

How to delete an event on the canvas?

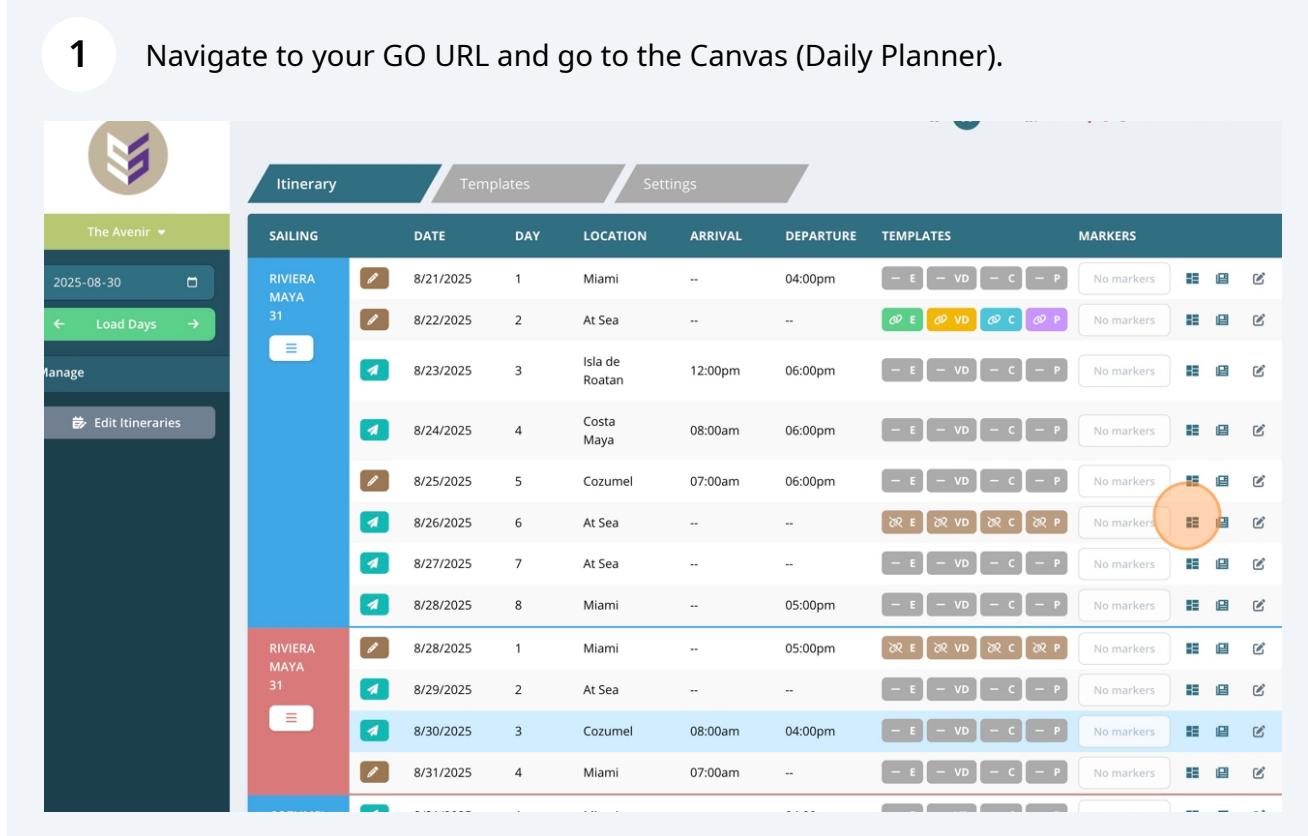
Scribe 

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

scribehow.com/embed-preview/How to delete an ev...

The Canvas is an Interactive and Collaborative Modeling Tool that enables teams to plan, analyze, and manipulate the ideal guest experience. Follow the instructions to delete an event on the canvas.

