How to add a merge variable to Events?

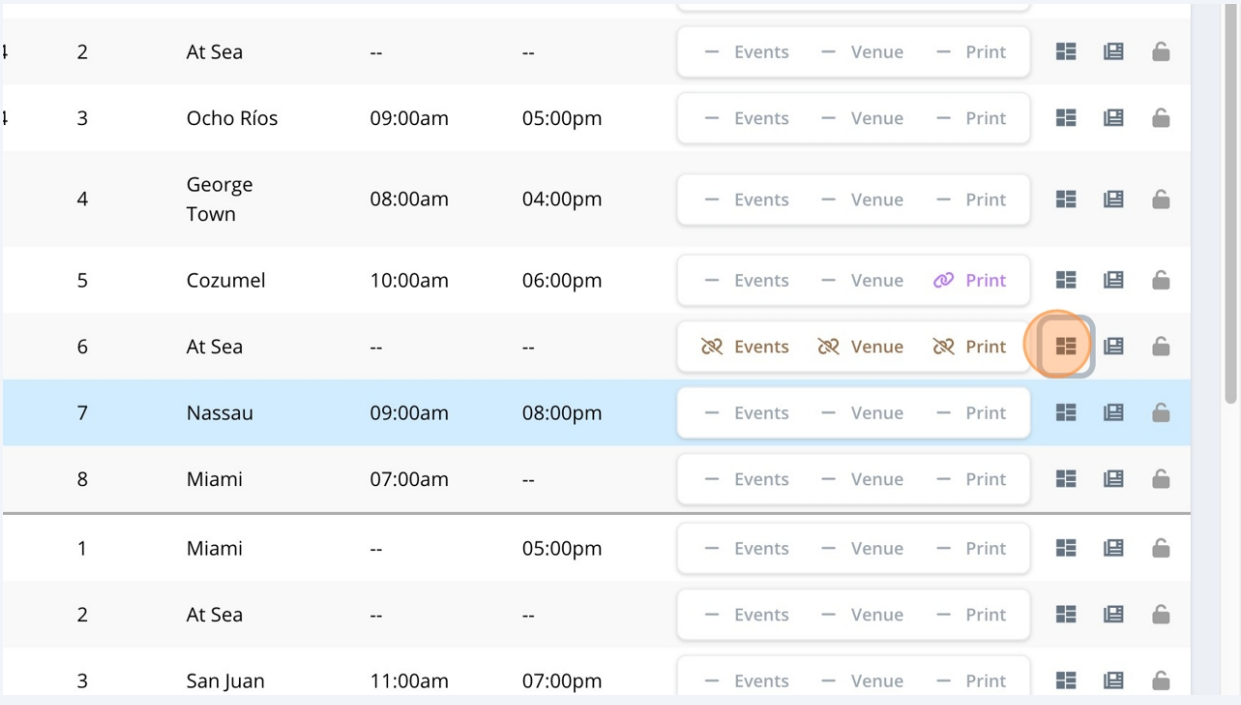
This guide is also available as a video. Click the link below to watch:

scribehow.com/embed-preview/GO_by_Spark__How_to...

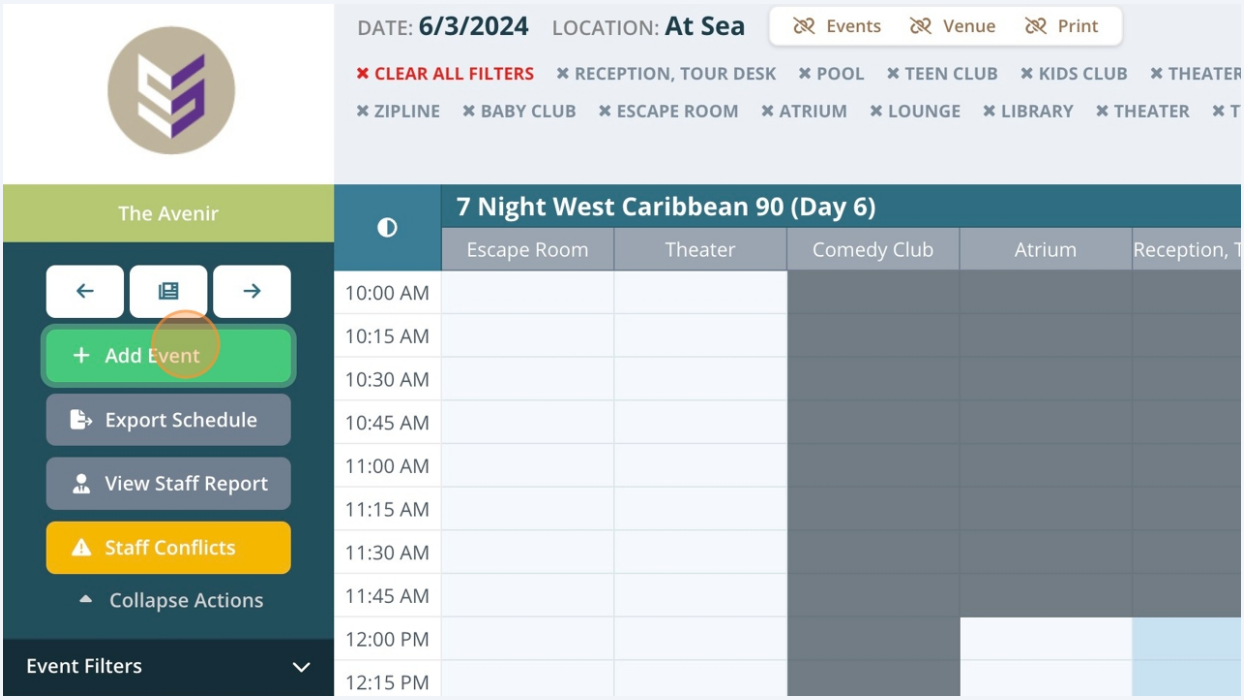
This guide provides step-by-step instructions on how to add a merge variable to events. By following these steps, users will be able to personalize event messages with dynamic content. This can enhance the user experience and create a more personalized event communication.

