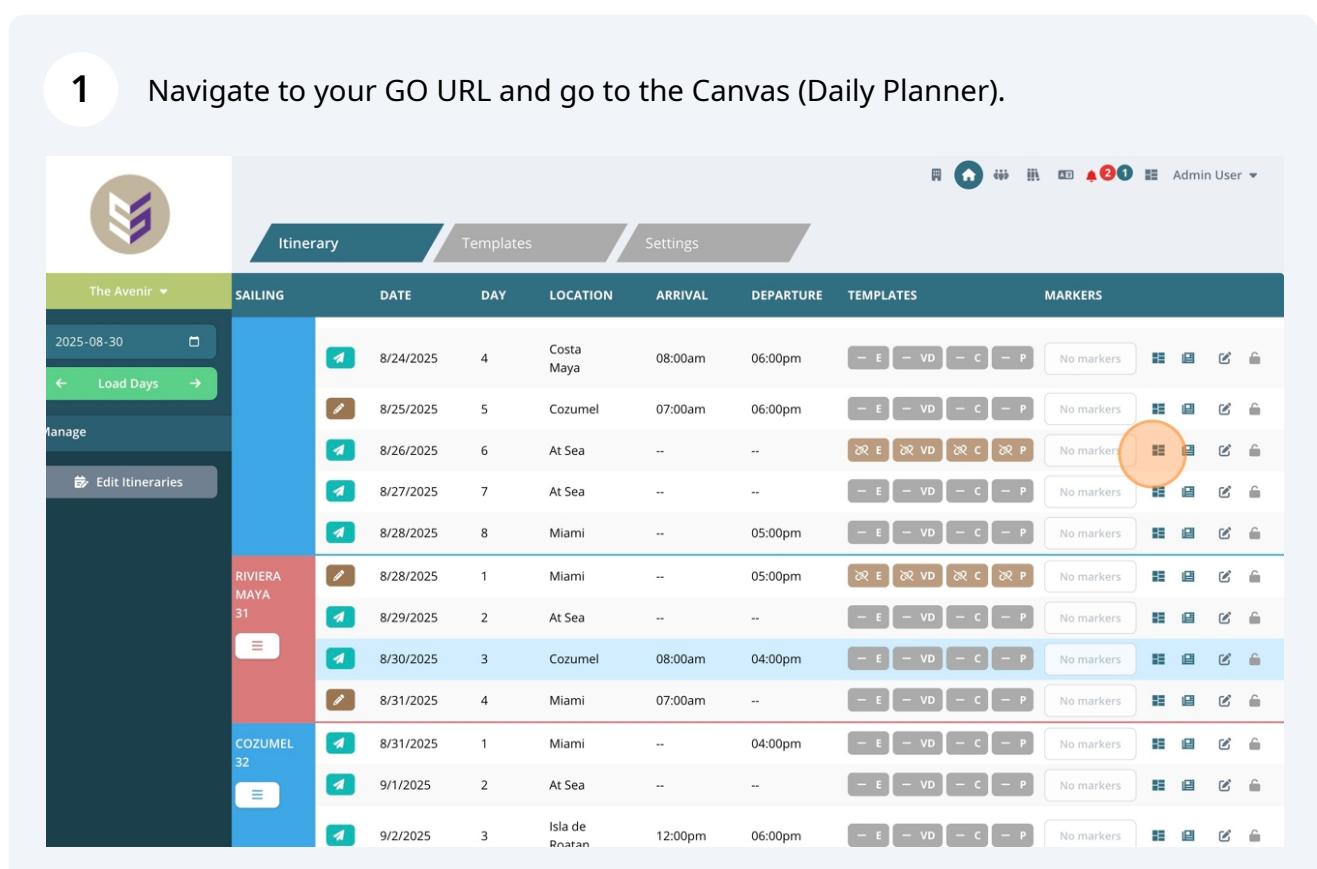# How to edit and replace an event on canvas?

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

[scribehow.com/embed-preview/How_to_edit_and_rep...](scribehow.com/embed-preview/How_to_edit_and_rep...)

