

How to add a merge variable to Events?

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



































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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).

2	At Sea	--	--	— Events — Venue — Print	  
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 screenshot displays the event management interface. At the top, the date is set to 6/3/2024 and the location is At Sea. A filter bar shows various venue options, with 'CLEAR ALL FILTERS' highlighted. The main area is titled 'The Avenir' and '7 Night West Caribbean 90 (Day 6)'. A sidebar on the left contains navigation buttons: 'Add Event' (highlighted with an orange circle), 'Export Schedule', 'View Staff Report', 'Staff Conflicts', and 'Collapse Actions'. The main calendar grid shows time slots from 10:00 AM to 12:15 PM across five venue columns: Escape Room, Theater, Comedy Club, Atrium, and Reception, T.

	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"

The screenshot shows the 'At Sea' application interface. The top navigation bar includes 'Events', 'Venue', and 'Print' tabs. A modal window is open with two options: 'Create a New Event' (selected) and 'Use an Existing Event'. Below these options, a list of event types is displayed: Art at Sea, Maker Workshop, Camp Adventures, Kids Dinner, Dodge Ball, Basketball, Billiards Tournaments, and Kid's Movie and Popcorn. The left sidebar contains a 'Clear Form' button and a 'TIONS' dropdown menu. The right sidebar shows a 'Pool' section with a time slot of 1:00p - 1:00p and a status of 'ights Out'.



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\$

ADD EVENT

1. Select Event

IMAGES

TITLE *

Welcome onboard with Captain \$CAPTAINNAME\$

DESCRIPTION

DURATION (MINUTES) *

-

45

+

DISPLAY OPTIONS

Any

SEGMENT

None

Clear Form

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.

Create & Select New Event

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.

8/26/2025 DRAFT LOCATION: At Sea E VD H P 2 1 Admin User

Add Event X

1. Select Event

IMAGES Clear Form

TITLE *

DESCRIPTION

DURATION (MINUTES) * DISPLAY OPTIONS

- 0 + Any

SEGMENT

None

LEVELS

Create a New Event

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.

Create & Select New Event

Use an Existing Event

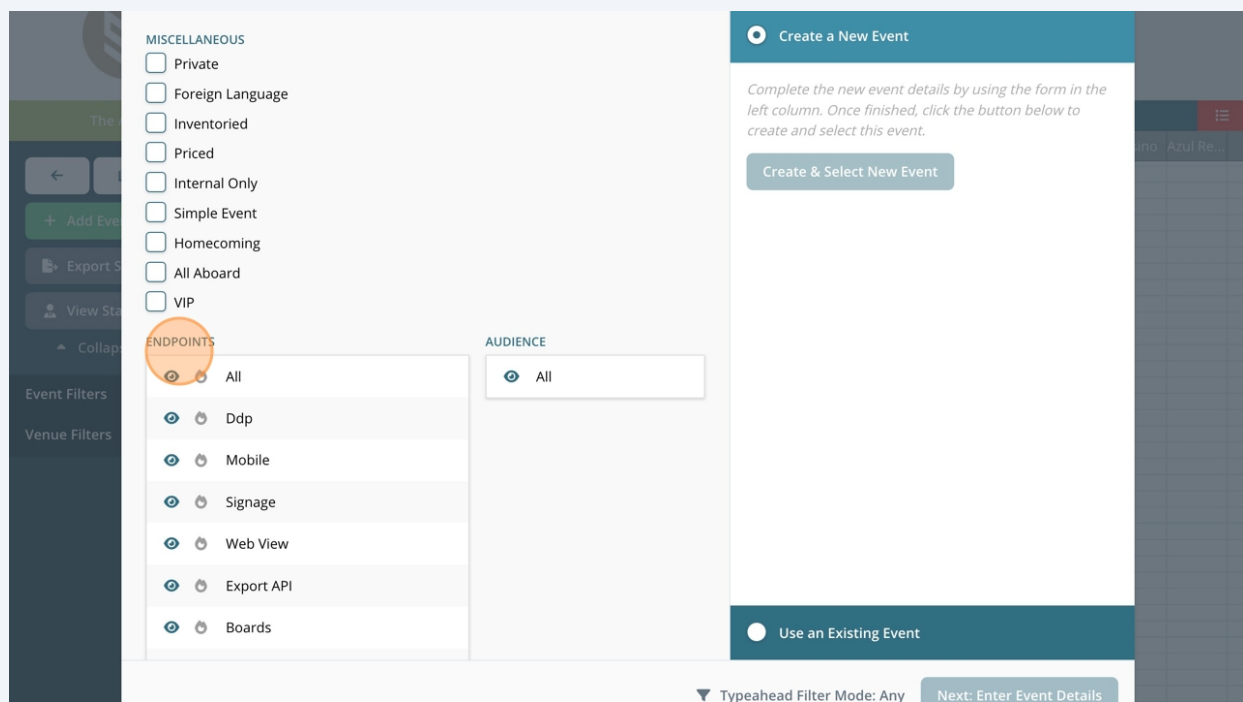
Typeahead Filter Mode: Any Next: Enter Event Details



