

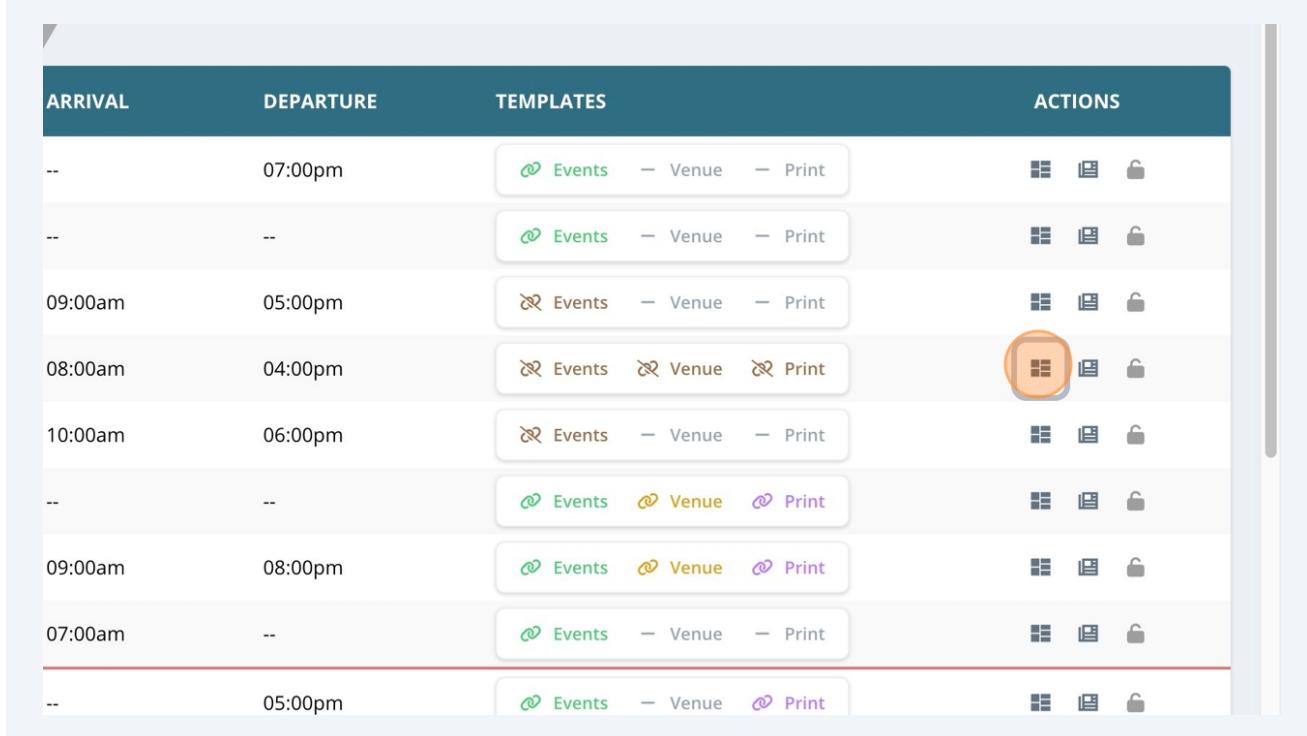
# How to create Events on the canvas?

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

[scribehow.com/embed-preview/How to create Event...](https://scribehow.com/embed-preview/How_to_create_Event...)

**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 create the ideal day including adding hours of operations, daily events, and staff.**

- 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".

The Avenir

DATE: 5/20/2024 LOCATION: George Town [Events](#) [Venue](#) [Print](#)

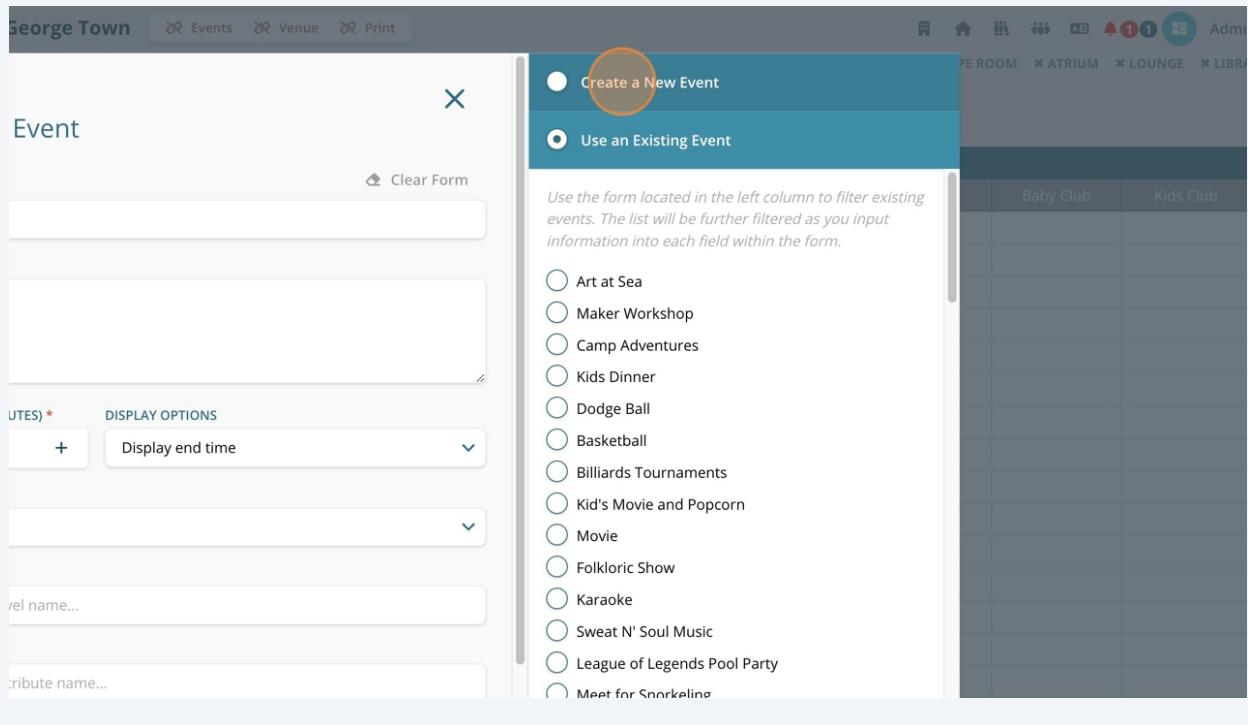
**7 Night West Caribbean 89 (Day 4)**

|          | Escape Room | Theater | Comedy Club | Atrium | Lounge |
|----------|-------------|---------|-------------|--------|--------|
| 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 |             |         |             |        |        |