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

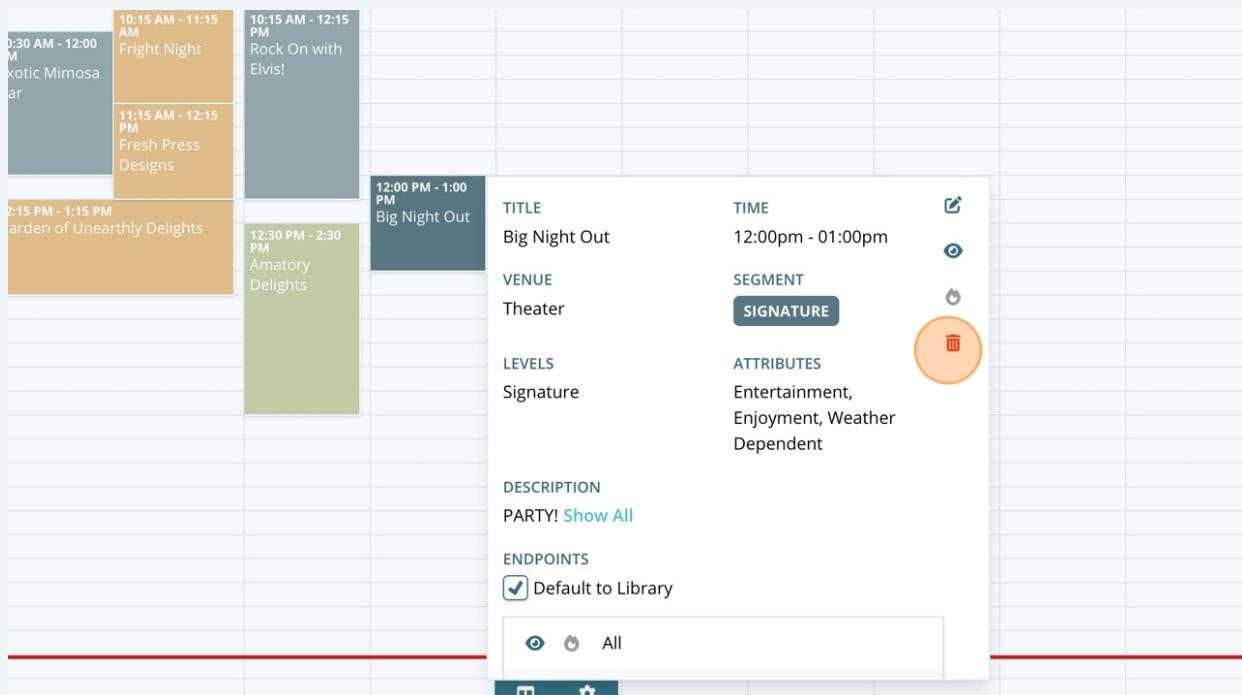


SAILING	DATE	DAY	LOCATION	ARRIVAL	DEPARTURE	TEMPLATES	MARKERS
RIVIERA MAYA 31	8/21/2025	1	Miami	--	04:00pm	— E — VD — C — P	No markers   
	8/22/2025	2	At Sea	--	--	— E — VD — C — P	No markers   
	8/23/2025	3	Isla de Roatan	12:00pm	06:00pm	— E — VD — C — P	No markers   
	8/24/2025	4	Costa Maya	08:00am	06:00pm	— E — VD — C — P	No markers   
	8/25/2025	5	Cozumel	07:00am	06:00pm	— E — VD — C — P	No markers   
	8/26/2025	6	At Sea	--	--	— E — VD — C — P	No markers   
	8/27/2025	7	At Sea	--	--	— E — VD — C — P	No markers   
	8/28/2025	8	Miami	--	05:00pm	— E — VD — C — P	No markers   
RIVIERA MAYA 31	8/28/2025	1	Miami	--	05:00pm	— E — VD — C — P	No markers   
	8/29/2025	2	At Sea	--	--	— E — VD — C — P	No markers   
	8/30/2025	3	Cozumel	08:00am	04:00pm	— E — VD — C — P	No markers   
	8/31/2025	4	Miami	07:00am	--	— E — VD — C — P	No markers   

2 Users can delete an event in three ways:

First option:

Hover your mouse over the event to display the event information, then click the garbage icon.