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.

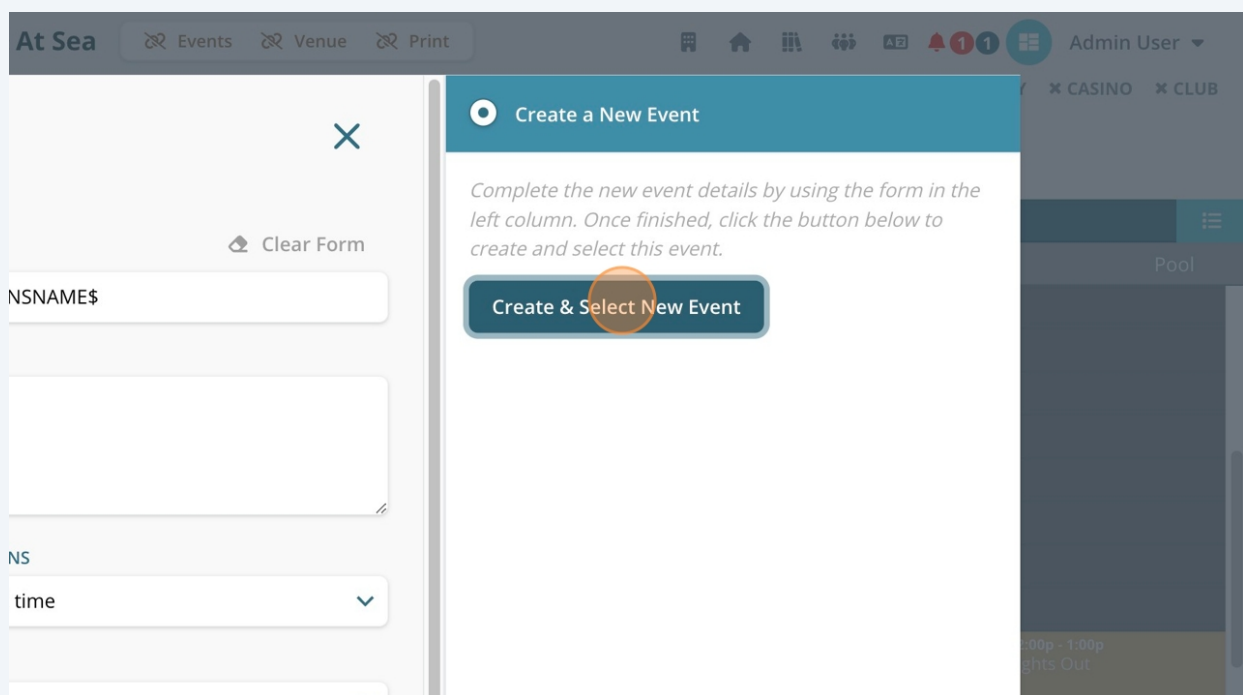
6

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



7

Click "Create & Select New Event"



8 Click "Next: Enter Event Details"

The screenshot shows a software interface with a large white rectangular area on the left and a dark sidebar on the right. The sidebar contains a list of items, including "Comedy Club Classes". At the bottom of the white area, there is a dark bar with the text "CAPTAINNAME\$" on the left, a dropdown menu labeled "Typeahead Filter Mode: Any" in the center, and a blue button labeled "Next: Enter Event Details" on the right. The button is highlighted with an orange circle.

