How to add Events on the canvas?

Scribe

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

scribehow.com/embed-preview/How_to_add_Events_o...

The Canvas is an Interactive and Collaborative Modeling Tool that enables teams to plan, analyze, and manipulate the ideal guest experience. Use this feature to add an event on the canvas.

1   Navigate to your GO URL and go to the Canvas (Daily Planner).
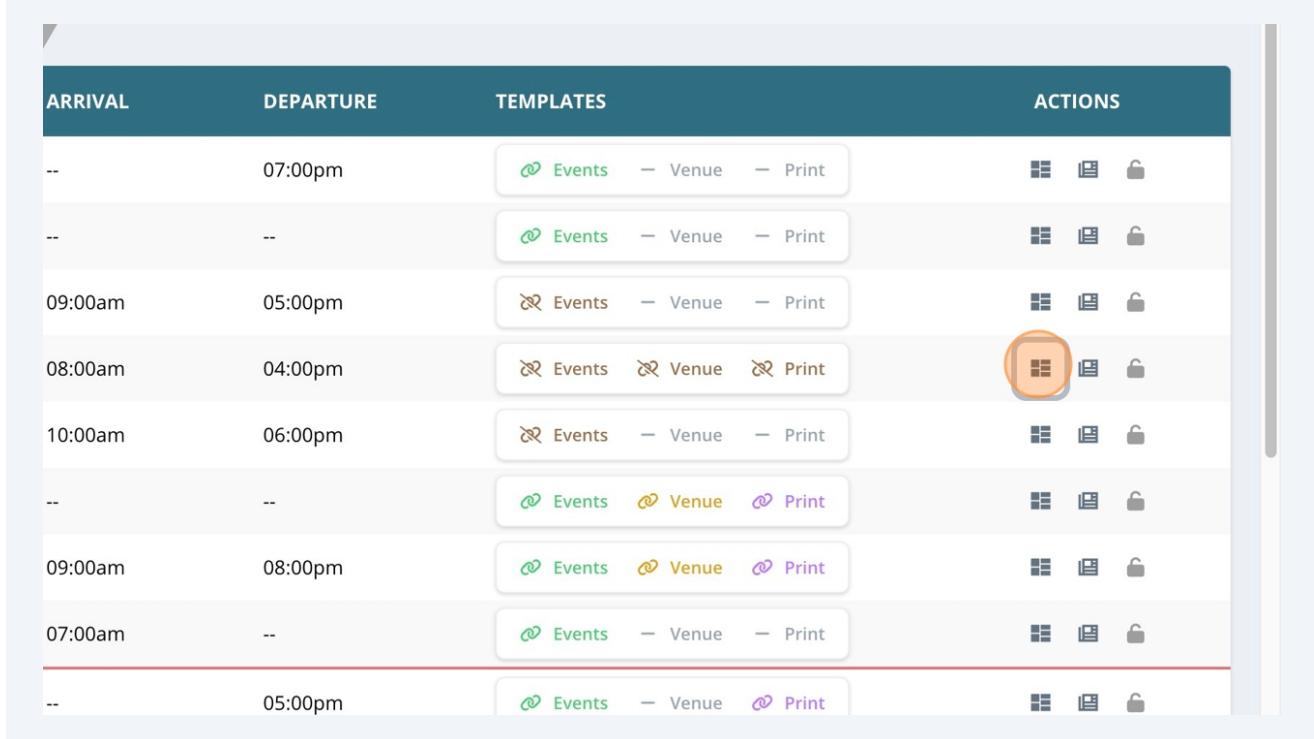
ARRIVAL	DEPARTURE	TEMPLATES			ACTIONS
--	07:00pm	⚭ Events	— Venue	— Print	▦ ▣ 🔓
--	--	⚭ Events	— Venue	— Print	▦ ▣ 🔓
09:00am	05:00pm	⚭ Events	— Venue	— Print	▦ ▣ 🔓
08:00am	04:00pm	⚭ Events	⚭ Venue	⚭ Print	▦ ▣ 🔓
10:00am	06:00pm	⚭ Events	— Venue	— Print	▦ ▣ 🔓
--	--	⚭ Events	⚭ Venue	⚭ Print	▦ ▣ 🔓
09:00am	08:00pm	⚭ Events	⚭ Venue	⚭ Print	▦ ▣ 🔓
07:00am	--	⚭ Events	— Venue	— Print	▦ ▣ 🔓
--	05:00pm	⚭ Events	— Venue	⚭ Print	▦ ▣ 🔓