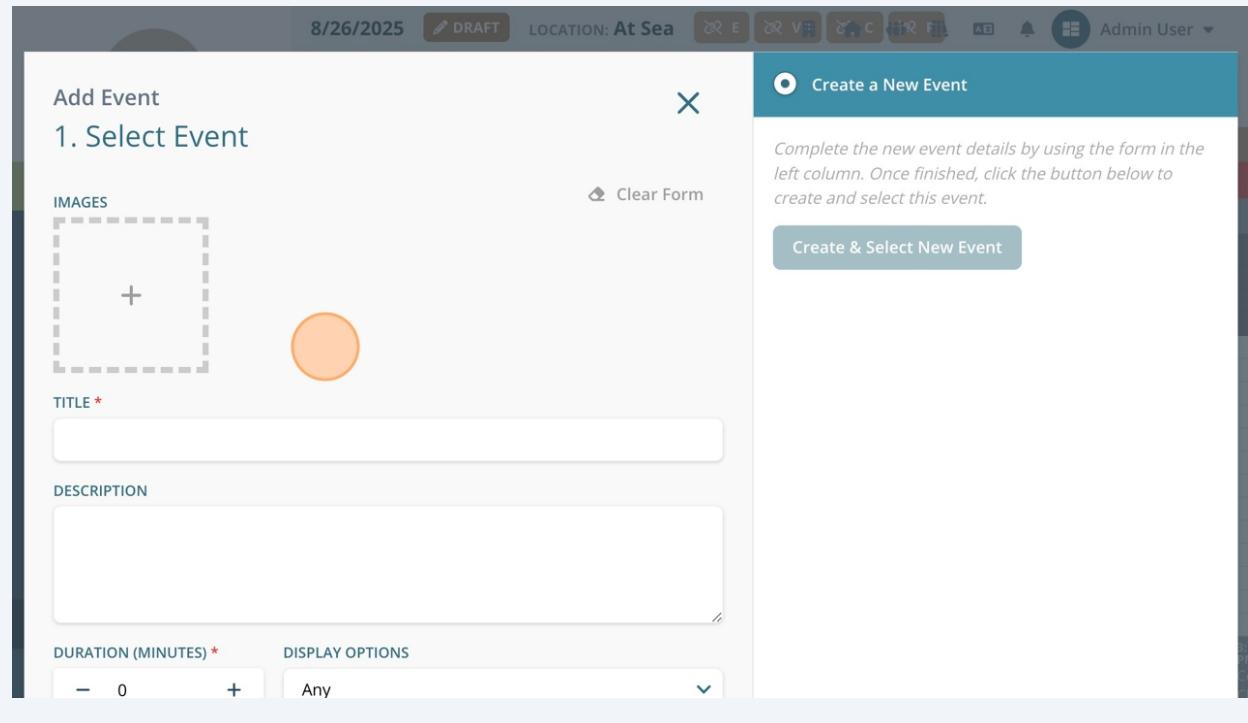
Tip! Please note that you can also add events by double-clicking in a cell in the desired venue column in the calendar view, or by clicking the 3-lines icon in the upper right corner. Use the "+" icon to add events and see them in chronological order.

3 Click "Create a New Event".



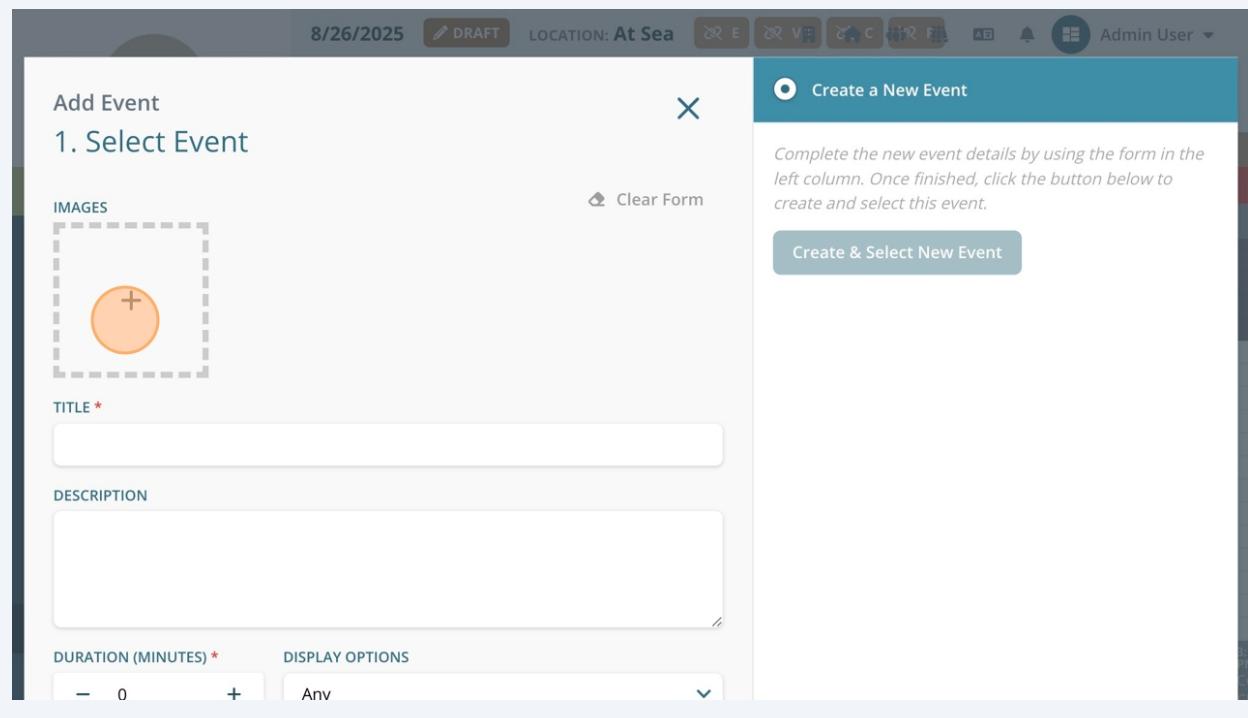
To avoid duplicated data, please search for the event on the left side by entering the event's name in the 'Title' field before creating a new event.