9 Click "Merged Variables"

The screenshot shows a software interface with a top navigation bar containing the date "8/26/2025", a "DRAFT" status, the location "At Sea", and a user profile "Admin User". Below the navigation bar is a modal window titled "Add Event" with a subtitle "2. Enter Day Details". The modal has three tabs: "Instance Information", "Staff Assignments", and "Merged Variables". The "Merged Variables" tab is highlighted with an orange circle. On the left side of the modal, there is a language selector with options "English", "Spanish", "French", and "Arabic". The "English" option is selected. The main content area of the modal shows a form with a "TITLE" field containing the text "Welcome onboard with Captain \$CAPTAINNAME\$" and a "DESCRIPTION" field. Below the "DESCRIPTION" field, there is a checkbox labeled "CAPTAINNAME" and a large text input area.

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

The screenshot shows a web interface titled "2. Enter Day Details". It has three tabs: "Instance Information", "Staff Assignments", and "Merged Variables". The "Merged Variables" tab is active. On the left, there is a language selector with options: "English" (selected), "Spanish", "French", and "Arabic". The main content area has a "TITLE" field containing "Welcome onboard with Captain \$CAPTAINNAME\$" and a "DESCRIPTION" field. Below these, there is a section for "CAPTAINNAME" with a checkbox and the text "David". An orange circle highlights the checkbox.



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.

English
Spanish
French
Arabic

TITLE
Welcome onboard with Captain \$CAPTAINNAME\$

DESCRIPTION

CAPTAINNAME
☒ David

Event Selected: Welcome onboard with Captain \$CAPTAINNAME\$

Go Back Finish: Create Event

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

8/12/2025 LOCATION: At Sea

The Avenir

COZUMEL 30 (Day 2)

	Theater	Retail S...	Retail S...	Sky Bar	Theater	Comed...	Atrium	Recepti...	Lounge	Library	Pool	Guest S...	Café	Casino	Azul Re...
7:30 AM															
7:45 AM															
8:00 AM															
8:15 AM															
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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)' interface. On the left is a sidebar with navigation buttons like 'Add Event', 'Export Schedule', and 'View Staff Report'. The main area displays a grid of events for 'The Avenir' venue. A specific event, 'Welcome onboard with Captain David', is highlighted in green. To the right, a 'DAILY SCHEDULE' panel is open, showing a list of events. The event 'Welcome onboard with Captain David' is selected, and its details are shown in a pop-up window. The details include: TITLE 'Welcome onboard with Captain David', TIME '08:45am - 09:30am', VENUE 'Sky Bar', SEGMENT 'None', LEVELS 'None', ATTRIBUTES 'None', DESCRIPTION 'None Show All', and ENDPOINTS. An orange circle highlights the edit icon (pencil) in the top right corner of the event details pop-up.

14 Click "Merged Variables" and make the necessary changes.

The screenshot shows the 'Edit Event' dialog box with the title '2. Enter Day Details'. The dialog has three tabs: 'Instance Information', 'Staff Assignments', and 'Merged Variables'. The 'Merged Variables' tab is selected and highlighted with an orange circle. The 'Instance Information' tab is also visible, showing fields for 'IMAGE OVERRIDE', 'VENUE' (Sky Bar), 'START TIME' (08:45), 'END TIME' (09:30), 'EVENTS VENUE NAME', 'EVENTS DECK NAME', 'TIME DISPLAY' (Show finish time (Library's default)), 'DAY' (2), and 'HIGHLIGHTS'. The 'Merged Variables' tab is currently empty.

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

The screenshot shows a web interface for editing an event. It features a light gray sidebar on the left and a main content area. The main area contains a form with several text input fields. At the bottom of the form, there are three buttons: "Go Back" (blue), "Delete Event" (red with a trash icon), and "Finish: Edit Event" (dark blue). An orange circle highlights the "Finish: Edit Event" button. The text "ain \$CAPTAINSNAME\$" is visible on the left side of the form.