

How to add a merge variable to Events?



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

scribehow.com/embed-preview/GO_by_Spark_How_to...

This guide provides step-by-step instructions on how to add a merge variable to events. By following these steps, users will be able to personalize event messages with dynamic content. This can enhance the user experience and create a more personalized event communication.



Note: A merge variable can be added to a new event from both the Event Library level and the Canvas, and follows the same process. A merge variable can also be added to an existing event in both locations by using the "edit" event option and by following the same process. The below example showcases how to add a merge variable to a new event created from the Canvas.

- 1 Navigate to GO URL and go to the Canvas (Daily Planner).

1	2	At Sea	--	--	Events	Venue	Print			
1	3	Ocho Ríos	09:00am	05:00pm	Events	Venue	Print			
4	George Town		08:00am	04:00pm	Events	Venue	Print			
5	Cozumel		10:00am	06:00pm	Events	Venue	Print			
6	At Sea	--	--		Events	Venue	Print			
7	Nassau	09:00am	08:00pm		Events	Venue	Print			
8	Miami	07:00am	--		Events	Venue	Print			
1	Miami	--	05:00pm		Events	Venue	Print			
2	At Sea	--	--		Events	Venue	Print			
3	San Juan	11:00am	07:00pm		Events	Venue	Print			

2 Click "Add Event".

The Avenir

DATE: 6/3/2024 LOCATION: At Sea

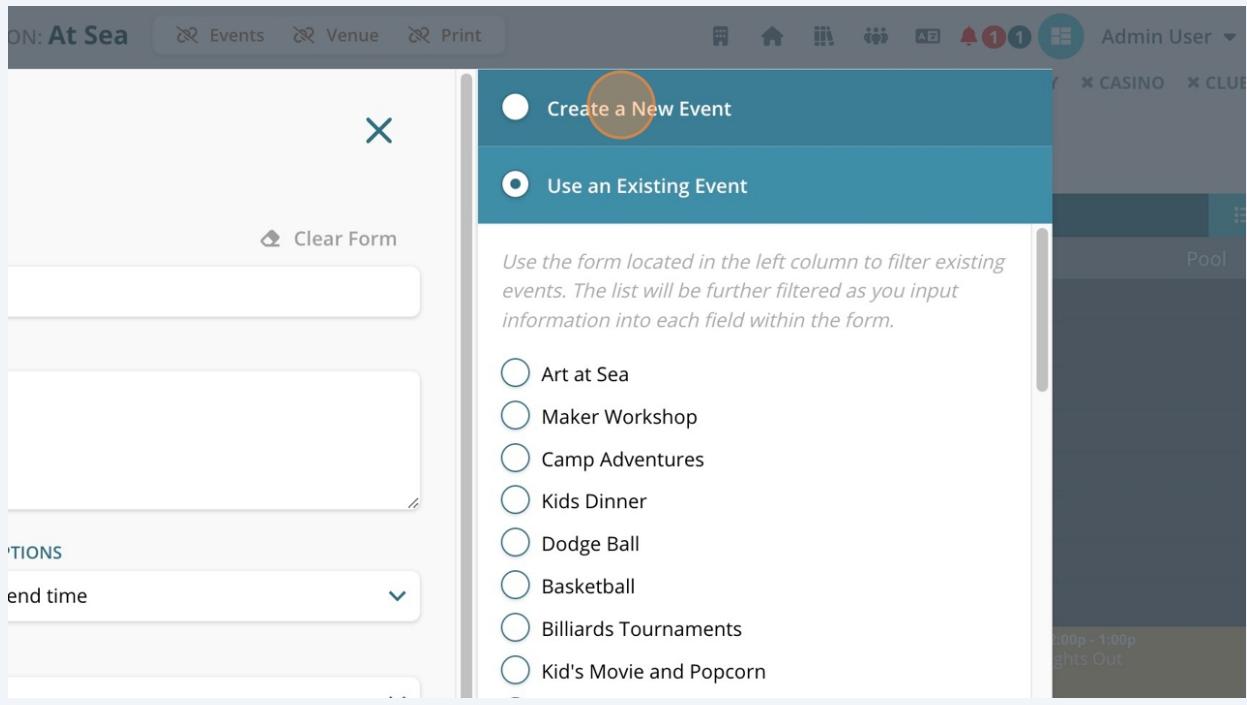
7 Night West Caribbean 90 (Day 6)

	Escape Room	Theater	Comedy Club	Atrium	Reception, T
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					



Tip! You can also add events by double-clicking on 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 "Create a New Event"



To avoid duplicated data, please search for the event on the left side by entering the event's name in the 'Title' field before creating a new event.