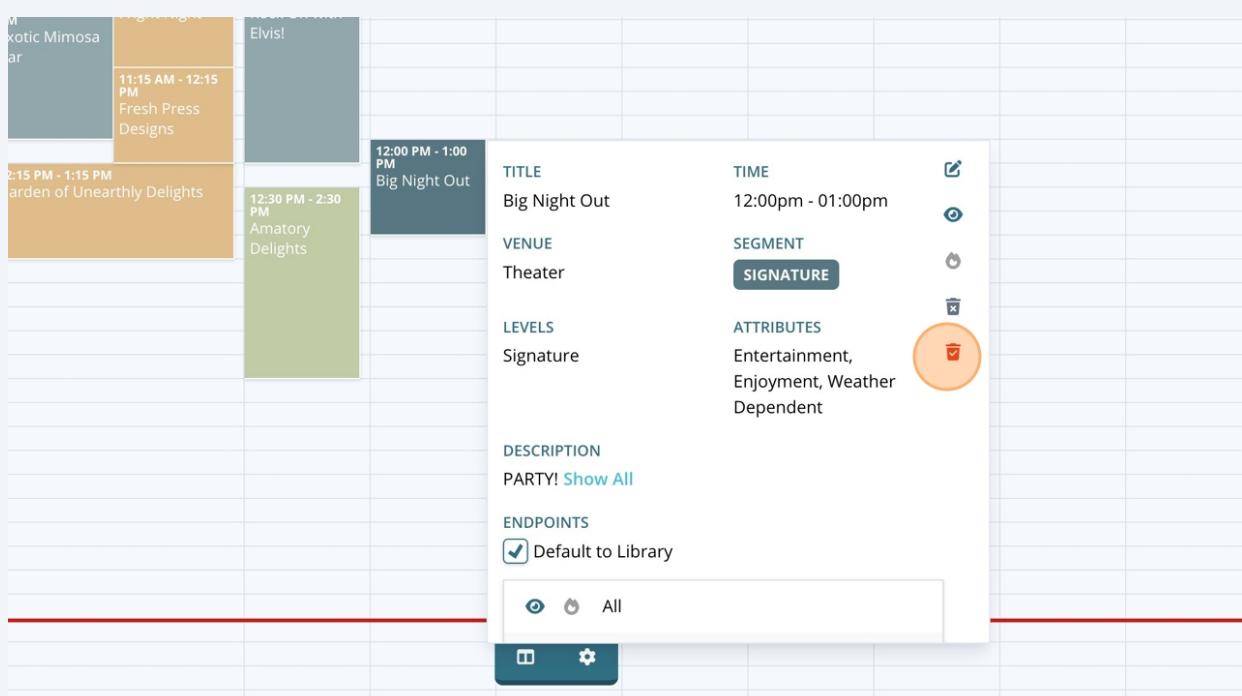


The screenshot shows a digital canvas with a grid of colored blocks representing events. One block for 'Big Night Out' is highlighted in dark blue. A tooltip on the right provides detailed information about the event:

TITLE	TIME
Big Night Out	12:00pm - 01:00pm
VENUE	SEGMENT
Theater	SIGNATURE
LEVELS	ATTRIBUTES
Signature	Entertainment, Enjoyment, Weather Dependent
DESCRIPTION	
PARTY! Show All	
ENDPOINTS	
<input checked="" type="checkbox"/> Default to Library	

Below the tooltip, a red horizontal bar spans the width of the canvas. At the bottom of the canvas, there is a toolbar with icons for eye, trash, and settings.