2 Click "Add Event".

DATE: **5/20/2024**   LOCATION: **George Town**   ⛓ Events   ⛓ Venue   ⛓ Print

✖ CLEAR ALL FILTERS   ✖ POOL   ✖ TEEN CLUB   ✖ KIDS CLUB   ✖ THEATER   ✖ ART GALLERY   ✖ COMI
✖ THEATER   ✖ TYPE:ENTERTAINMENT

The Avenir	◑	7 Night West Caribbean 89 (Day 4)				
		Escape Room	Theater	Comedy Club	Atrium	Loung
← 💾 →	10:00 AM					
	10:15 AM					
+ Add Event	10:30 AM					
	10:45 AM					
📤 Export Schedule	11:00 AM					
	11:15 AM					
👤 View Staff Report	11:30 AM					
	11:45 AM					
▲ Collapse Actions	12:00 PM					
Event Filters ⌄	12:15 PM					
Venue Filters ⌃						

ⓘ Tip! Please note that you can also add events by double-clicking in a cell in the desired venue column in the calendar view, or by clicking the 3-lines icon in the upper right corner. Use the "+" icon to add events and see them in chronological order.

3   Click "Use an Existing Event"
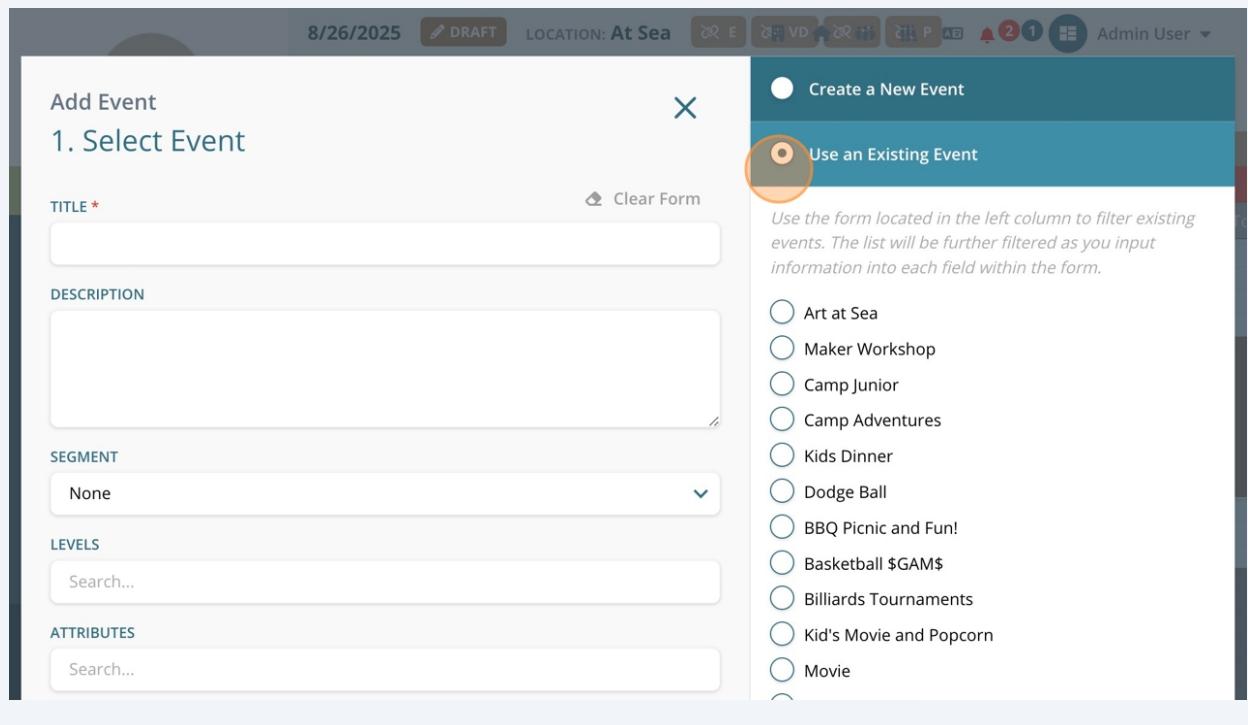
4   You can search for an existing event by typing in the search field, or you can choose an event from the list on the right hand side.
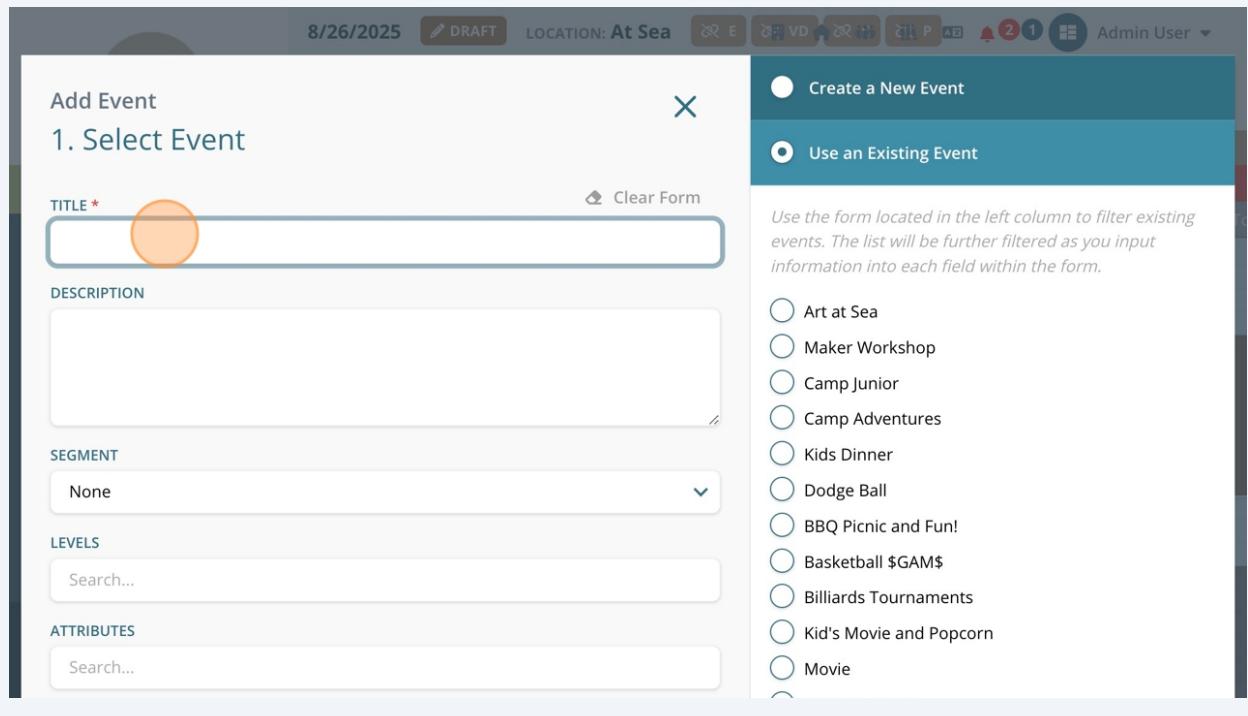
5 Verify the Event Details on the left to ensure the correct event was selected, if not go back and search again. If yes, click "Next: Enter Event Details".