4

Title: Enter the event's name and, in order to add a merge variable it must have "\$" in the start and end of the variable content. The variable must be added all in capital letters.

An example would be \$CAPTAINNAME\$

The screenshot shows the 'Add Event' interface. The main area is titled '1. Select Event'. It includes fields for 'IMAGES' (with a placeholder '+'), 'TITLE *' (containing 'Welcome onboard with Captain \$CAPTAINNAME\$'), 'DESCRIPTION' (empty), 'DURATION (MINUTES) *' (set to 45), 'DISPLAY OPTIONS' (set to 'Any'), and 'SEGMENT' (set to 'None'). A right-hand sidebar provides instructions: 'Complete the new event details by using the form in the left column. Once finished, click the button below to create and select this event.' A 'Create & Select New Event' button is at the bottom of the sidebar.

5

Although the mandatory fields are only "Title" and the "Duration(minutes)", please provide as much information as you can when creating the event. You also have the option to add an image.

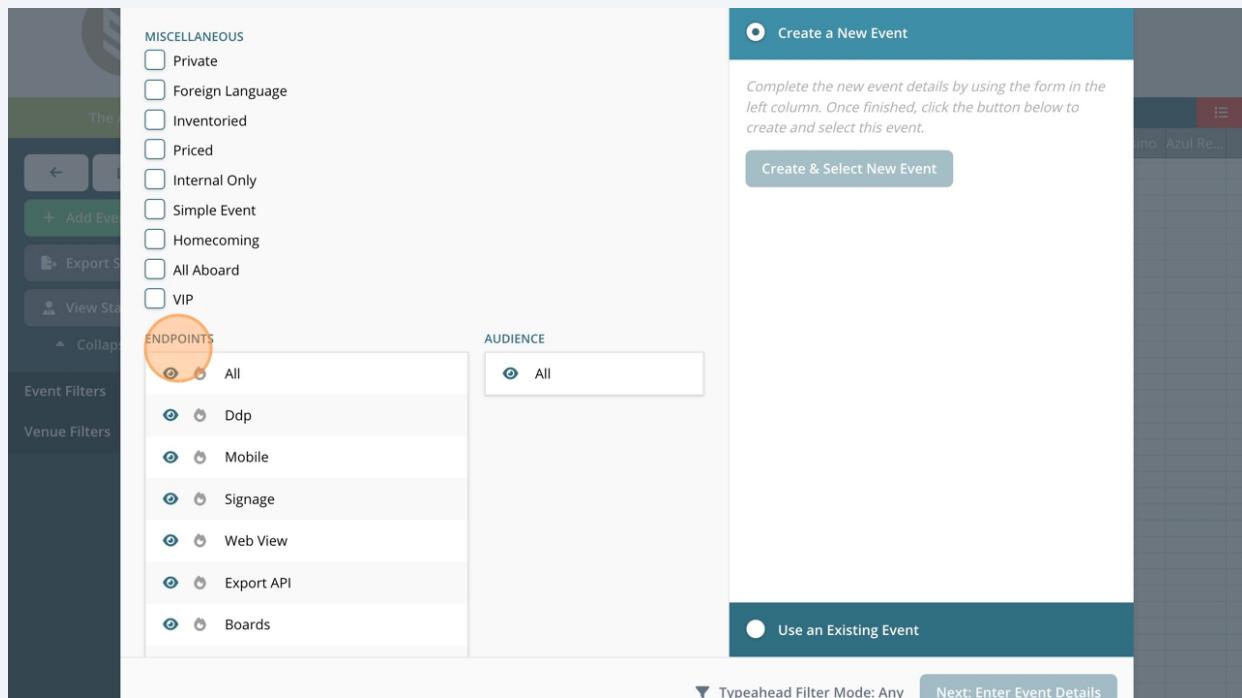
The screenshot shows the 'Add Event' interface. On the left, the 'Create a New Event' section is visible, containing fields for 'TITLE *' (a required field), 'DESCRIPTION' (a large text area), 'DURATION (MINUTES) *' (set to 0), 'DISPLAY OPTIONS' (set to 'Any'), 'SEGMENT' (set to 'None'), and 'LEVELS' (a large text area). On the right, the 'Use an Existing Event' section is visible, showing a list of events with columns for 'Event Name', 'Start Date', 'End Date', 'Duration', 'Location', and 'Status'. The event 'A Duet' is selected, and a 'Select' button is shown. The top of the interface shows the date '8/26/2025', a 'DRAFT' button, a 'LOCATION: At Sea' dropdown, and a user profile for 'Admin User'.