4 Although the mandatory fields are only "Title" and the "Duration(minutes)", please provide as much information as you have for the event in all the fields provided.



The screenshot shows the 'Add Event' interface. At the top, it displays the date '8/26/2025', a 'DRAFT' status, and a location 'At Sea'. On the right, there are several icons and a user 'Admin User'. The main area is titled 'Add Event' and '1. Select Event'. It includes fields for 'IMAGES' (with a placeholder box and a '+' button), 'TITLE \*' (a text input field), 'DESCRIPTION' (a text area), 'DURATION (MINUTES) \*' (a numeric input field set to 0), and 'DISPLAY OPTIONS' (a dropdown menu set to 'Any'). To the right, a blue sidebar titled 'Create a New Event' contains 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 this sidebar.

5 To add an image to the event click on the "+" inside the box. Adding an image is optional.



The screenshot shows the 'Add Event' interface, identical to the previous one but with a key difference: an orange circular image has been uploaded to the 'IMAGES' field, and its preview is visible within the dashed box. The rest of the form and sidebar are the same as in the previous screenshot.

6 You can select an image already in the Asset Library or you can choose an image from your files by clicking on the green box on the right hand side as indicated below.

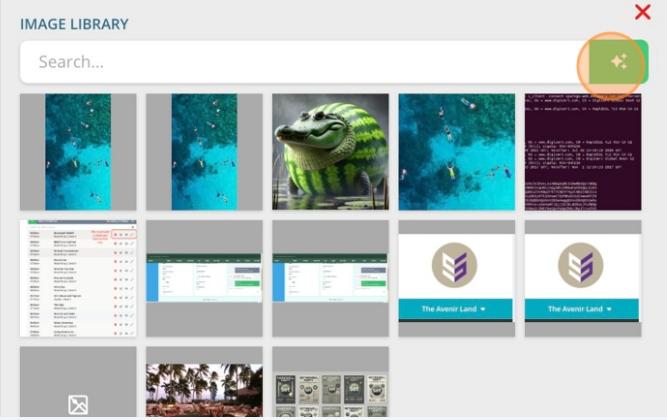
1. Select Event

IMAGES

Clear Form

IMAGE LIBRARY

Search...



Create & Select New Event

Use an Existing Event

7 If you are choosing to add an image from your files, click "Choose File".

8/26/2025 DRAFT LOCATION: At Sea Admin User

Add Event

1. Select Event

IMAGES

Upload Image

Images are resized to meet optimization requirements. Upload a large enough image to avoid pixelation when cropping.