IMAGES

TITLE *
Billiards Tournaments

DESCRIPTION
We invite all the pool enthusiasts to join our billiard tournament for a fun afternoon. To enter, please bring $25 that you are able to charge to your room or in cash. The winner will receive a cash price!

DURATION (MINUTES) *   DISPLAY OPTIONS
60   Show finish time

SEGMENT
The Loyalists

LEVELS

- Art at Sea
- Maker Workshop
- Camp Junior
- Camp Adventures
- Kids Dinner
- Dodge Ball
- BBQ Picnic and Fun!
- Basketball GAM
- ● Billiards Tournaments
- Kid's Movie and Popcorn
- Movie
- Folkloric Show
- Karaoke
- Sweat N' Soul Music
- League of Legends Pool Party

Event Selected: **Billiards Tournaments**   ▼ Typeahead Filter Mode: Any   **Next: Enter Event Details**

8:45 PM
9:00 PM
9:15 PM

6 If the venue needs to be changed, you can change the venue by clicking on the drop down arrow.

You can click in the Image Overide box "+" to change the image associated with the event.

Instance Information	Staff Assignments	Merged Variables

IMAGE OVERRIDE

+
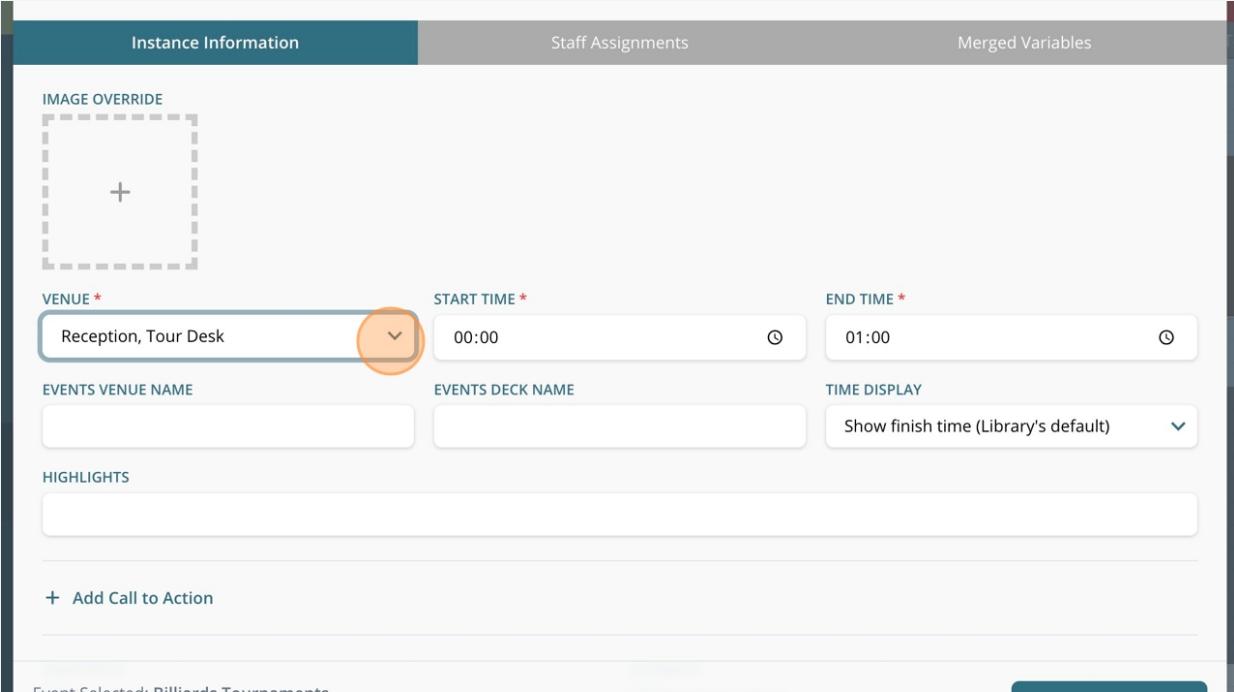
VENUE *
Reception, Tour Desk   ⌄

START TIME *
00:00   🕐

END TIME *
01:00   🕐

EVENTS VENUE NAME

EVENTS DECK NAME

TIME DISPLAY
Show finish time (Library's default)   ⌄

HIGHLIGHTS

+ Add Call to Action

Event Selected: Billiards Tournaments

7 Select the StART TIME and END TIME by using the clock icons or by typing over the times in the select areas.

2. Enter Day Details

Instance Information	Staff Assignments	Merged Variables

IMAGE OVERRIDE

+

VENUE *
Reception, Tour Desk ⌄

START TIME *
10:00 🕐

END TIME *
11:00 🕐

EVENTS VENUE NAME

EVENTS DECK NAME

TIME DISPLAY
Show finish time (Library's default) ⌄

HIGHLIGHTS

+ Add Call to Action

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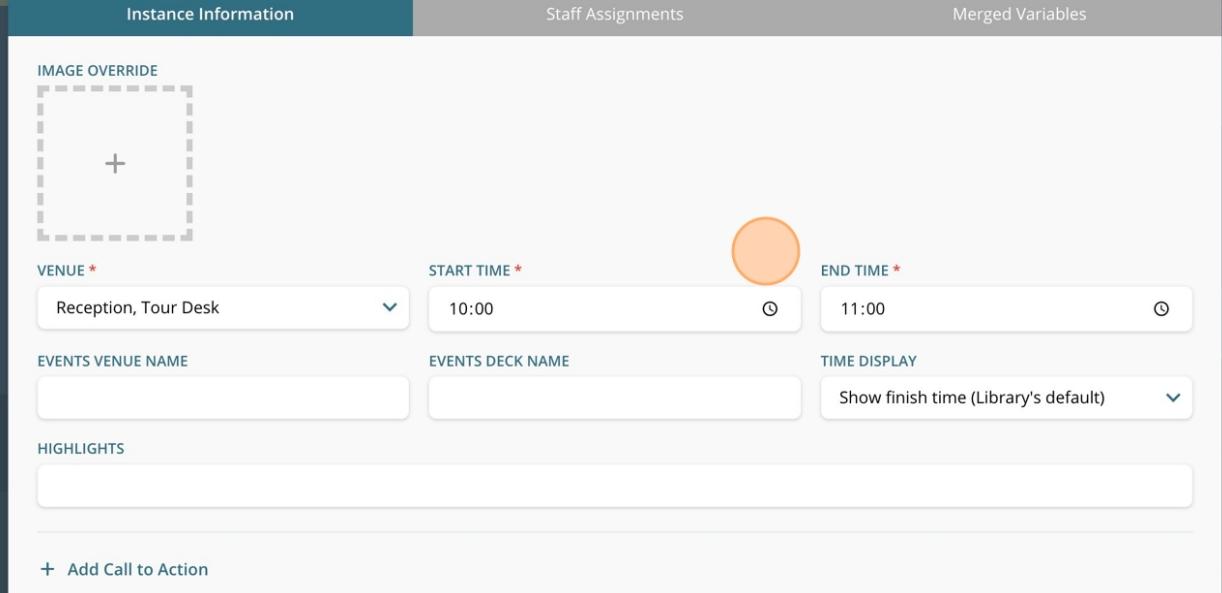
8 The options labeled "Events Venue Name" and "Events Deck Name" allow users to rename the Venue and Deck on a day level.