Tip! Selecting the segment enhances the view in the canvas (Daily Planner). Each segment is associated with a color, making it easy to distinguish events by color when viewing the canvas.

6

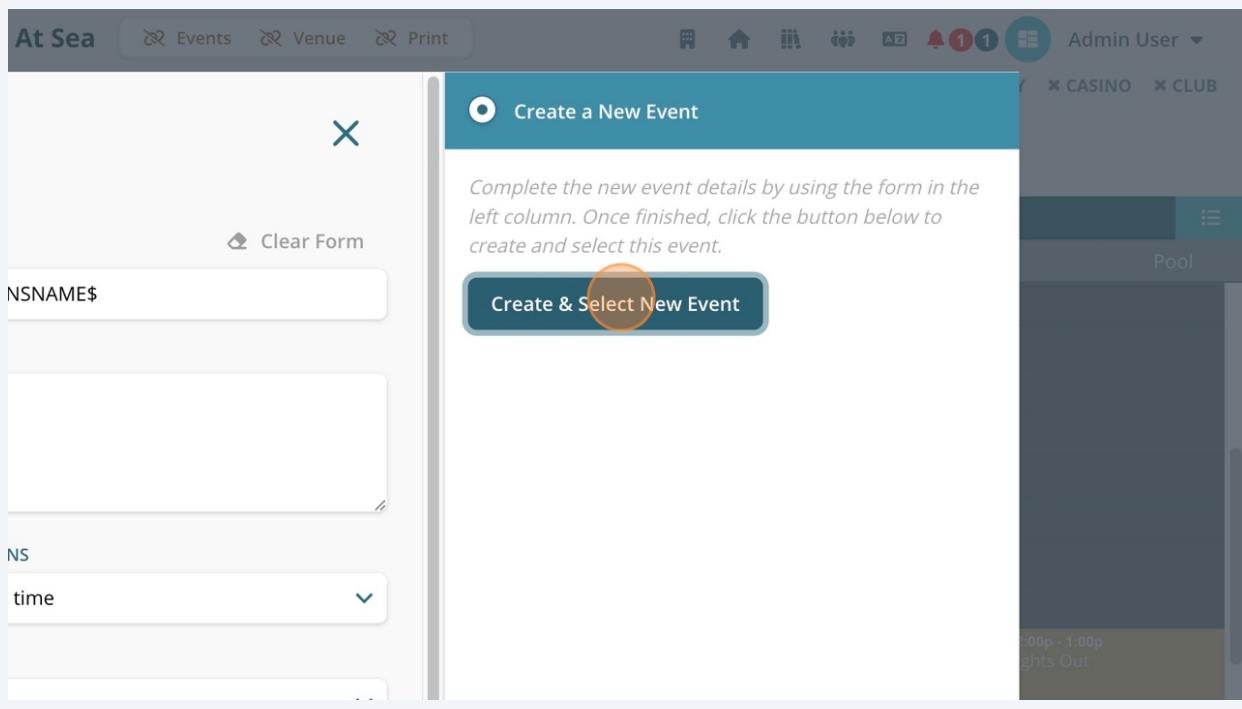
Endpoints that are available vary between clients. You can hide events from selected endpoints by clicking on the eye icon.