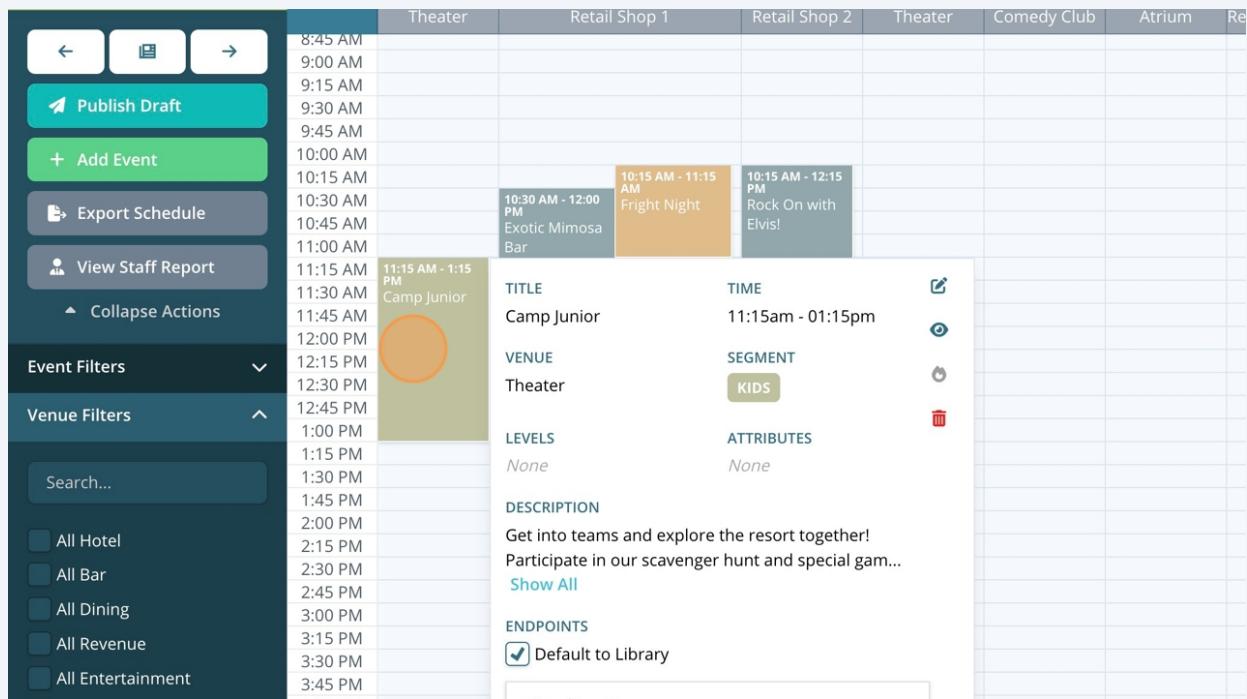
3 Click here to confirm your wish to delete this event from the canvas.



The screenshot shows the same digital canvas as the previous one, but the 'Big Night Out' event block is now highlighted in light blue. A tooltip on the right shows the same event details as before. A large orange circle with a red checkmark is overlaid on the trash icon in the tooltip, indicating that the deletion process has been initiated.