Original

Choose File

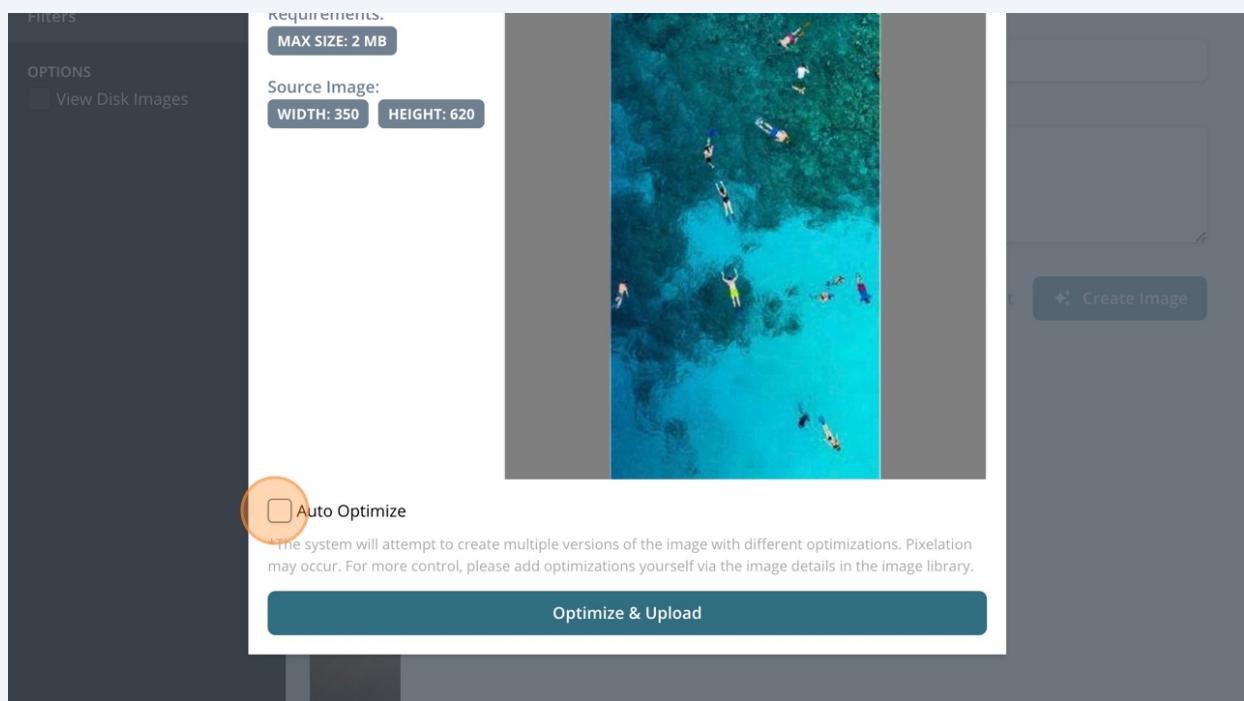
Requirements:  
MAX SIZE: 2 MB

8

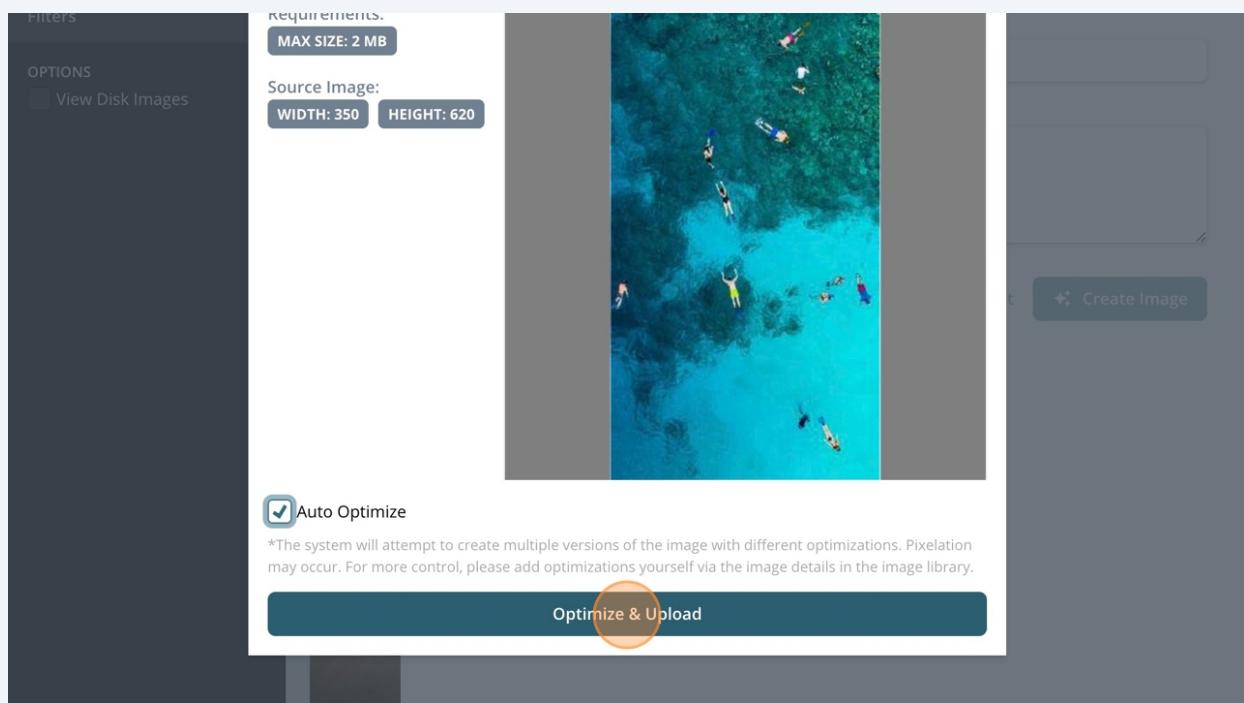
If you'd like GO to create multiple versions of the image with different size optimizations, click the "Auto Optimize" checkbox. If you choose the Auto Optimize option there are 4 different versions:

1. Thumbnail
2. Small - Mobile/Web
3. Large - TV/Signage
4. Tiny - Calendar

\*\*The use of this feature and what options are available to you, will be dependent on what endpoints are in your GO environment. For example if the Print Program is your only guest facing endpoint, there would be no options for optimization.

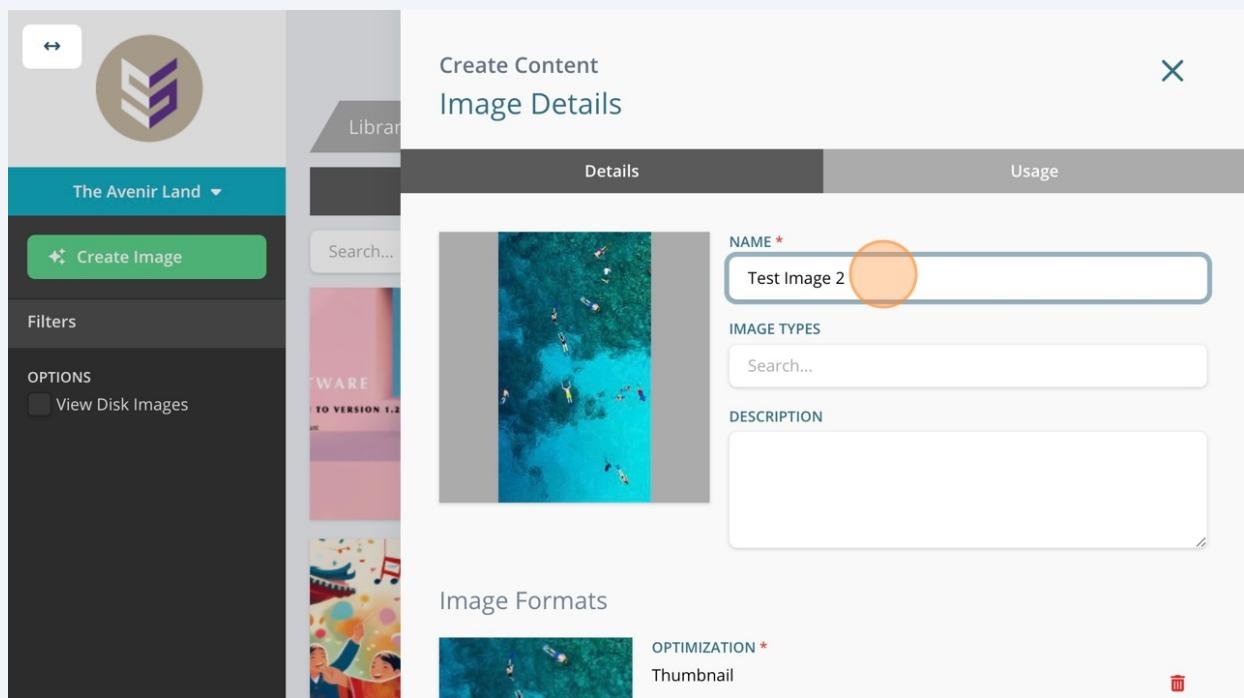


9 Click "Optimize & Upload".



10 Name your image - this is a mandatory field.

You can also select an Image Type.