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).

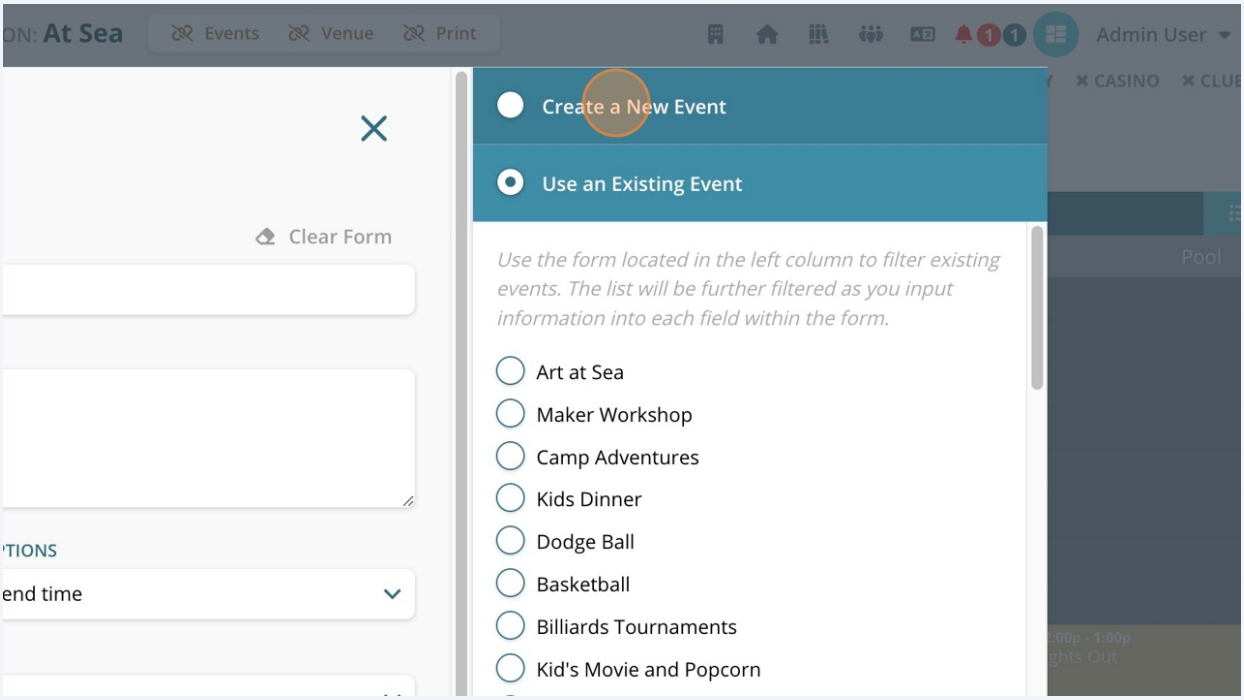


2 Click "Add Event".



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.

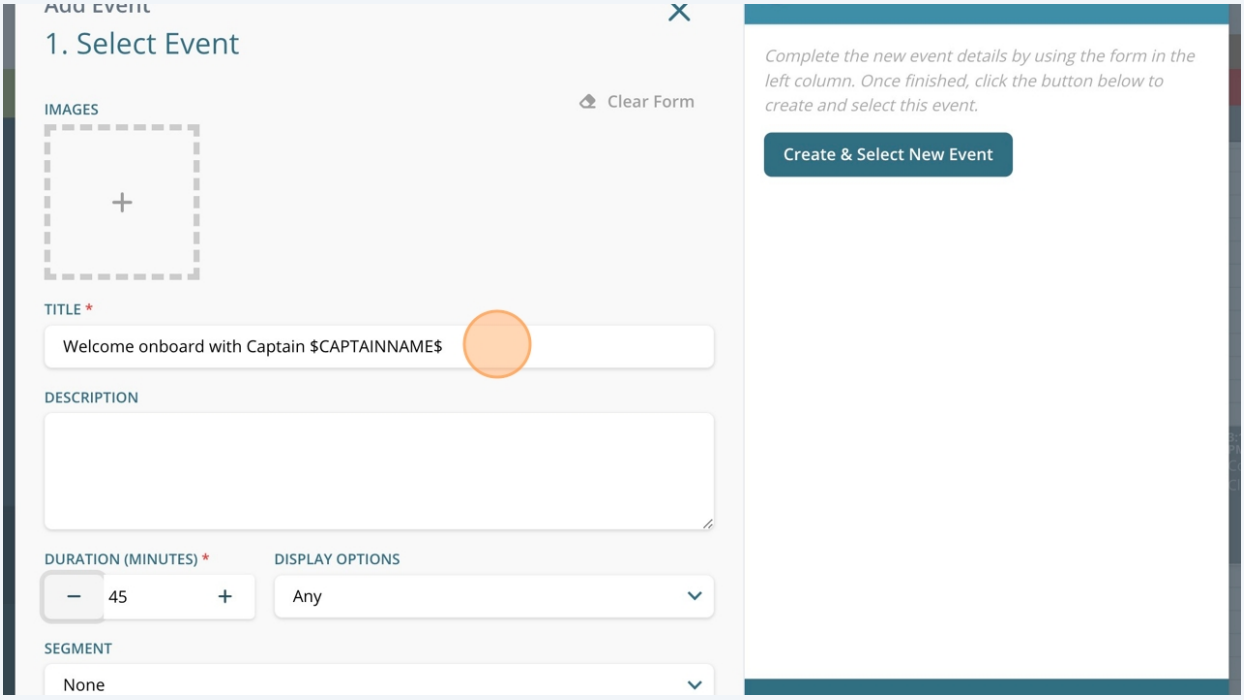
3 Click "Create a New Event"