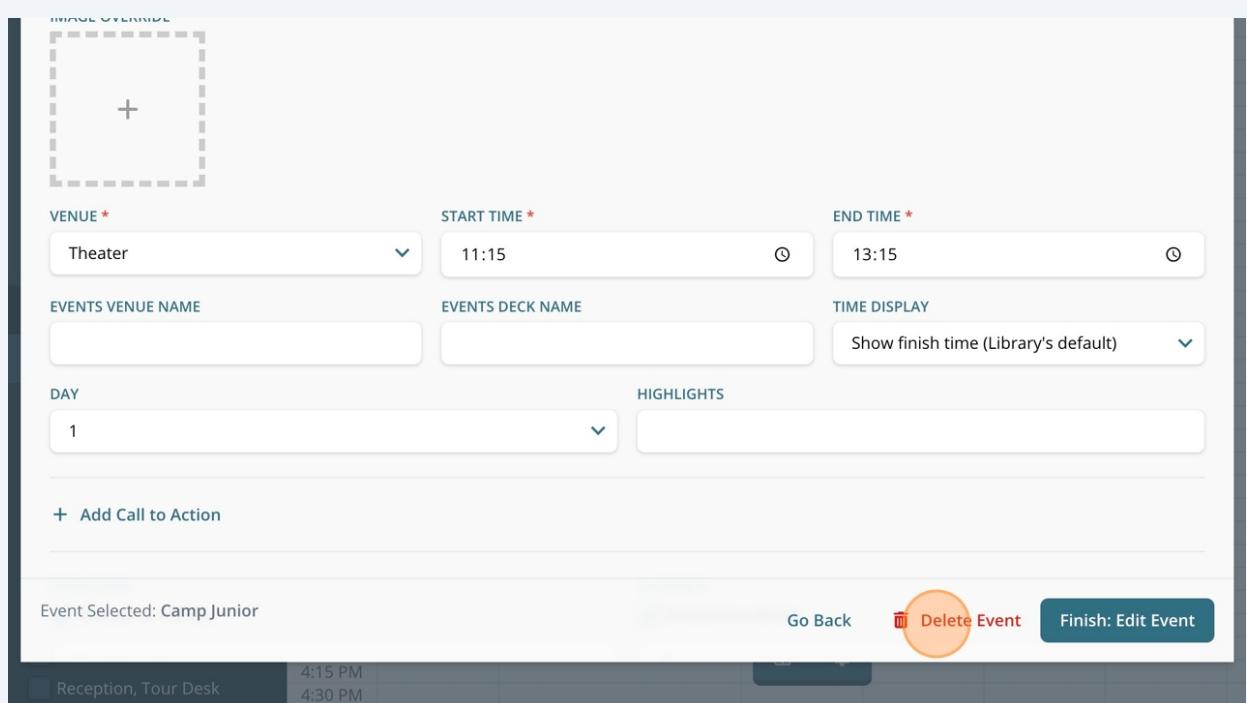
4 Second option:

Double-click the event itself to open the "Edit Event" box.



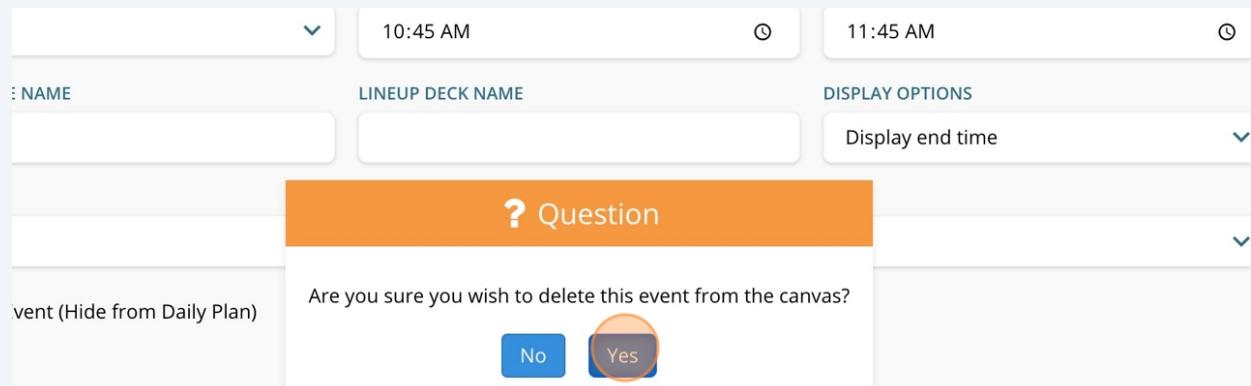
The screenshot shows a digital event calendar interface. On the left, there's a sidebar with buttons for 'Publish Draft', 'Add Event', 'Export Schedule', 'View Staff Report', 'Collapse Actions', 'Event Filters', and 'Venue Filters'. Below these are search and filter options for 'All Hotel', 'All Bar', 'All Dining', 'All Revenue', and 'All Entertainment'. The main area is a grid of time slots from 8:45 AM to 3:45 PM. Several events are listed: 'Exotic Mimosa Bar' at 10:30 AM, 'Fright Night' at 10:45 AM, and 'Rock On with Elvis!' at 11:00 AM. An event titled 'Camp Junior' is highlighted with a yellow circle and a yellow box, indicating it's selected for editing. The 'Edit Event' box is open on the right, showing details for 'Camp Junior': Title, Time (11:15am - 01:15pm), Venue (Theater), Segment (KIDS), Levels (None), Attributes (None), Description (Get into teams and explore the resort together! Participate in our scavenger hunt and special gam...), and Endpoints (Default to Library). The 'Edit Event' button is highlighted with a red circle.