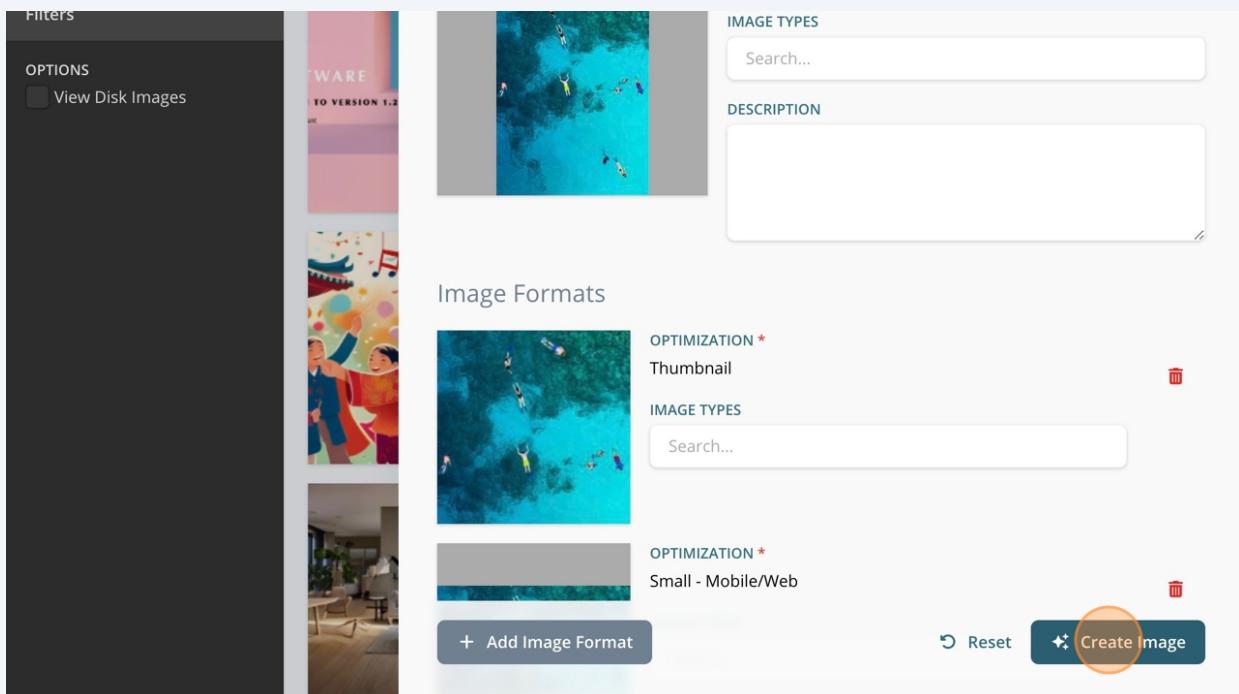


Tip! The list of image types available are customizable in the Brand Details, within the property settings. Only a Brand access user has access to set this up in the Brand Details.

11

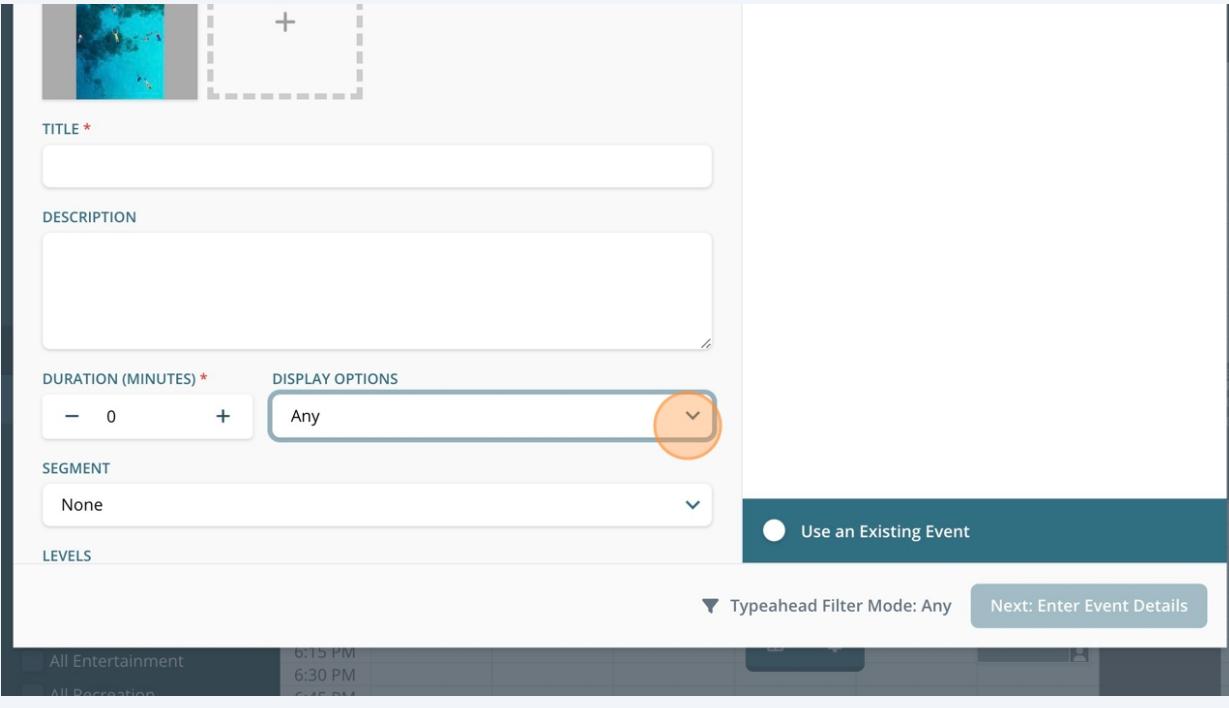
Click "Create Image" when finished.

After you finish creating your image, it will be available in the Asset Library.