IMAGE OVERRIDE

+

VENUE *
Reception, Tour Desk ⌄

START TIME *
10:00 🕐

END TIME *
11:00 🕐

EVENTS VENUE NAME

EVENTS DECK NAME

TIME DISPLAY
Show finish time (Library's default) ⌄

HIGHLIGHTS

+ Add Call to Action

Event Selected: **Billiards Tournaments**

Go Back   **Finish: Create Event**
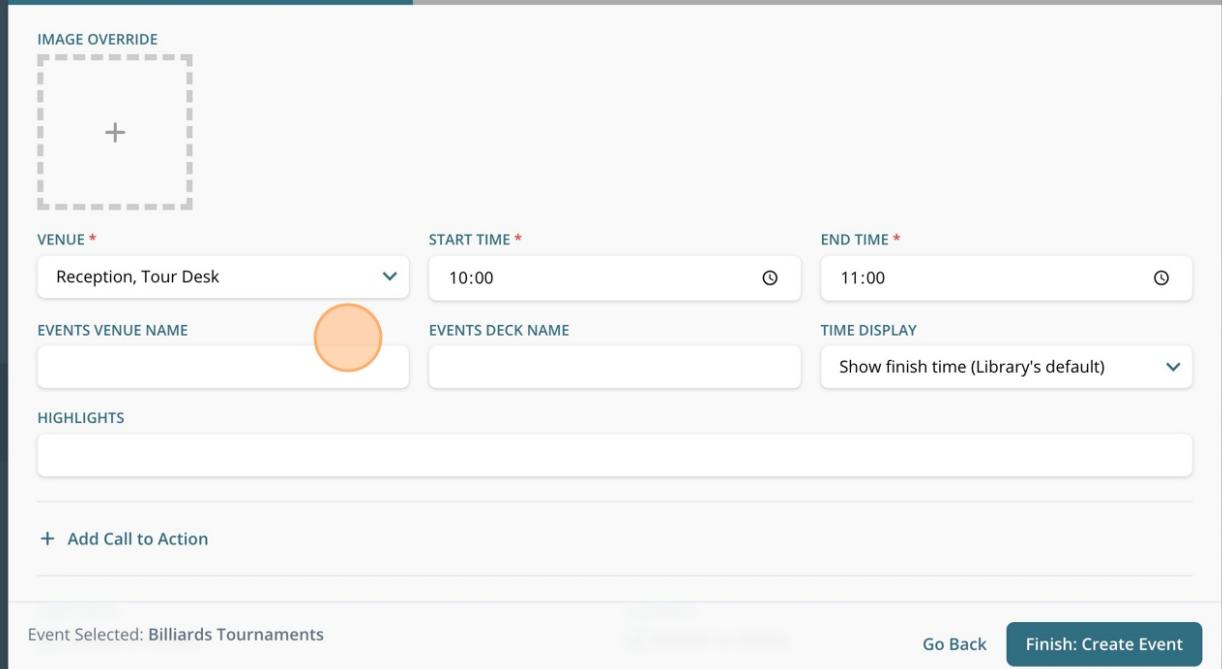
9 Click this dropdown to choose how the hours populate in the guest facing communication.
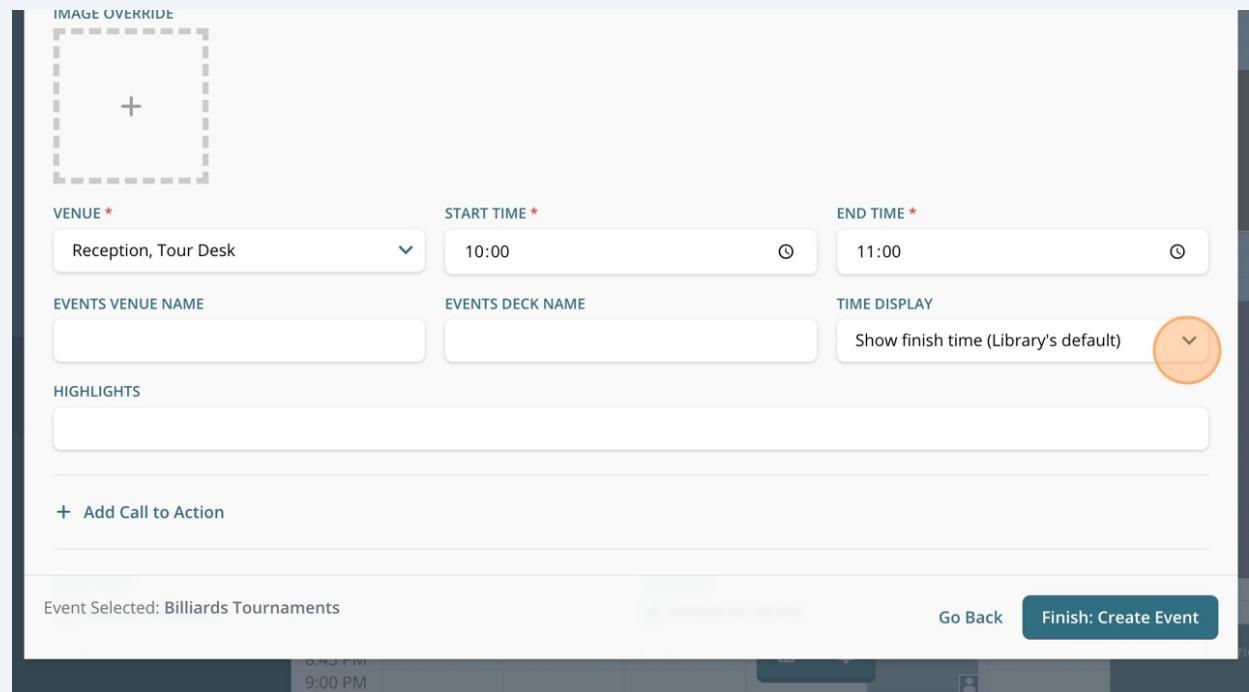
IMAGE OVERRIDE