**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 edit and replace an event on the canvas.**
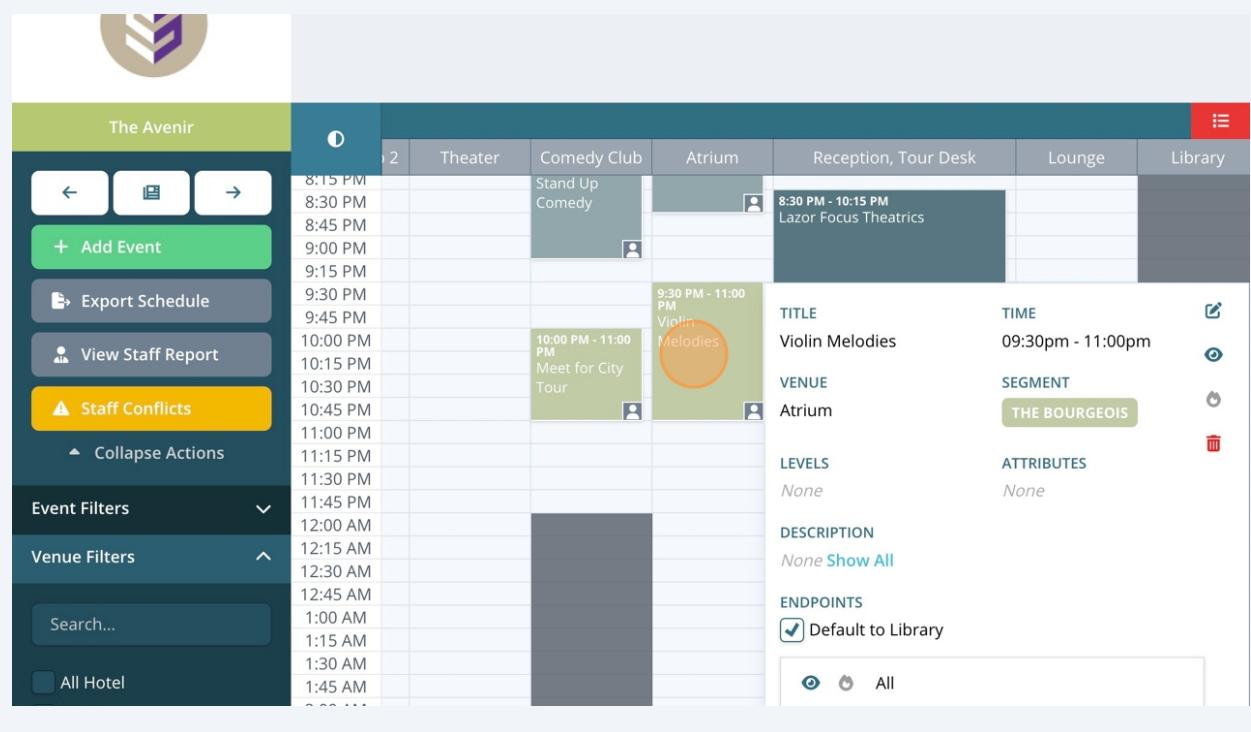
**1**   Navigate to your GO URL and go to the Canvas (Daily Planner).

**2** Users can open the 'Edit Event' box in three ways:

**1.** Double-click the event itself;



**3** Proceed with edits in the Edits Event box.

**4**    **2.** Hover your mouse over the event to display the event information, then click the edit icon.



**5**    Proceed with edits in the Edits Event box.

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



**7**    Double-click the event you wish to edit.

**Or:**

Click the "Expandable Arrows" icon of the event you wish to edit & then click the "edit" icon.