The screenshot shows the 'Create a New Event' interface. On the left, there are filter sections for 'MISCELLANEOUS' (checkboxes for Private, Foreign Language, Inventoried, Priced, Internal Only, Simple Event, Homecoming, All Aboard, and VIP) and 'ENDPOINTS' (radio buttons for All, Ddp, Mobile, Signage, Web View, Export API, and Boards). The 'All' endpoint is selected and highlighted with an orange circle. On the right, there is an 'AUDIENCE' section with a radio button for 'All' (also highlighted with an orange circle). Below these sections is a teal bar with the text 'Complete the new event details by using the form in the left column. Once finished, click the button below to create and select this event.' At the bottom of the interface are two buttons: 'Create & Select New Event' (highlighted with an orange circle) and 'Use an Existing Event'.

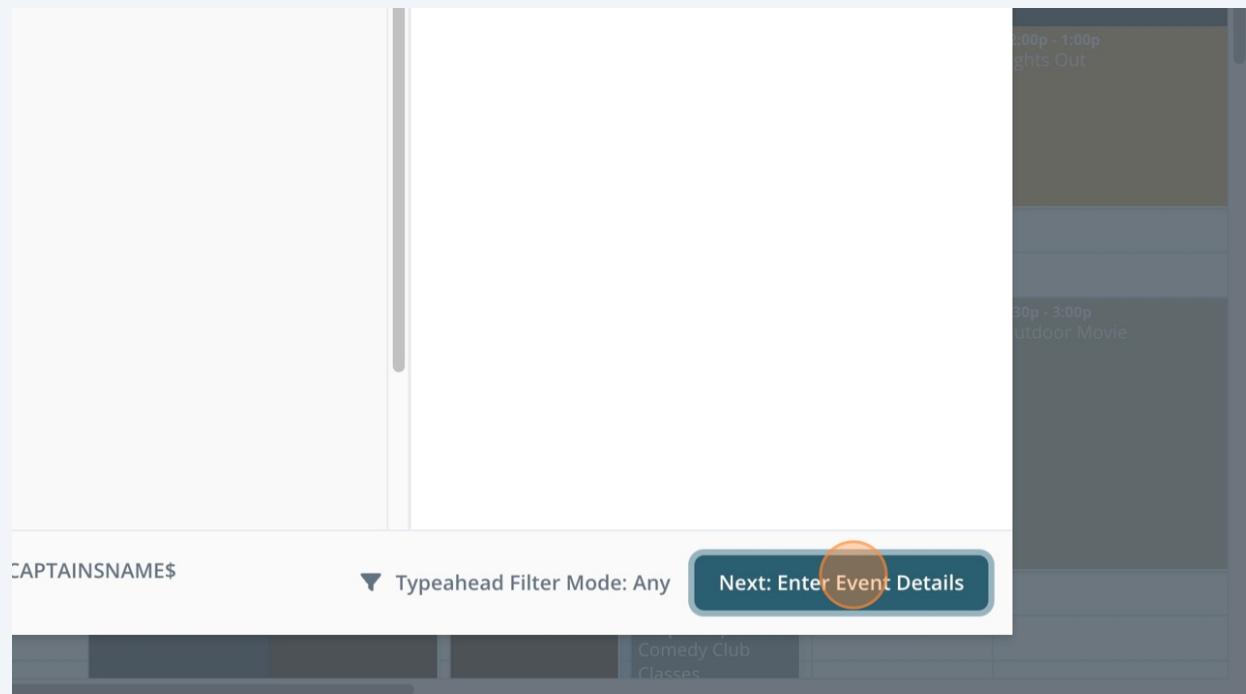
7

Click "Create & Select New Event"