5 Click "Delete Event"



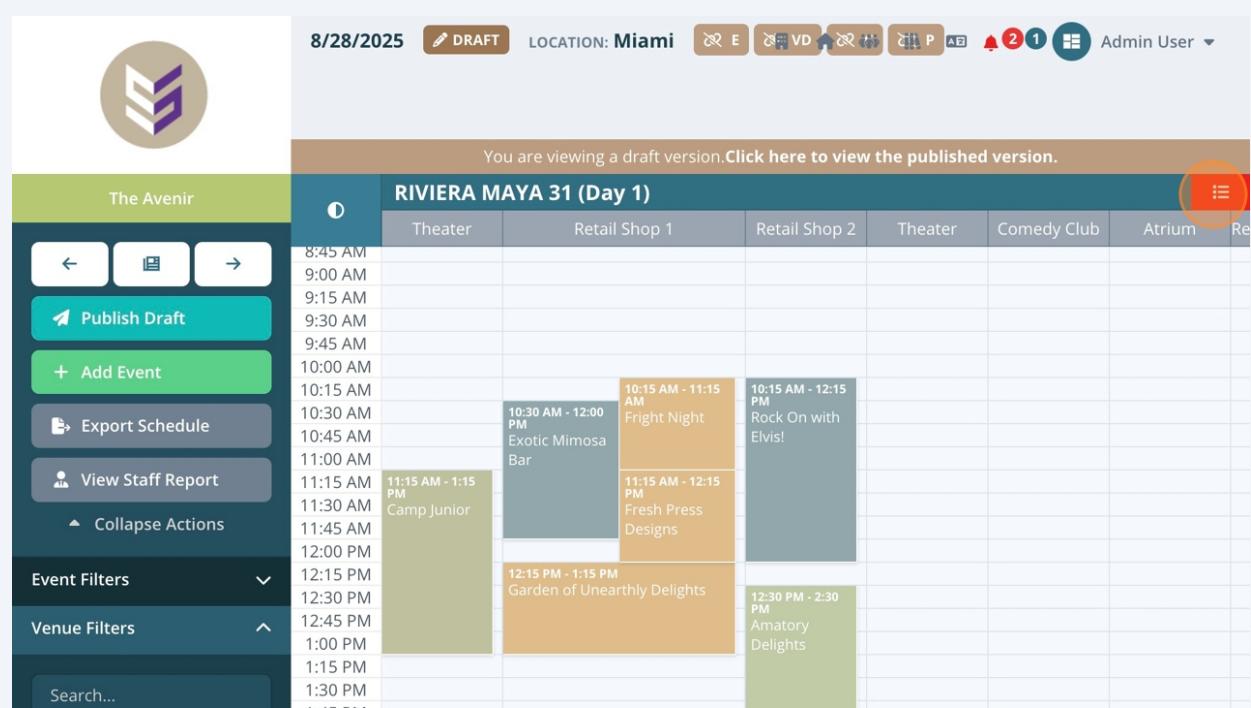
The screenshot shows the 'Edit Event' dialog box. It includes fields for 'VENUE *' (set to 'Theater'), 'START TIME *' (set to 11:15), 'END TIME *' (set to 13:15), 'EVENTS VENUE NAME' (empty), 'EVENTS DECK NAME' (empty), 'TIME DISPLAY' (set to 'Show finish time (Library's default)'), 'DAY' (set to '1'), and 'HIGHLIGHTS' (empty). At the bottom, there are buttons for 'Go Back', 'Delete Event' (highlighted with a red circle), and 'Finish: Edit Event'. The status bar at the bottom shows 'Event Selected: Camp Junior' and a timeline from '4:15 PM' to '4:30 PM'.

6 Click "Yes" to confirm your wish to delete this event from the canvas.



7 **Third option:**

Click the 3-line icon to open the chronological daily schedule events view.



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Click the garbage can icon to delete the event from the canvas.