**8**    Proceed with edits in the Edits Event box.



**9**    Using any of the three methods will open the 'Edit Event' box. Here, users can make the necessary changes to the event.
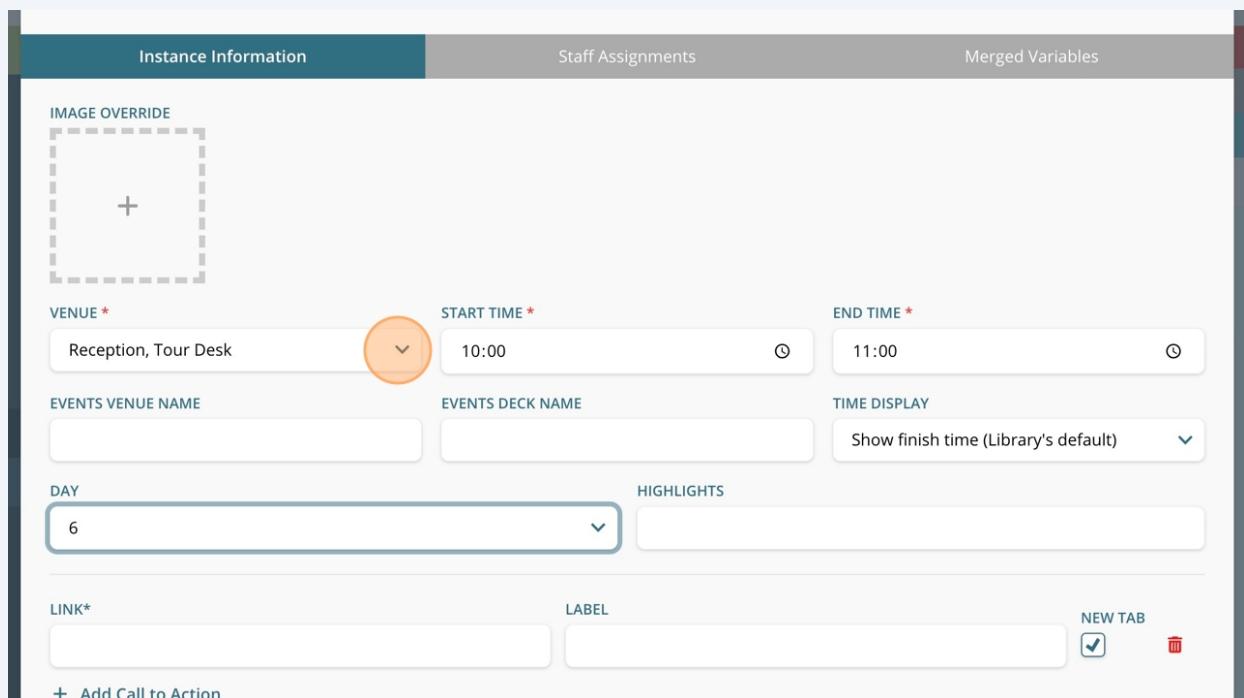
(i) Tip! By clicking the 'DAY' dropdown, users can transfer this event to another day of the cruise, which is especially useful when an event is being postponed.