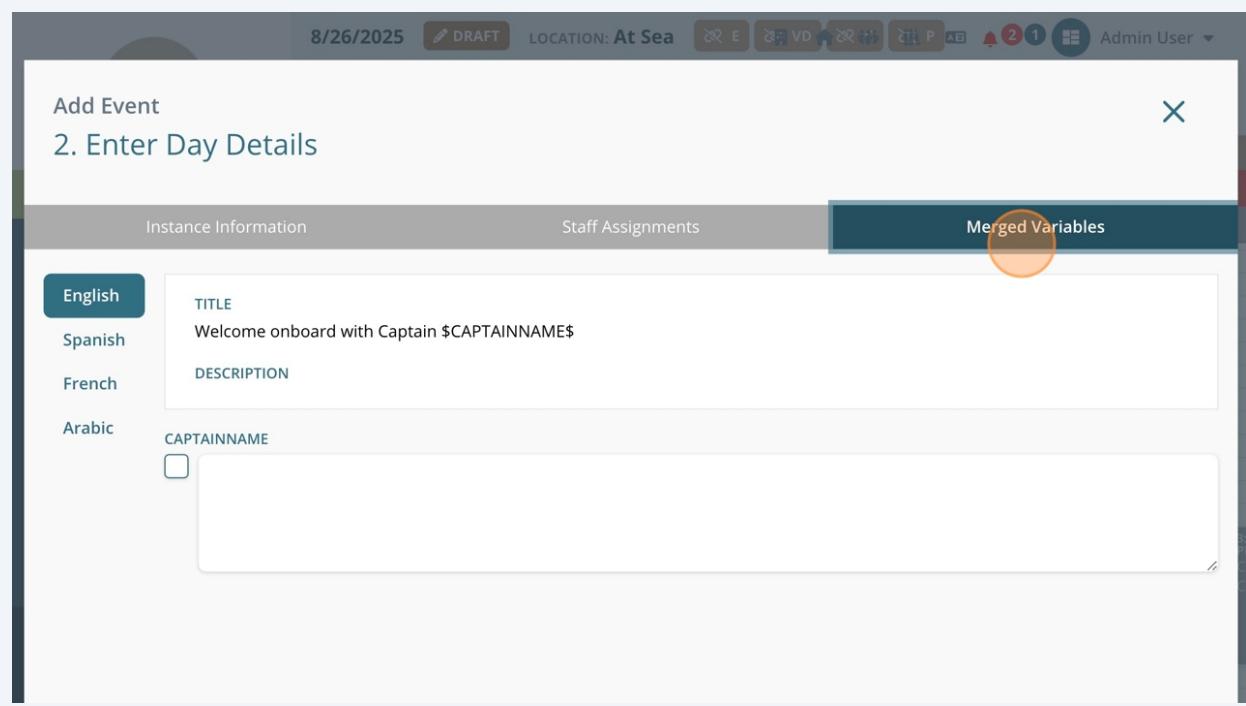


The screenshot shows the 'Create a New Event' interface. On the left, there is a form with fields for 'NSNAME\$' and 'NS' (with a dropdown menu showing 'time'). On the right, there is a teal bar with the text 'Complete the new event details by using the form in the left column. Once finished, click the button below to create and select this event.' Below this text is a teal button labeled 'Create & Select New Event', which is highlighted with an orange circle. The background shows a dark interface with various icons and sections like 'CASINO', 'CLUB', and 'Pool'.

8 Click "Next: Enter Event Details"



9 Click "Merged Variables"



10 Choose the appropriate language and click the checkbox to apply the variable.

Enter the variable information - In this example, it was added "David".