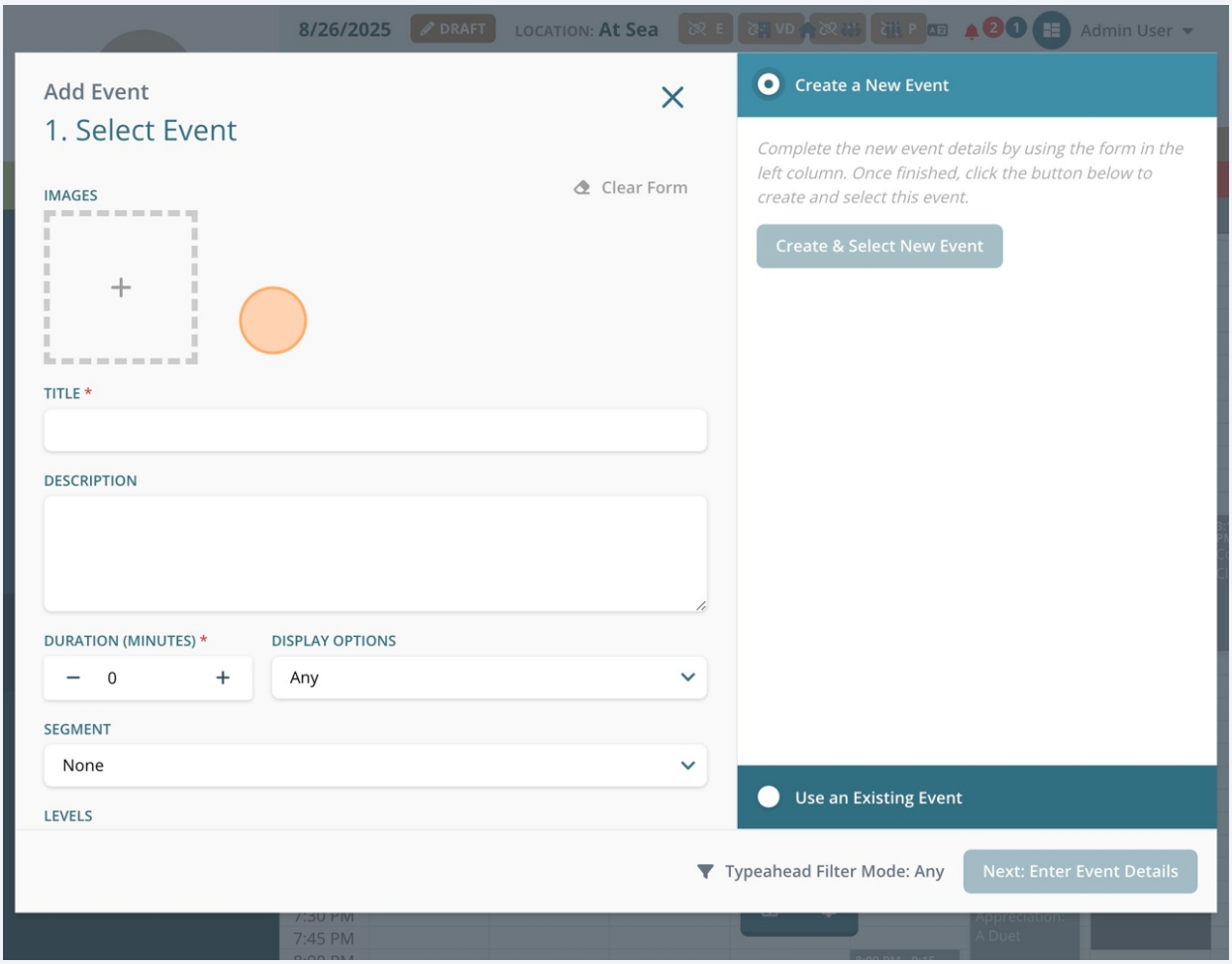
⚠ To avoid duplicated data, please search for the event on the left side by entering the event's name in the 'Title' field before creating a new event.