12

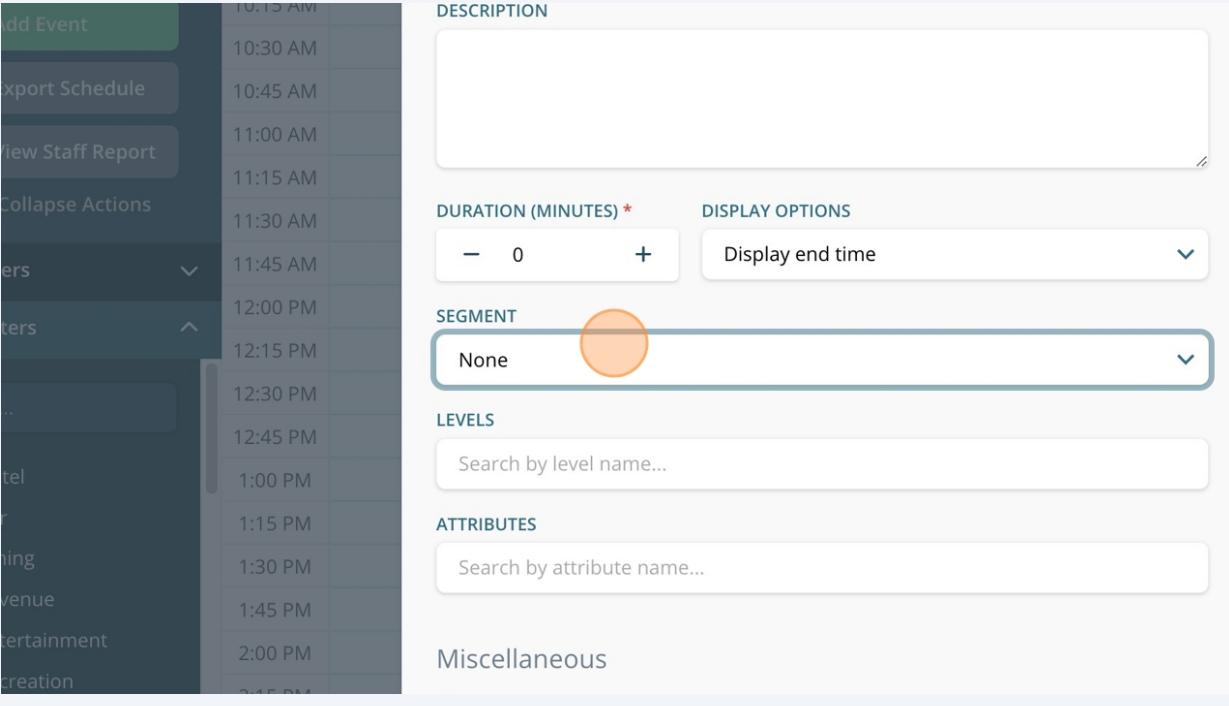
Continue populating the fields. Choose how the event should populate the opening hours on the guest facing communication by using the Display Options.



The screenshot shows a user interface for creating an event. On the left, there is a placeholder image for the event's visual representation. Below it are fields for 'TITLE \*' and 'DESCRIPTION'. Under these, there are 'DURATION (MINUTES) \*' and 'DISPLAY OPTIONS' fields. The 'DISPLAY OPTIONS' dropdown is set to 'Any' and is highlighted with an orange circle. Below these are 'SEGMENT' and 'LEVELS' dropdowns. A 'Use an Existing Event' button is visible. At the bottom, there is a 'Typeahead Filter Mode: Any' dropdown and a 'Next: Enter Event Details' button. A sidebar on the left lists various actions: 'Add Event', 'Export Schedule', 'View Staff Report', 'Collapse Actions', 'Segments', 'Customers', and 'Entertainment Creation'. A timeline at the bottom shows times from 10:15 AM to 2:15 PM.

13

Choose the segment by clicking this dropdown. You can also add Levels and Attributes.



The screenshot shows the same event creation interface as the previous one, but with a different focus. The 'SEGMENT' dropdown is highlighted with an orange circle. The 'DISPLAY OPTIONS' dropdown is set to 'Display end time'. Below these are 'LEVELS' and 'ATTRIBUTES' search fields. A 'Miscellaneous' section is also visible. The sidebar on the left is identical to the previous screenshot.



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.

14

Endpoints that are available vary between clients. You can customize your "default" endpoints for the event in this section. 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.

The screenshot shows the Daily Planner interface with the following details:

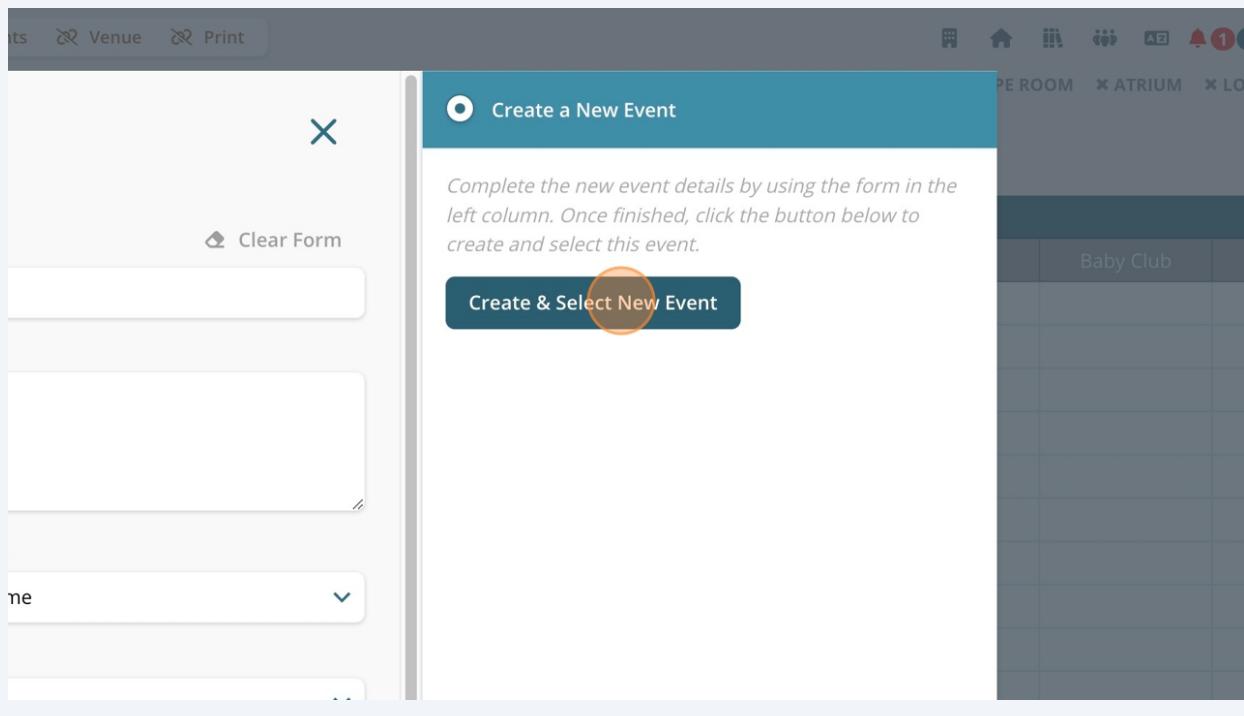
- MISCELLANEOUS:** A list of checkboxes for event types: Private, Foreign Language, Inventoried, Priced, Internal Only, Simple Event, Homecoming, All Aboard, and VIP. The "All" endpoint is selected.
- ENDPOINTS:** A list of endpoints with radio buttons: All, Ddp, Mobile, Signage, Web View, Export API, and Boards. The "All" endpoint is selected.
- AUDIENCE:** A list of audience types with radio buttons: All, Ddp, Mobile, Signage, Web View, Export API, and Boards. The "All" audience is selected.
- Create a New Event:** A section with a teal header and a sub-section with a teal header. It contains a text instruction: "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 is a "Create & Select New Event" button.
- Use an Existing Event:** A section with a teal header and a sub-section with a teal header. It contains a "Use an Existing Event" button.
- Bottom Navigation:** Includes "Typeahead Filter Mode: Any" and "Next: Enter Event Details".