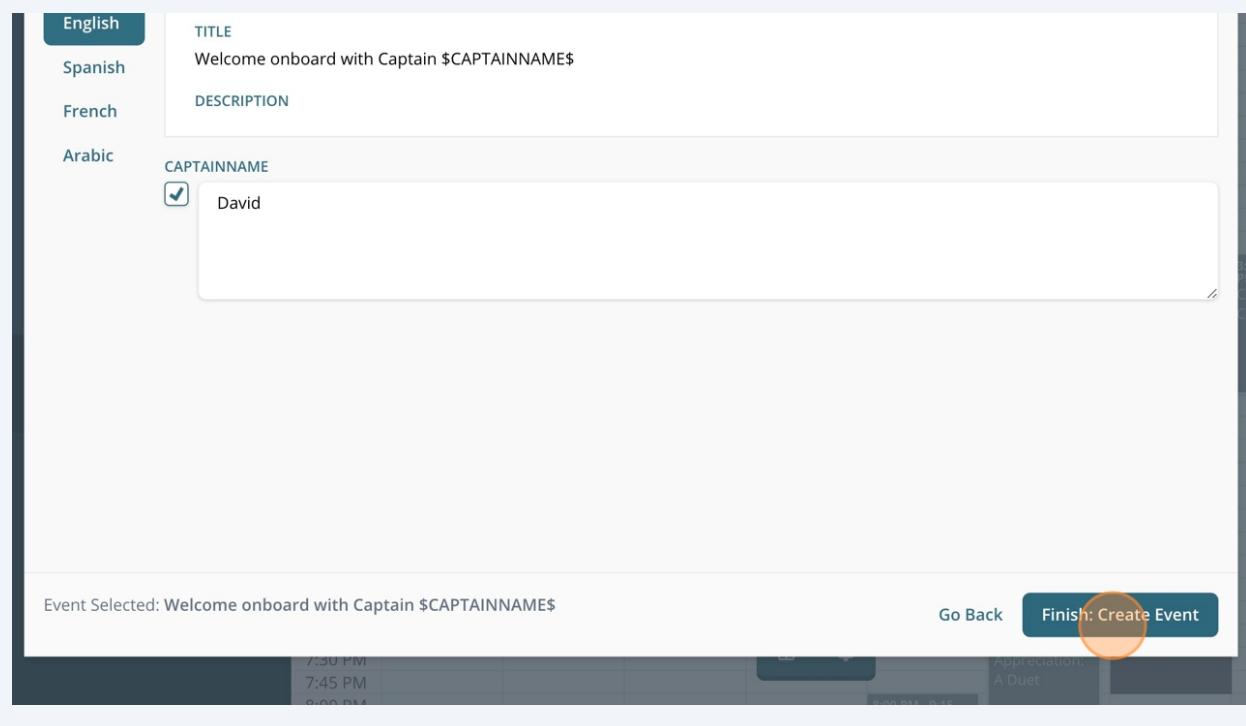
2. Enter Day Details

	Instance Information	Staff Assignments	Merged Variables
English	TITLE Welcome onboard with Captain \$CAPTAINNAME\$		
Spanish	DESCRIPTION		
French			
Arabic	CAPTAINNAME <input checked="" type="checkbox"/> David		



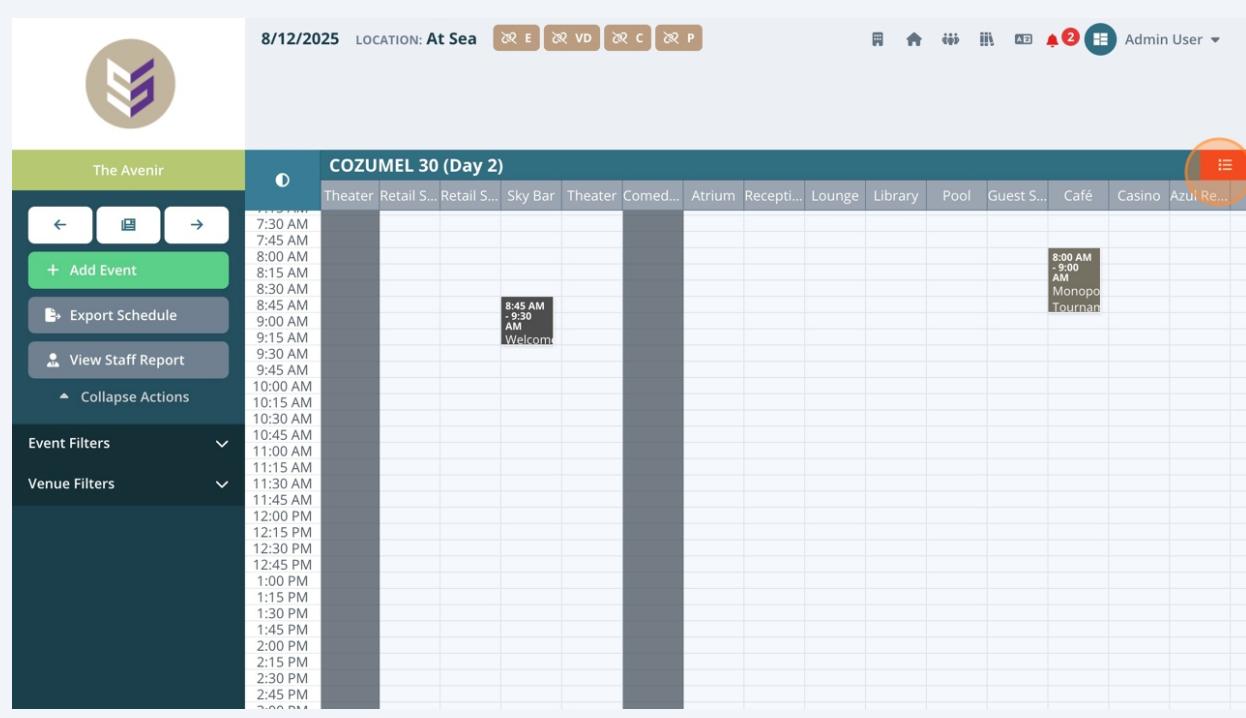
Tip: Directly from this page, users have the ability to add the variable for the Languages as well.