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 $CAPTAINNAME$

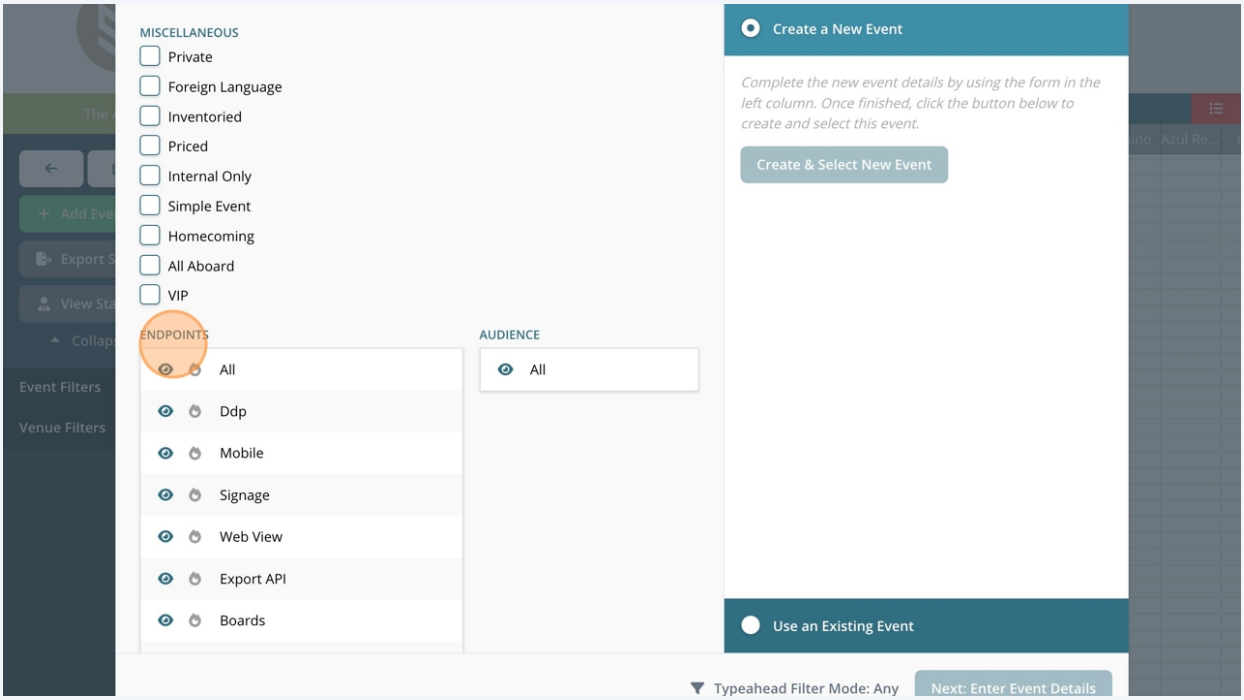


5 Although the mandatory fields are only "Title" and the "Duration(minutes)", please provide as much information as you can when creating the event. You also have the option to add an image.

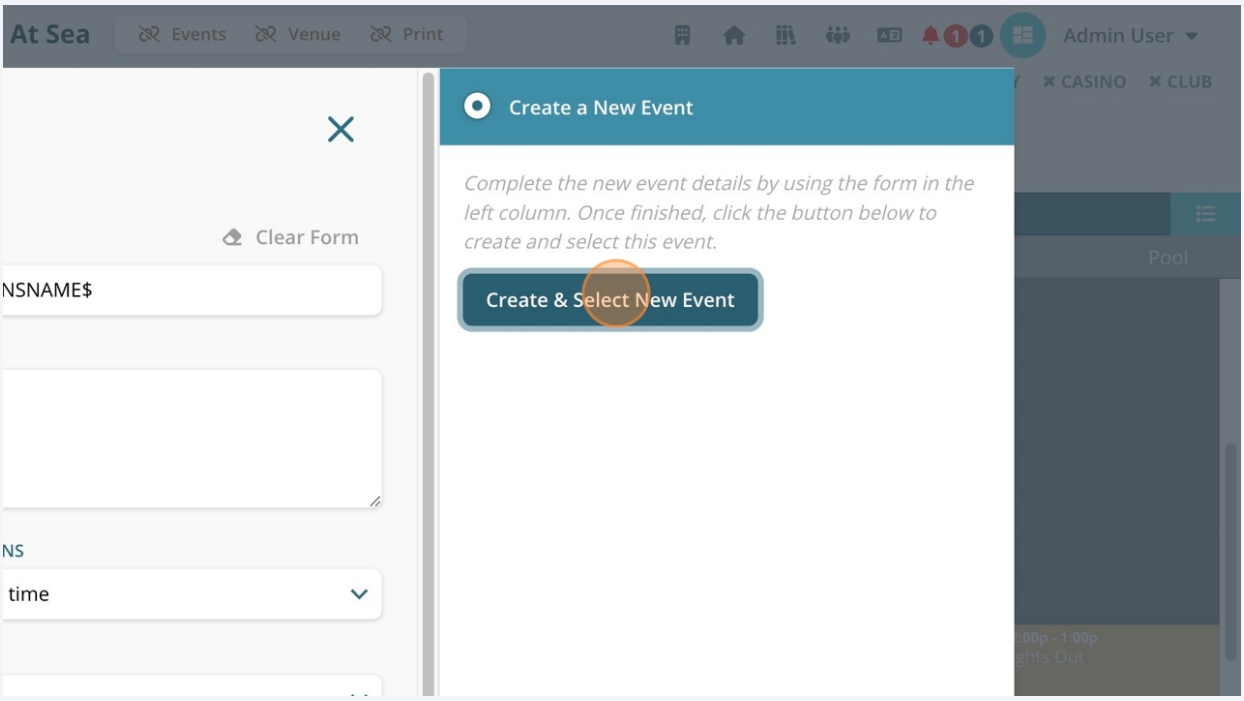


Tip! Selecting the segment enhances the view in the canvas (Daily Planner). Each segment is associated with a color, making it easy to distinguish events by color when viewing the canvas.