Tip! Changes to the Endpoints can also be made at the day level and will apply to that day only.

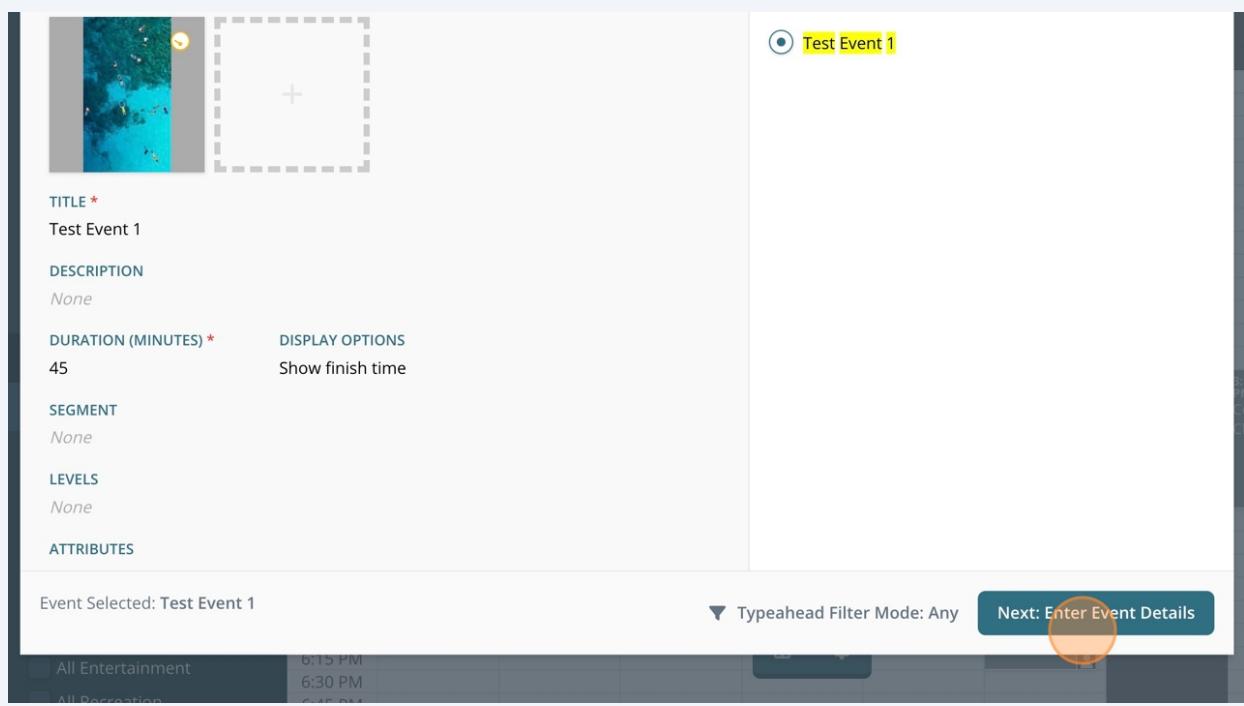
15

Click "Create & Select New Event" when finished entering all the information for the event.



16

Click "Next: Enter Event Details" after reviewing the inserted information.



