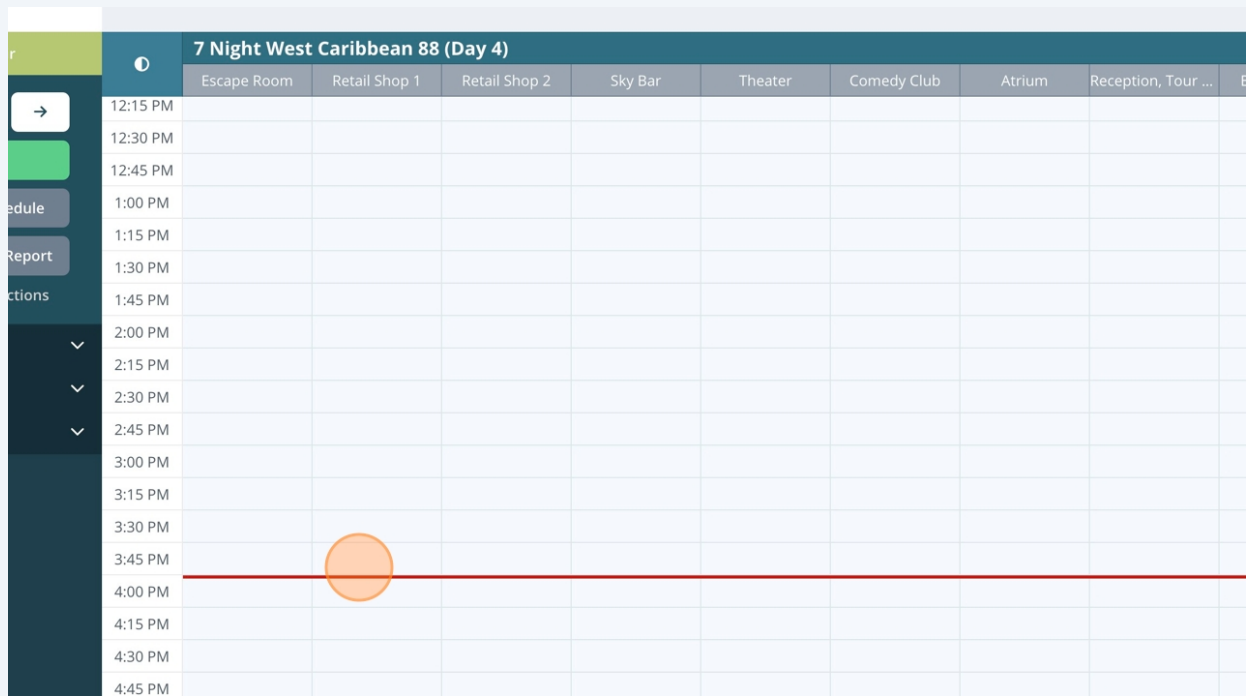
8:30 AM

8:45 AM

9:00 AM

9:15 AM

- 21 The red line indicates the ships departure hour from port.



		Escape Room	Retail Shop 1	Retail Shop 2	Sky Bar	Theater	Comedy Club	Atrium	Reception, Tour ...	B
12:15 PM										
12:30 PM										
12:45 PM										
1:00 PM										
1:15 PM										
1:30 PM										
1:45 PM										
2:00 PM										
2:15 PM										
2:30 PM										
2:45 PM										
3:00 PM										
3:15 PM										
3:30 PM										
3:45 PM										
4:00 PM										
4:15 PM										
4:30 PM										
4:45 PM										

- 22 Click here to view the events (Daily Schedule) by a chronological order.



		Theater	Retail Shop 1	Retail Shop 2	Sky Bar	Theater	Comedy Club	Atrium	Reception, Tour ...	Lou
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										
12:45 PM										
1:00 PM										
1:15 PM										
1:30 PM										
1:45 PM										
2:00 PM										
2:15 PM										
2:30 PM										
2:45 PM										

23 Click this icon to add/create an Event to the day.

The screenshot shows the event management interface for 8/12/2025 at the location 'At Sea'. The interface includes a sidebar with navigation options like 'The Avenir', 'Add Event', 'Export Schedule', and 'View Staff Report'. The main area displays a 'COZUMEL 30 (Day 2)' schedule grid. A 'DAILY SCHEDULE' panel is open, showing a list of events. The '+ Add Event' button is highlighted with a red circle.