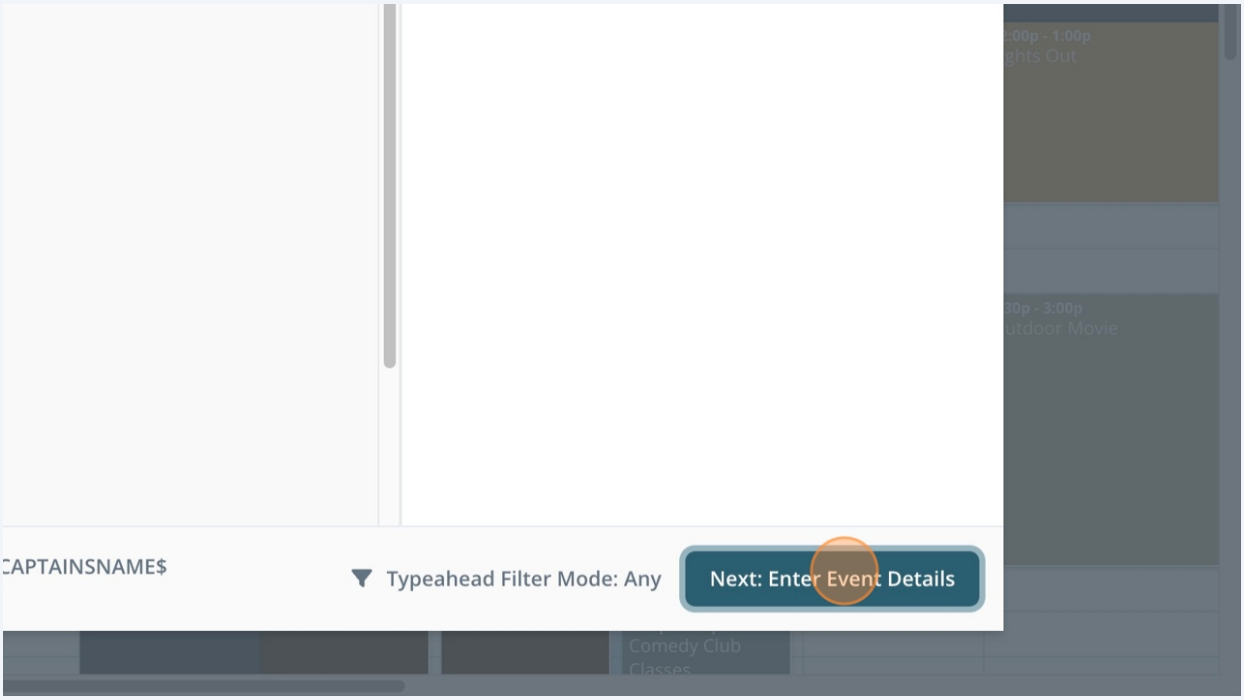
6 Endpoints that are available vary between clients. You can hide events from selected endpoints by clicking on the eye icon.



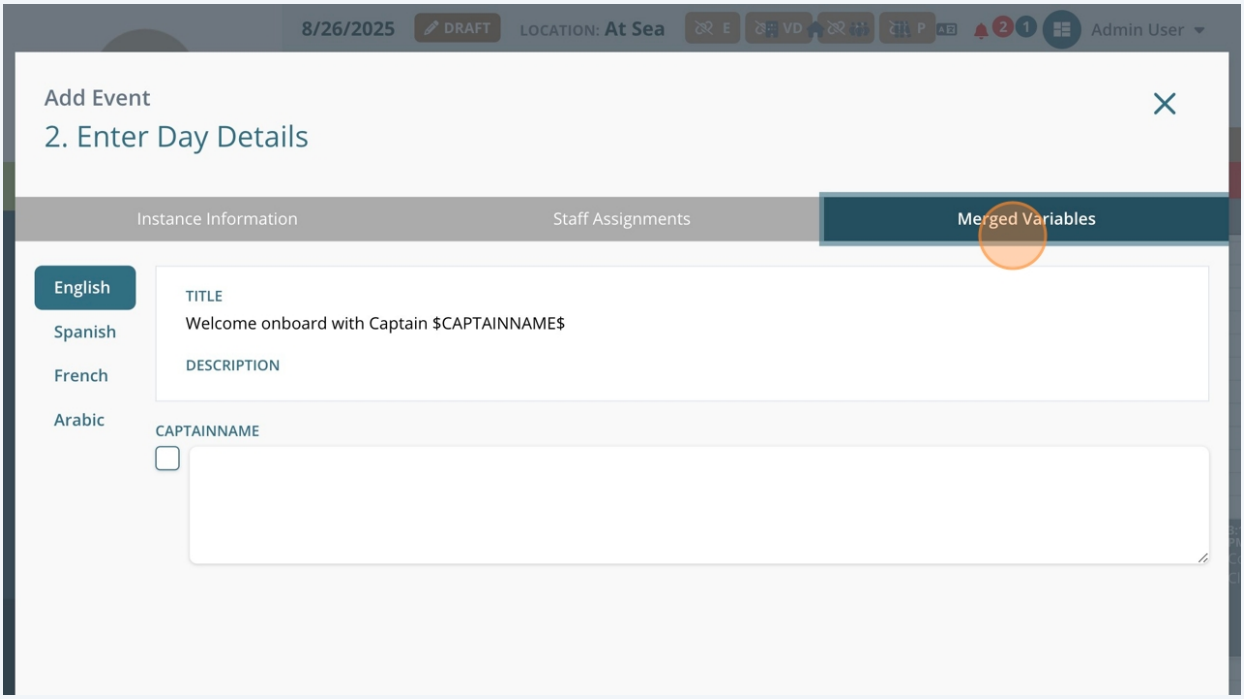
7 Click "Create & Select New Event"