+

VENUE *	START TIME *	END TIME *
Reception, Tour Desk ⌄	10:00 🕐	11:00 🕐

EVENTS VENUE NAME	EVENTS DECK NAME	TIME DISPLAY
		Show finish time (Library's default) ⌄

HIGHLIGHTS

+ Add Call to Action

Event Selected: **Billiards Tournaments**   Go Back   Finish: Create Event

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10 To add a "Call to Action" click on the "+" icon.
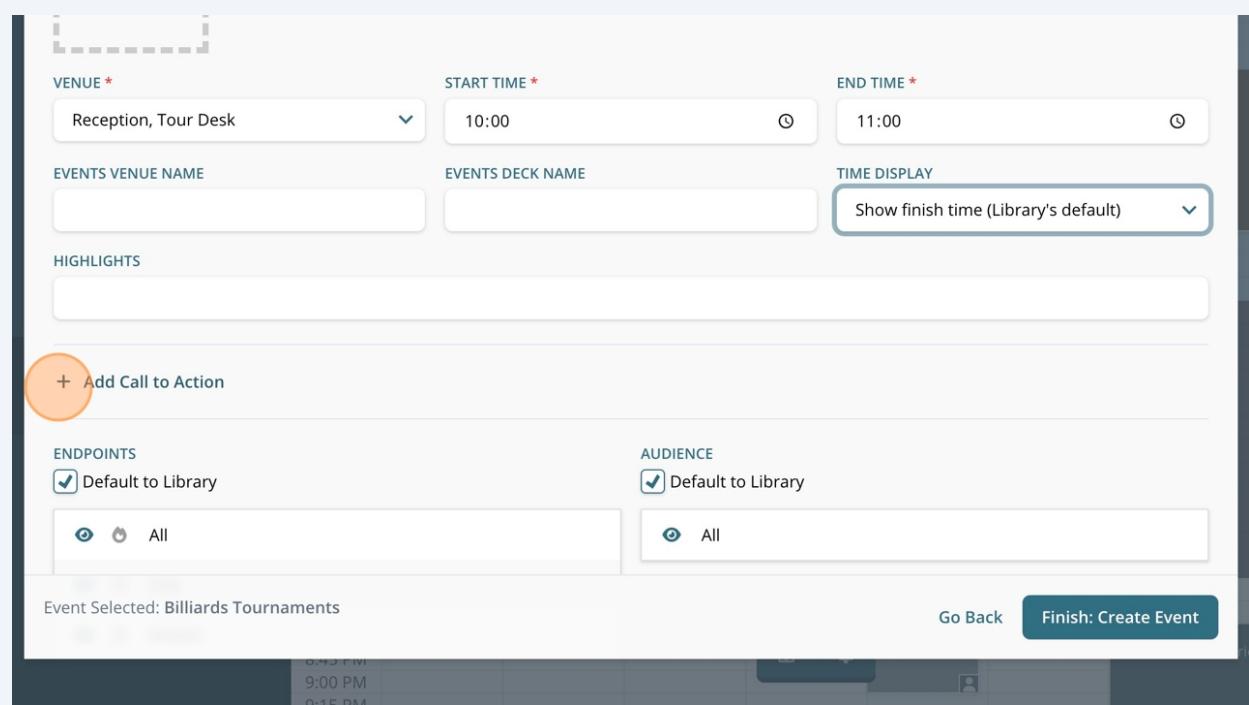
VENUE *	START TIME *	END TIME *
Reception, Tour Desk ⌄	10:00 🕐	11:00 🕐

EVENTS VENUE NAME	EVENTS DECK NAME	TIME DISPLAY
		Show finish time (Library's default) ⌄

HIGHLIGHTS

+ Add Call to Action

| ENDPOINTS	AUDIENCE
☑ Default to Library	☑ Default to Library
👁 ✋ All	👁 All

Event Selected: **Billiards Tournaments**   Go Back   Finish: Create Event

11 Add the URL link in the "Link" section. Add the name of the Call to Action in the Label section.
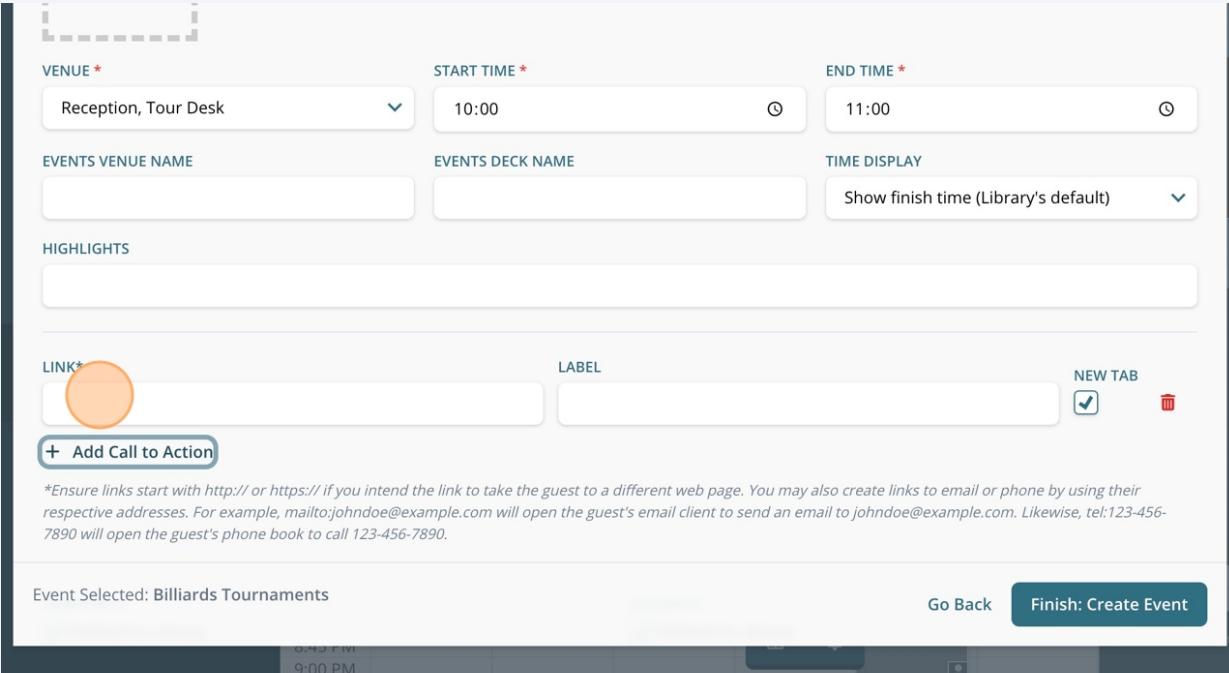
VENUE *