11 Click "Finish: Create Event" to save it.



The screenshot shows a form for creating an event. On the left, there is a sidebar with language options: English (selected), Spanish, French, and Arabic. The main area has fields for 'TITLE' (Welcome onboard with Captain \$CAPTAINNAME\$), 'DESCRIPTION', 'CAPTAINNAME' (with a dropdown menu showing 'David' selected), and a large text area for event details. At the bottom, there is a message 'Event Selected: Welcome onboard with Captain \$CAPTAINNAME\$' and a row of buttons: 'Go Back' and 'Finish: Create Event' (which is highlighted with an orange circle).

12 Click this icon to view the event's list by chronological view.

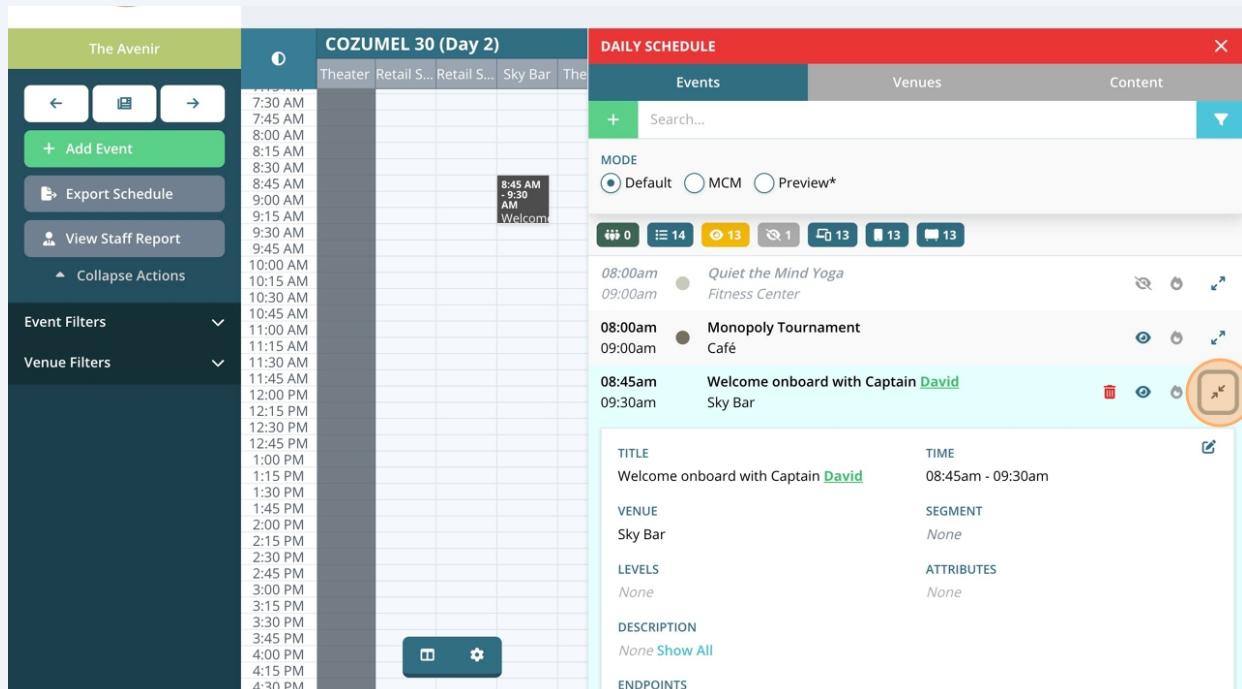


The screenshot shows a calendar interface for 'COZUMEL 30 (Day 2)'. On the left, there is a sidebar with a logo, a list of actions: '+ Add Event', 'Export Schedule', 'View Staff Report', and 'Collapse Actions', and dropdown menus for 'Event Filters' and 'Venue Filters'. The main area is a grid of time slots from 7:30 AM to 10:45 PM. A specific slot at 8:45 AM is highlighted with a box containing '8:45 AM - 9:00 AM Welcome'. The top right of the interface shows the date '8/12/2025', location 'At Sea', and a navigation bar with various icons and a user status 'Admin User'. A chronological view icon (a grid icon) is highlighted with an orange circle on the right side of the interface.