8 Click "Next: Enter Event Details"

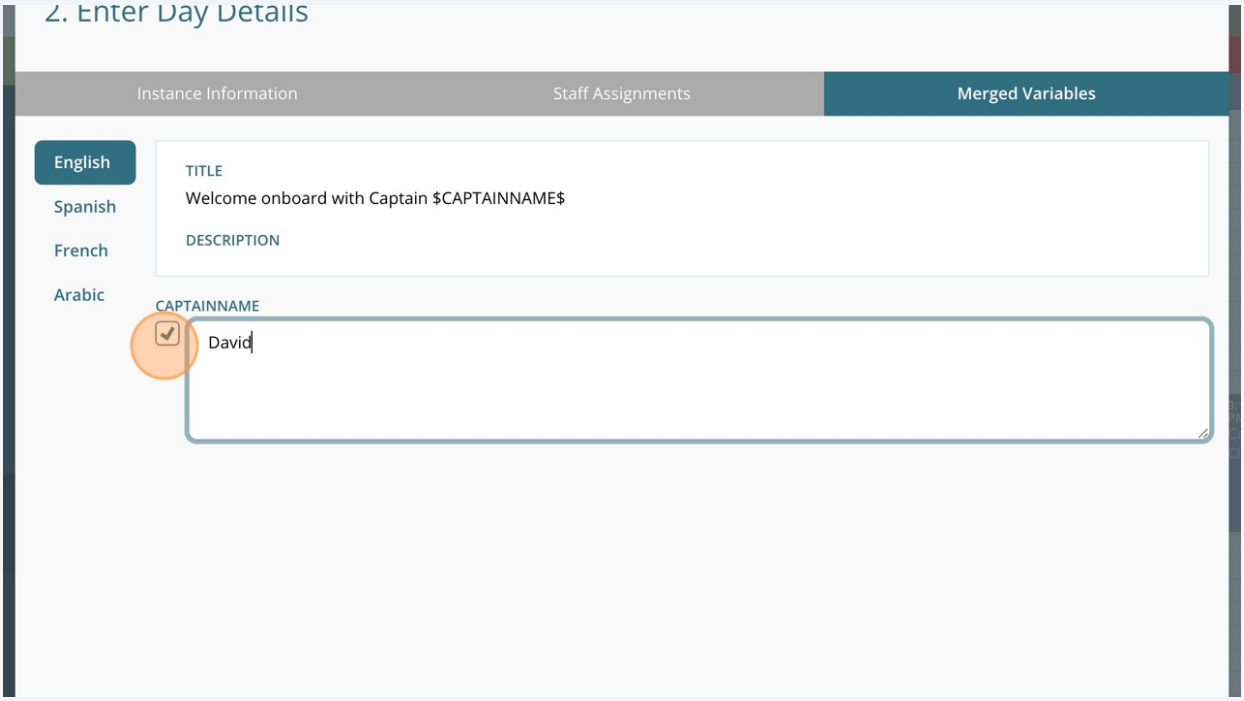


9 Click "Merged Variables"



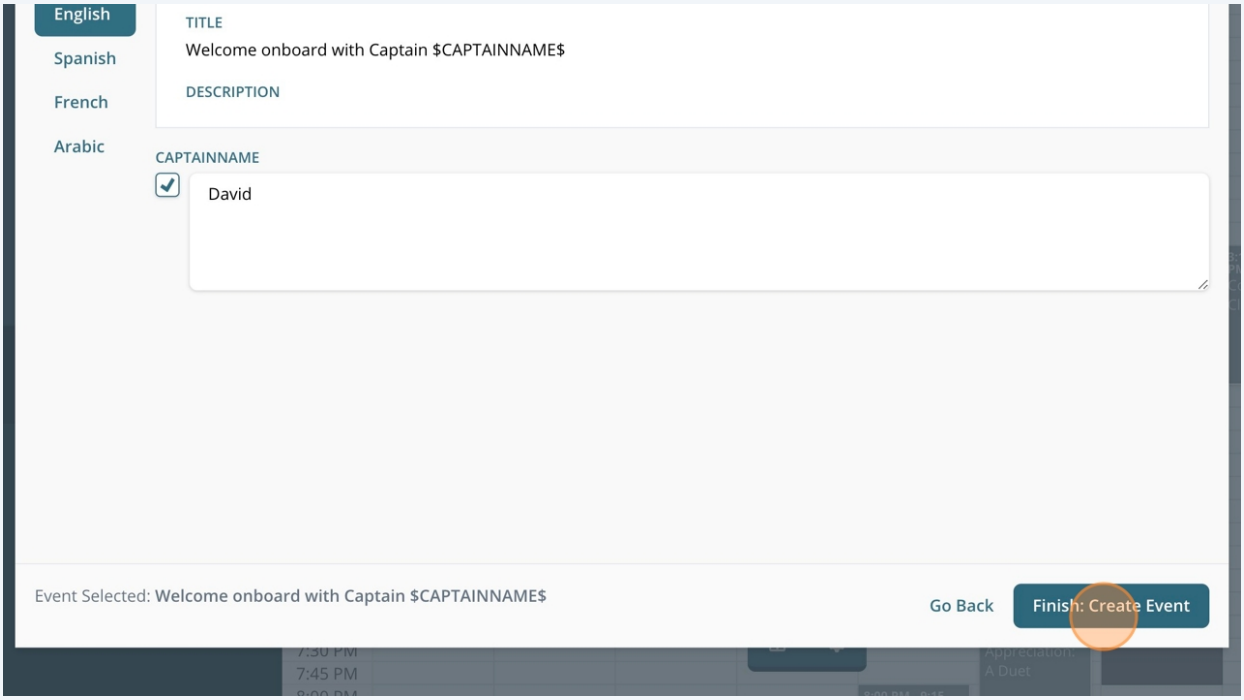
10 Choose the appropriate language and click the checkbox to apply the variable.