Time	Event Name	Venue
08:00am	Quiet the Mind Yoga	Fitness Center
08:00am	Monopoly Tournament	Café
09:00am	Exotic Mimosa Bar	Avenir Restaurant
09:30am	FIT Bootcamp	Fitness Center
10:00am	Basketball <b>\$GAMS</b>	Sports Court
11:30am	Dodge Ball	Sports Court
04:00pm	Alter Wild	Teen Club
04:15pm	Meet for City Tour	

24 Type in the "Search..." field to find an event in the Daily Schedule. You can search by event name or venue name.

The screenshot shows the same event management interface as above. The 'DAILY SCHEDULE' panel is open, and the 'Search...' field is highlighted with a red circle.

Time	Event Name	Venue
08:00am	Quiet the Mind Yoga	Fitness Center
08:00am	Monopoly Tournament	Café
09:00am	Exotic Mimosa Bar	Avenir Restaurant
09:30am	FIT Bootcamp	Fitness Center
10:00am	Basketball <b>\$GAMS</b>	Sports Court
11:30am	Dodge Ball	Sports Court
04:00pm	Alter Wild	Teen Club
04:15pm	Meet for City Tour	

25 Click the garbage icon to delete the event from this day.

The screenshot shows the event management interface for '8/12/2025' at 'At Sea'. The 'DAILY SCHEDULE' modal is open, displaying a list of events. The 'Quiet the Mind Yoga' event is highlighted, and a red circle highlights the garbage icon in the action menu.

Events	Venues	Content
08:00am	Quiet the Mind Yoga	
09:00am	Fitness Center	
08:00am	Monopoly Tournament	
09:00am	Café	
09:00am	Exotic Mimosa Bar	
10:30am	Avenir Restaurant	
09:30am	FIT Bootcamp	
10:30am	Fitness Center	
10:00am	Basketball \$GAMS	
11:00am	Sports Court	
11:30am	Dodge Ball	
12:30pm	Sports Court	
04:00pm	Alter Wild	
05:00pm	Teen Club	
04:15pm	Meet for City Tour	

26 Click this icon to view the event details.

The screenshot shows the event management interface for '8/12/2025' at 'At Sea'. The 'DAILY SCHEDULE' modal is open, displaying a list of events. The 'Quiet the Mind Yoga' event is highlighted, and a red circle highlights the magnifying glass icon in the action menu.

Events	Venues	Content
08:00am	Quiet the Mind Yoga	
09:00am	Fitness Center	

**Event Details:**

- TITLE:** Quiet the Mind Yoga
- TIME:** 08:00am - 09:00am
- VENUE:** Fitness Center
- SEGMENT:** THE POSH
- LEVELS:** None
- ATTRIBUTES:** Fitness
- DESCRIPTION:** Designed for all levels and beginners, Quiet the Mind Yoga welcomes you. During class we will pra... [Show All](#)
- ENDPOINTS:** ☒ Default to Library

27 Click this icon to edit the event, or simply double-click the event row.

The screenshot shows the event management interface. On the left is a sidebar for 'The Avenir' with navigation buttons and filters. The main area displays a calendar for 'COZUMEL 30 (Day 2)'. A 'DAILY SCHEDULE' modal is open, showing details for the event 'Quiet the Mind Yoga' at 'Fitness Center'. The modal includes fields for Title, Time, Venue, Segment, Levels, Attributes, Description, and Endpoints. An orange circle highlights the edit icon in the top right corner of the modal.

28 Click here to hide the event from the guest facing communication.

The screenshot shows the event management interface. On the left is a sidebar for 'The Avenir' with navigation buttons and filters. The main area displays a calendar for 'COZUMEL 30 (Day 2)'. A 'DAILY SCHEDULE' modal is open, showing a list of events. An orange circle highlights the eye icon in the top right corner of the modal, which is used to toggle the visibility of the event.

## 29 Click "Venues" to view venues and hours of operation.

The screenshot shows the 'DAILY SCHEDULE' modal with the 'Venues' tab selected. The modal is titled 'COZUMEL 30 (Day 2)' and has a search bar at the top. The 'Venues' tab is highlighted, and the 'Content' tab is also visible. The 'Venues' tab displays a list of venues and their operating hours. The 'Content' tab displays a list of content items and their operating hours. The 'Venues' tab is currently selected, showing a list of venues and their operating hours.

Venue	Hours
Theater	--
Retail Shop 1	06:00am - 06:00am
Retail Shop 2	06:00am - 06:00am
Sky Bar	06:00am - 06:00am
Theater	06:00am - 06:00am
Comedy Club	08:00pm - 12:00am
Atrium	06:00am - 06:00am
Reception, Tour Desk	06:00am - 06:00am
Lounge	06:00am - 06:00am

## 30 Click "Content" to view Content scheduled to the day.

The screenshot shows the 'DAILY SCHEDULE' modal with the 'Content' tab selected. The modal is titled 'COZUMEL 30 (Day 2)' and has a search bar at the top. The 'Content' tab is highlighted, and the 'Venues' tab is also visible. The 'Content' tab displays a list of content items and their operating hours. The 'Venues' tab is currently selected, showing a list of venues and their operating hours.