13

This example showcases the merge variable added "David".

In order to change it, double-click the event or click on the arrows icon and the window with the event details will expand. Then click the Edit icon (pencil).

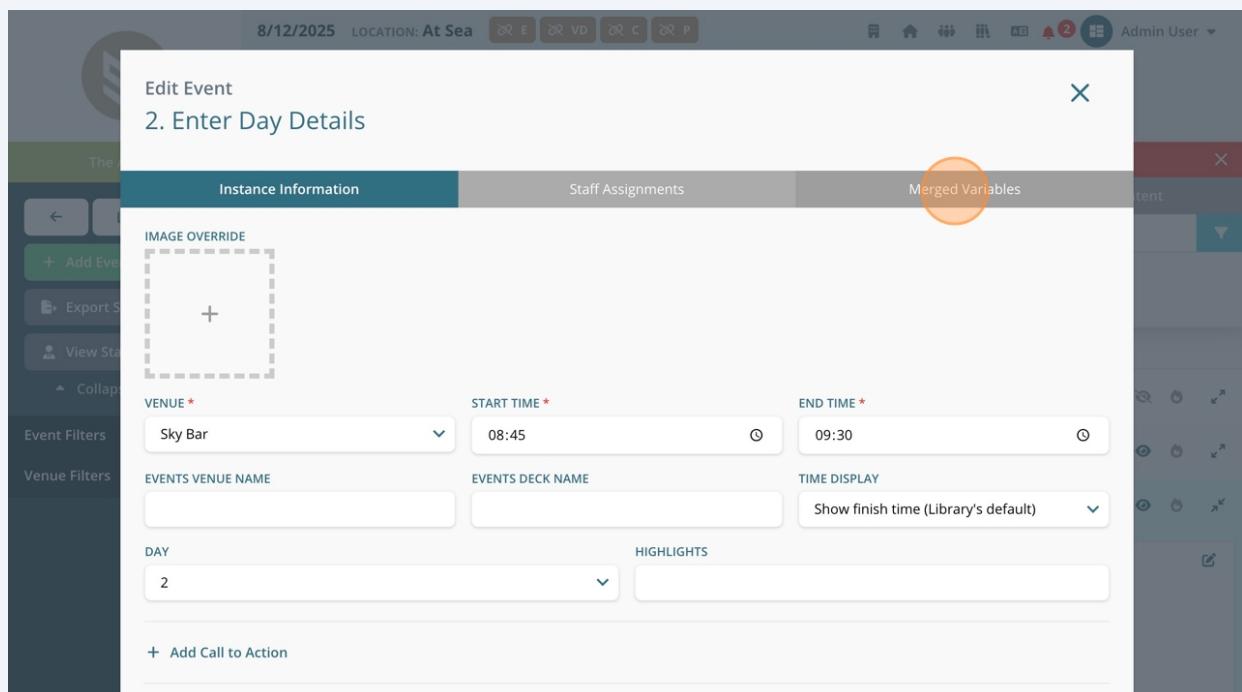


The screenshot shows the 'COZUMEL 30 (Day 2)' daily schedule. An event titled 'Welcome onboard with Captain David' is listed at 08:45am. The event details window is open, showing the following information:

FIELD	VALUE
TITLE	Welcome onboard with Captain David
TIME	08:45am - 09:30am
VENUE	Sky Bar
SEGMENT	None
LEVELS	None
ATTRIBUTES	None
DESCRIPTION	None Show All
ENDPOINTS	

14

Click "Merged Variables" and make the necessary changes.



The screenshot shows the 'Edit Event' dialog box, step 2. The 'Merged Variables' tab is highlighted. The 'VENUE' field is set to 'Sky Bar'.

15 Click "Finish: Edit Event" to save it.