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

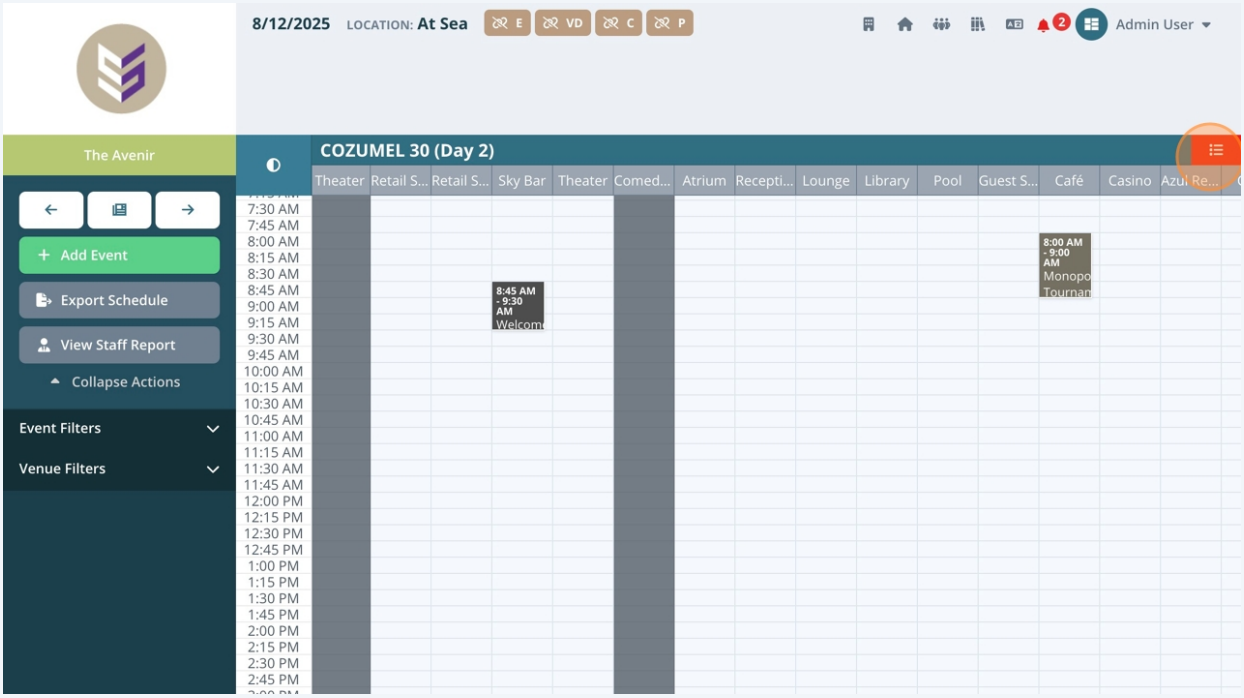


Tip: Directly from this page, users have the ability to add the variable for the Languages as well.