Content Item	Hours
06:00am	05:59am
Information from canvas	



**31** Click the "+" icon to schedule a Content —Offer, Message or Info — to a day.

The screenshot displays a scheduling interface. On the left, a calendar for 'MEL 30 (Day 2)' is visible, with columns for 'Theater' and 'Retail Shop 1'. The 'Theater' column is highlighted in dark grey. On the right, a 'DAILY SCHEDULE' panel is open, featuring a red header and a close button (X). The panel has tabs for 'Events', 'Venues', and 'Content', with 'Content' currently selected. A green circle highlights a '+' icon in the top left of the panel. Below the tabs is a search bar labeled 'Search...'. A row of icons is visible: a list icon with '4', a yellow icon with '4', a grey icon with '0', a blue icon with '4', a blue icon with '4', and a blue icon with '4'. The main content area lists four items, each with a time range (06:00am to 05:59am), a status label, a title, and three action icons (eye, flame, and share).

Time	Status	Title	Actions
06:00am 05:59am	INFO	Information from canvas	Eye, Flame, Share
06:00am 05:59am	INFO	Is Wifi included?	Eye, Flame, Share
06:00am 05:59am	MESSAGE	Inclimate Weather	Eye, Flame, Share
06:00am 05:59am	OFFER	Last Chance! Buy one snorkelling excursion and receive the second one at half price.	Eye, Flame, Share



## 32 Click here to see different view mode options:

- **Default** — Shows overall numbers, with only the eye, trending, and expand icons visible. Allows you to delete, hide, view, mark an event as trending or edit an event with full visibility.
- **MCM (Multi-Channel Management)** — Allows you to select which guest endpoints to focus on. As you click an endpoint, the counts update automatically, and an endpoint icon appears next to each event. You can click these icons to quickly hide or unhide events, making it easier to manage all your channels in one place.
- **Preview** — Allows you to filter by endpoint, language, or audience. The event/ venue/content list update in real time based on your selections.

The screenshot displays the Avenir event management interface. At the top, the date is 8/12/2025 and the location is At Sea. The interface includes a sidebar with navigation options like 'Add Event', 'Export Schedule', and 'View Staff Report'. The main area shows a calendar for 'COZUMEL 30 (Day 2)' with a time slot from 7:30 PM to 3:00 AM. A 'DAILY SCHEDULE' modal is open, showing a list of events with their times, names, and venues. The modal also includes a search bar, mode selection (Default, MCM, Preview\*), and various filters (0, 12, 11, 1, 11, 11). A red circle highlights a dropdown arrow in the top right corner of the modal.

Events	Venues	Content
08:00am	Quiet the Mind Yoga	Fitness Center
08:00am	Monopoly Tournament	Café
09:00am	Exotic Mimosa Bar	Avenir Restaurant
09:30am	FIT Bootcamp	Fitness Center
10:00am	Basketball <b>SGAMS</b>	Sports Court
11:30am	Dodge Ball	Sports Court

### 33 Example of Default Mode view.

The screenshot displays the 'Default Mode' view of the 'RIVIERA MAYA 31 (Day 6)' interface. On the left, a sidebar contains navigation buttons like 'Publish Draft', 'Add Event', 'Export Schedule', 'View Staff Report', and 'Staff Conflicts'. The main area features a table with time slots (from 6:45 AM to 1:15 PM) and columns for 'Theater', 'Retail Shop 1', and 'Retail Shop 2'. On the right, the 'DAILY SCHEDULE' panel is active, showing a search bar, mode selection (Default, MCM, Preview\*), and a list of events with their respective times and icons. The 'Default' mode is selected, and the event list includes 'Theater', 'Retail Shop 1', 'Retail Shop 2', 'Comedy Club', 'Atrium', and 'Reception, Tour Desk'.

### 34 Example of MCM Mode view.

The screenshot displays the 'MCM Mode' view of the 'RIVIERA MAYA 31 (Day 6)' interface. The sidebar and main table are identical to the Default Mode view. The 'DAILY SCHEDULE' panel on the right is now set to 'MCM' mode, which is highlighted with an orange circle. This mode shows additional options under 'ENDPOINTS', including 'Ddp', 'Mobile', 'Signage', 'Web View', 'Export API', and 'Boards'. The event list includes 'Theater' and 'Retail Shop 1' with their respective times and icons. The 'MCM' mode is selected, and the event list shows more detailed information, including endpoints and icons.