Reception, Tour Desk

START TIME *

10:00

END TIME *

11:00

EVENTS VENUE NAME

EVENTS DECK NAME

TIME DISPLAY

Show finish time (Library's default)

HIGHLIGHTS

LINK*

LABEL

NEW TAB

☑

+ Add Call to Action

*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:johndoe@example.com will open the guest's email client to send an email to johndoe@example.com. Likewise, tel:123-456-7890 will open the guest's phone book to call 123-456-7890.

Event Selected: **Billiards Tournaments**

Go Back   **Finish: Create Event**

9:00 PM
9:15 PM

12 Endpoints that are available vary between clients. You can hide events from selected guest facing endpoints by clicking on the eye icon. You can choose to make an event "trending" by clicking on the flame icon.
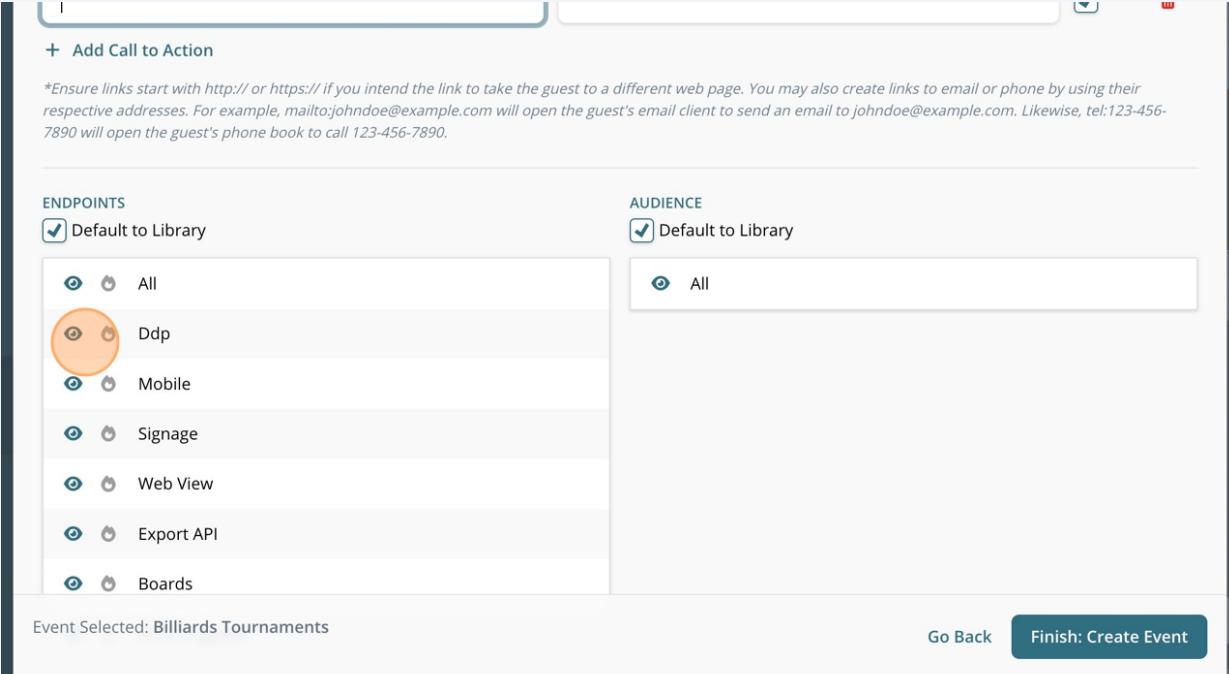
+ Add Call to Action

*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:johndoe@example.com will open the guest's email client to send an email to johndoe@example.com. Likewise, tel:123-456-7890 will open the guest's phone book to call 123-456-7890.

ENDPOINTS

☑ Default to Library

AUDIENCE

☑ Default to Library

👁 🔥   All

👁 🔥   Ddp

👁 🔥   Mobile

👁 🔥   Signage

👁 🔥   Web View

👁 🔥   Export API

👁 🔥   Boards

👁   All

Event Selected: **Billiards Tournaments**

Go Back   **Finish: Create Event**

> ℹ️ Changes made on the endpoints on the canvas will be applied to that day only.

13 Click "Finish: Create Event"