17 Enter the applicable day details and ensure all mandatory fields are completed.

## 2. Enter Day Details

Instance Information    Staff Assignments    Merged Variables

IMAGE OVERRIDE

VENUE \* Reception, Tour Desk

START TIME \* 00:00

END TIME \* 00:45

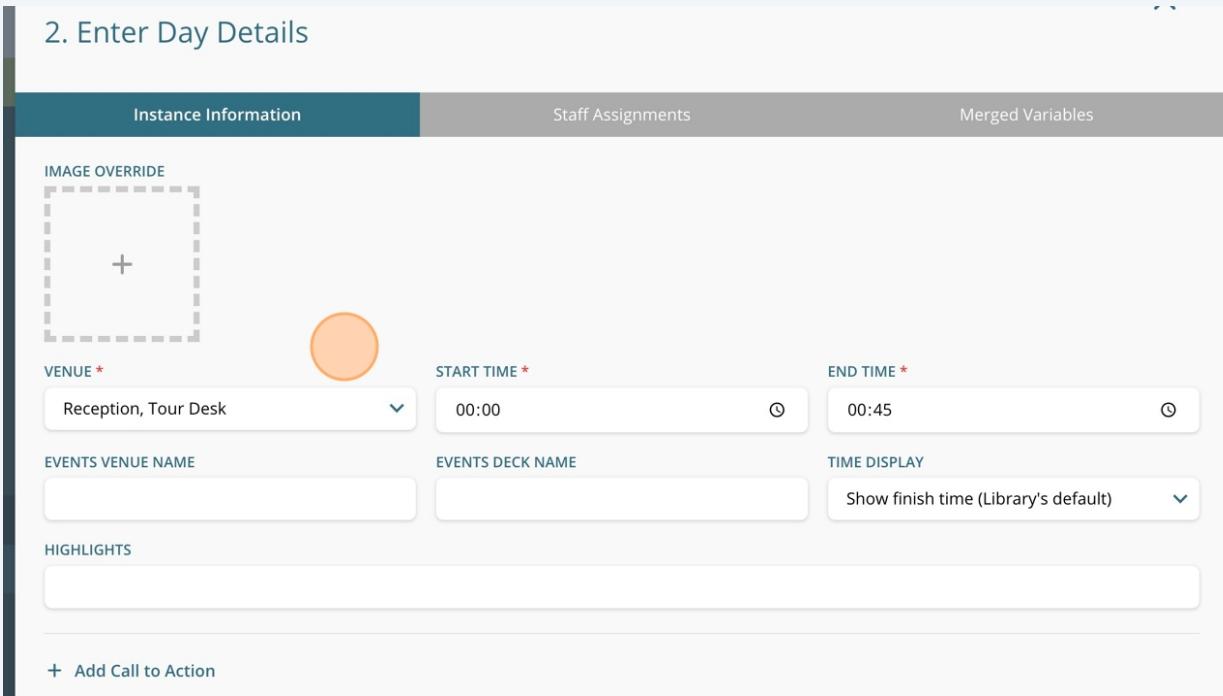
EVENTS VENUE NAME

EVENTS DECK NAME

TIME DISPLAY Show finish time (Library's default)

HIGHLIGHTS

+ Add Call to Action



18 To add a "Call to Action" click on the "+" icon.

IMAGE OVERRIDE

VENUE \* Reception, Tour Desk

START TIME \* 00:00

END TIME \* 00:45

EVENTS VENUE NAME

EVENTS DECK NAME

TIME DISPLAY Show finish time (Library's default)

HIGHLIGHTS

+ Add Call to Action

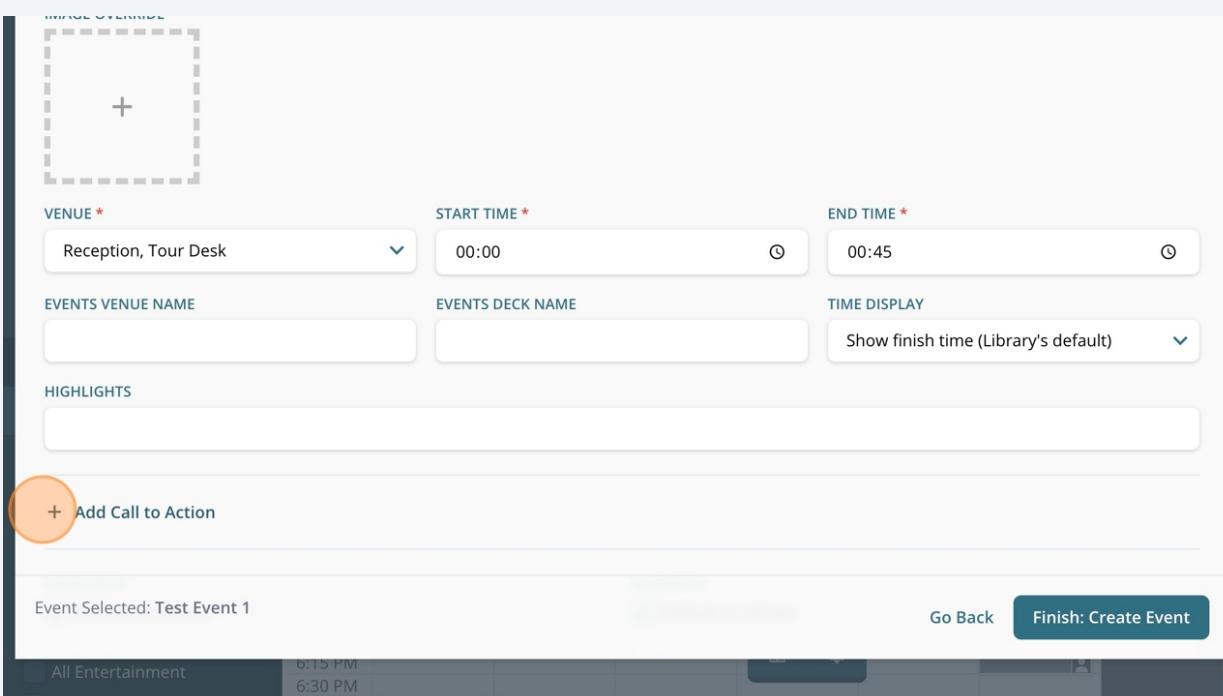
Event Selected: Test Event 1

All Entertainment    6:15 PM

All Recreation    6:30 PM

6:45 PM

Go Back    Finish: Create Event



19

Add the URL link in the "Link" section. Add the name of the Call to Action in the Label section. Click "Finish: Create Event".

The screenshot shows a form for creating an event. At the top, there are fields for VENUE (set to 'Reception, Tour Desk'), START TIME (set to '00:00'), and END TIME (set to '00:45'). Below these are fields for EVENTS VENUE NAME and EVENTS DECK NAME, both empty. A 'TIME DISPLAY' dropdown is set to 'Show finish time (Library's default)'. The 'HIGHLIGHTS' section is empty. In the 'LINK\*' section, there is a text input field, a 'LABEL' field, and a 'NEW TAB' checkbox (which is checked). Below this is a button labeled '+ Add Call to Action'. A note below the link section reads: '\*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.' At the bottom, the text 'Event Selected: Test Event 1' is displayed, along with 'Go Back' and 'Finish: Create Event' buttons. The 'Finish: Create Event' button is highlighted with a yellow circle. Below the buttons is a timeline with time markers: 6:15 PM, 6:30 PM, and 6:45 PM.

VENUE \*

Reception, Tour Desk

START TIME \*

00:00

END TIME \*

00:45

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: Test Event 1

Go Back

Finish: Create Event

All Entertainment

6:15 PM

6:30 PM

6:45 PM

All Recreation