### 35 Example of Preview Mode view.

RIVIERA MAYA 31 (Day 6)

	Theater	Retail Shop 1	Retail Shop 2
6:45 AM			
7:00 AM			
7:15 AM			
7:30 AM			
7:45 AM			
8:00 AM			
8:15 AM			
8:30 AM			
8:45 AM			
9:00 AM			
9:15 AM			
9:30 AM			
9:45 AM			
10:00 AM			
10:15 AM			
10:30 AM			
10:45 AM			
11:00 AM			
11:15 AM			

DAILY SCHEDULE

Events

Venues

Content

Search...

MODE

☐ Default
 ☐ MCM
 ☒ Preview\*

ENDPOINT

☐ Ddp
 ☐ Mobile
 ☐ Signage
 ☐ Web View
 ☐ Export API
 ☐ Boards
 ☒ Print Program

LANGUAGE

☒ English
 ☐ Spanish
 ☐ French
 ☐ Arabic

\*Preview mode applies merged variables, translations, and all other overrides as seen by guests. Use this to get better insights to what will be hidden and why.

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We've improved the overall visibility of events and now you can see the amount of events that are currently added to that day across different guest endpoints. For this particular day, we can see easily see the following:

The first 4 icon, show the overall:

- **0** Groups
- **31** events added to this day
- **25** are visible
- **6** are hidden

Then we can see the number of events per Guest Endpoint:

- **25** Digital Daily Program (DDP)
- **25** Mobile
- **25** Signage
- **24** Web View
- **22** Print Program

The screenshot displays the event management interface for 'COZUMEL 18 (Day 3)'. The top navigation bar includes the date '4/15/2025', a 'DRAFT' status, the location 'Isla de Roatan', and a user profile 'Admin User'. A message indicates 'You are viewing a draft version. Click here to view the published version.' The interface is divided into three main sections: a sidebar on the left, a central calendar view, and a 'DAILY SCHEDULE' panel on the right.

The sidebar on the left, titled 'The Avenir', contains several action buttons: 'Publish Draft', 'Add Event', 'Export Schedule', 'View Staff Report', 'Staff Conflicts', and 'Collapse Actions'. It also includes 'Event Filters' and 'Venue Filters' sections.

The central calendar view shows a grid for 'COZUMEL 18 (Day 3)' with columns for 'Theater' and 'Retail Shop 1'. The time slots range from 10:00 AM to 2:45 PM.

The 'DAILY SCHEDULE' panel on the right provides a detailed list of events. A summary bar at the top of this panel shows the following counts: 0 Groups, 31 Events, 25 Visible, 6 Hidden, 25 Mobile, 25 Signage, 24 Web View, and 22 Print Program. The events listed include:

- 12:00pm 05:00pm Kids Open House** (Kids Club)
- 12:00pm 05:00pm Teens Open House** (Teen Club)
- 01:30pm 02:30pm Cooking School** (Café)
- 01:30pm 03:00pm Outdoor Movie** (Pool)
- 02:30pm 04:15pm Basketball \$GAMS** (Reception, Tour Desk)
- 02:30pm Basketball \$GAMS**

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When in Preview Mode view you can also select which language you'd like to display.

The screenshot displays the 'DAILY SCHEDULE' panel in a software interface. The panel has tabs for 'Events', 'Venues', and 'Content', with 'Events' currently selected. A search bar is located at the top of the Events tab. Below the search bar, the 'MODE' section has three radio buttons: 'Default', 'MCM', and 'Preview\*' (which is selected). The 'ENDPOINT' section has five radio buttons: 'Ddp' (selected), 'Mobile', 'Signage', 'Web View', and 'Export API'. The 'LANGUAGE' section has four radio buttons: 'English' (selected and highlighted with an orange circle), 'Spanish', 'French', and 'Arabic'. Below the language options, a note states: '\*Preview mode applies merged variables, translations, and all other overrides as seen by guests. Use this to get better insights to what will be hidden and why.' The main schedule area shows a list of events with columns for time, event name, and venue. The events listed are: 'Pool' at 3:00 PM, 'Basketball español Reception, Tour Desk' at 2:30 PM and 4:15 PM, 'Basketball español Atrium' at 2:30 PM and 4:15 PM, and 'The Naughty List Café' at 3:00 PM and 5:00 PM. The interface also includes a sidebar on the left with various action buttons like 'Publish Draft', 'Add Event', 'Export Schedule', 'View Staff Report', and 'Staff Conflicts', as well as filters for 'Event Filters' and 'Venue Filters'.