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

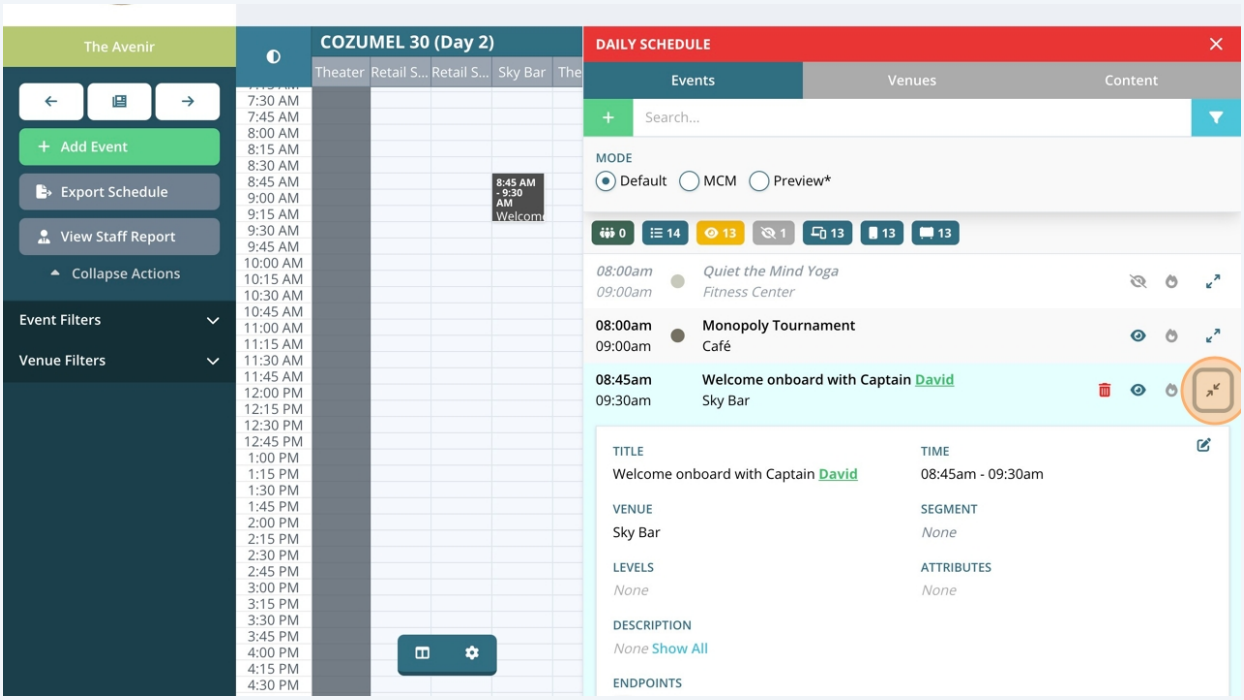


12 Click this icon to view the event's list by chronological view.

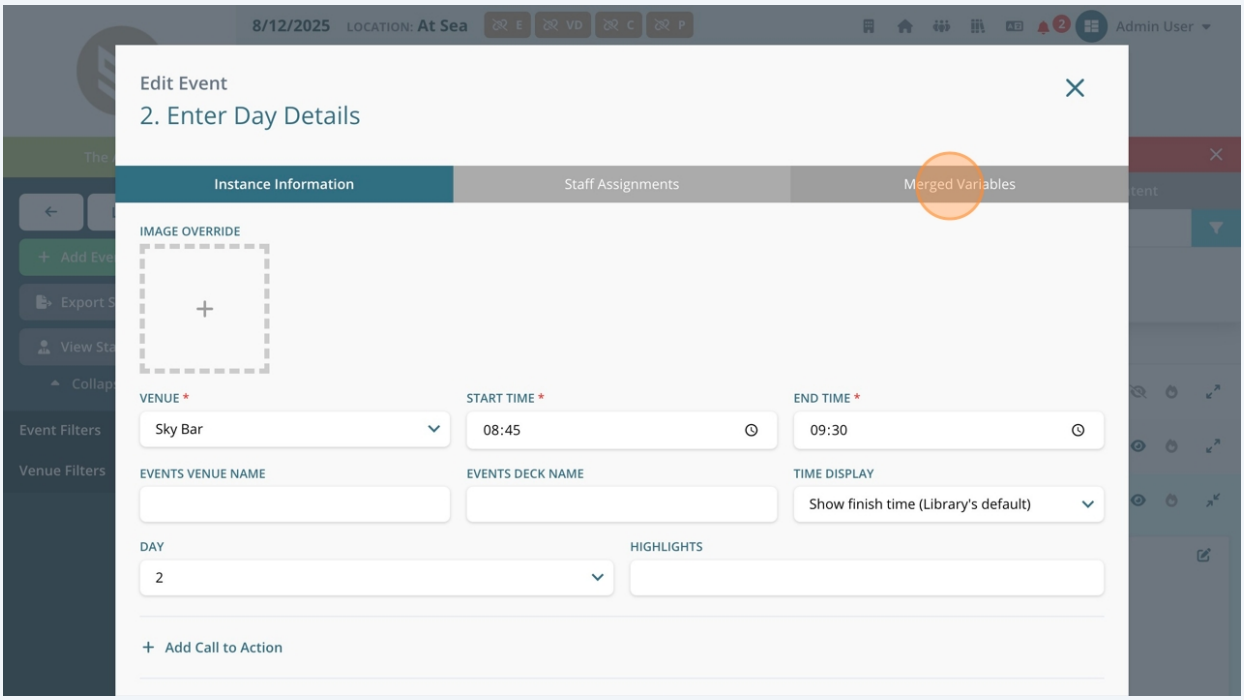
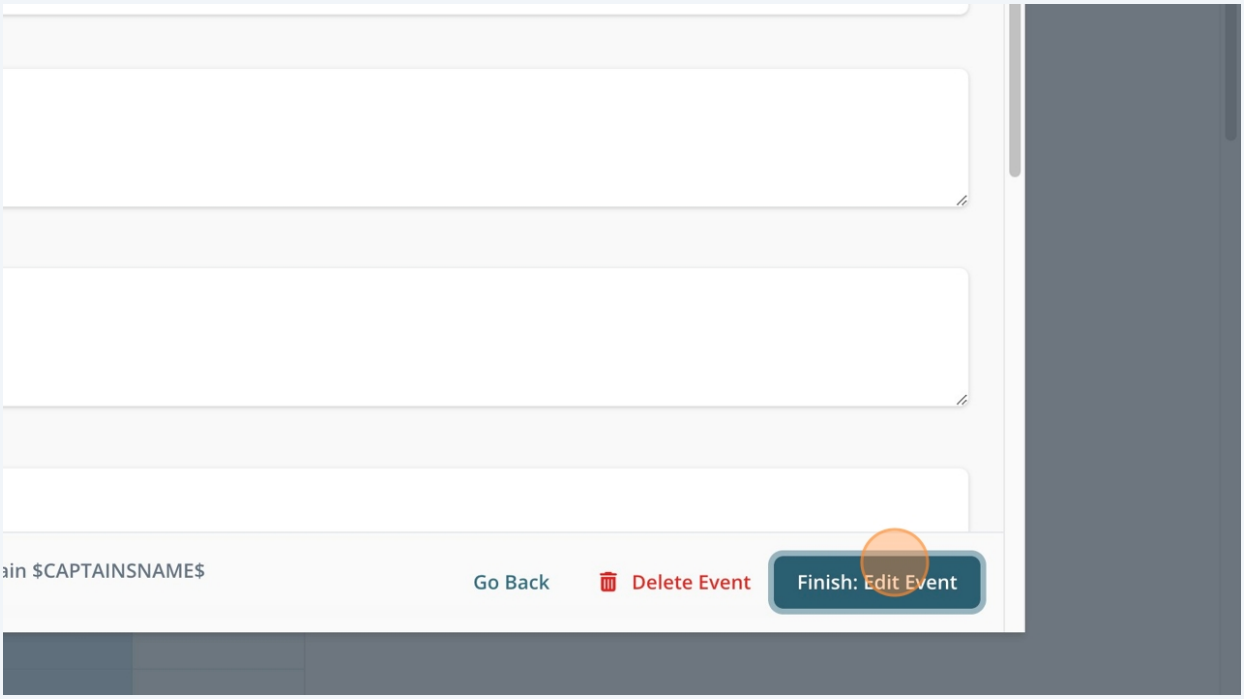


13 This example showcases the merge variable added "David".

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).



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



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