**10** Click "Finish: Edit Event" to save your changes.
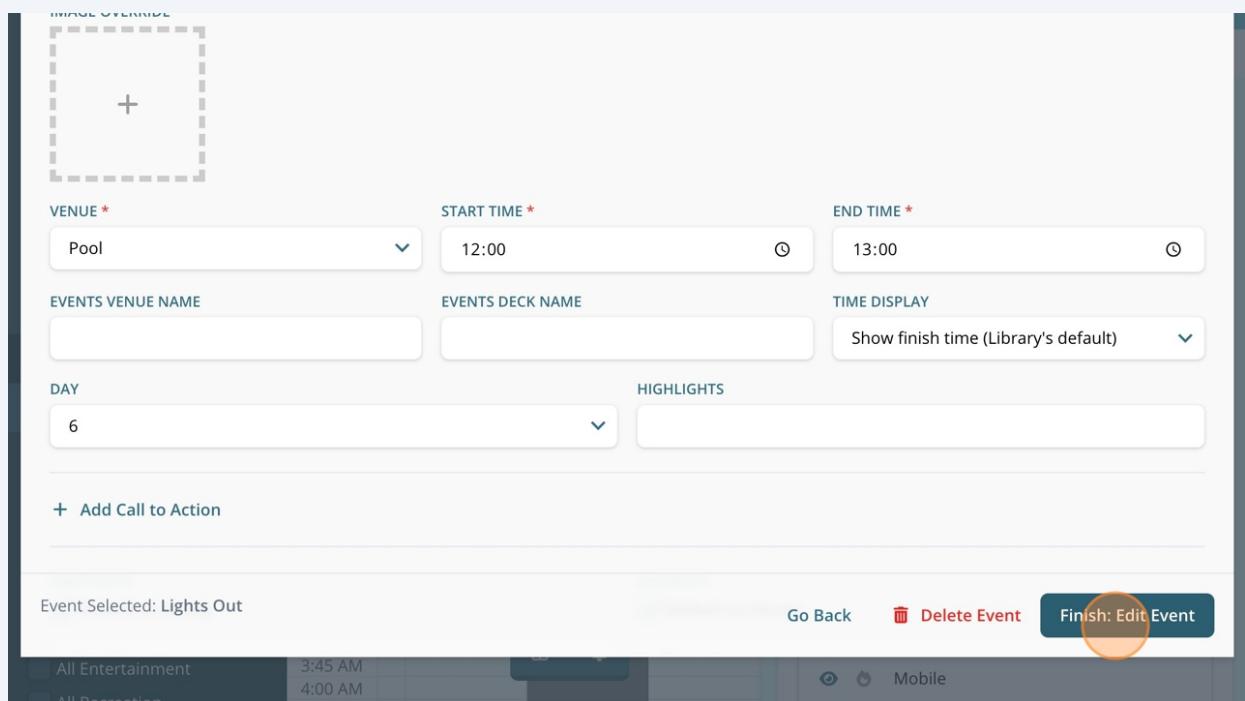
IMAGE OVERRIDE

+

VENUE *

Pool

START TIME *

12:00

END TIME *

13:00

EVENTS VENUE NAME

EVENTS DECK NAME

TIME DISPLAY

Show finish time (Library's default)

DAY

6

HIGHLIGHTS

+ Add Call to Action

Event Selected: **Lights Out**

Go Back    🗑 Delete Event    Finish: Edit Event

All Entertainment    3:45 AM
4:00 AM

👁 🕐 Mobile

All Recreation

**11** To replace the event's name while retaining the previous details, click on the event you wish to change.



Tip! This tool is handy for changing an event while keeping its location and time intact. Users can replace the event without losing previous details, avoiding the need to delete and add a new one.

**12** Click "Go Back".

IMAGE OVERRIDE

+

VENUE *
Atrium

START TIME *
21:30

END TIME *
23:00

EVENTS VENUE NAME

EVENTS DECK NAME

TIME DISPLAY
Show finish time (Library's default)

DAY
6

HIGHLIGHTS

+ Add Call to Action

Event Selected: **Violin Melodies**

Go Back    🗑 **Delete Event**    **Finish: Edit Event**

All Entertainment    3:45 AM
All Recreation    4:00 AM

---

**13** Click this icon.

8/26/2025   ✏ DRAFT   LOCATION: **At Sea**   ⊗ E   VD     P   🔔 ❷ ❶ 🔳   Admin User ▾

Edit Event    ✕

Violin Melodies    📋 Duplicate This Event    ✕
**Event Details**

○ Create a New Event

⦿ Use an Existing Event

Use the form located in the left column to filter existing events. The list will be further filtered as you input information into each field within the form.

IMAGES

🖼   🖼   +

○ Art at Sea
○ Maker Workshop
○ Camp Junior
○ Camp Adventures
○ Kids Dinner
○ Dodge Ball
○ BBQ Picnic and Fun!
○ Basketball $GAM$
○ Billiards Tournaments
○ Kid's Movie and Popcorn
○ Movie

TITLE *
Violin Melodies

DESCRIPTION
None

DURATION (MINUTES) *
60

DISPLAY OPTIONS
Show finish time

SEGMENT

**14** Click 'Clear Form' to erase the previous information.

**Edit Event**

**1. Select Event**

TITLE *

Clear Form

Violin Melodies

DESCRIPTION

SEGMENT

The Bourgeois

LEVELS

Search...

ATTRIBUTES

Search...

8/26/2025 ✏ DRAFT LOCATION: **At Sea** E VD P ▲❷❶ Admin User ▾

● Create a New Event

● Use an Existing Event

Use the form located in the left column to filter existing events. The list will be further filtered as you input information into each field within the form.

○ Art at Sea
○ Maker Workshop
○ Camp Junior
○ Camp Adventures
○ Kids Dinner
○ Dodge Ball
○ BBQ Picnic and Fun!
○ Basketball $GAM$
○ Billiards Tournaments
○ Kid's Movie and Popcorn
○ Movie

---

**15** Type the event's name to search for the event you'd like to replace it with.

**Edit Event**

**1. Select Event**

TITLE *

🧽 Clear Form

DESCRIPTION

SEGMENT

None

LEVELS

Search...

ATTRIBUTES

Search...

8/26/2025 ✏ DRAFT LOCATION: **At Sea** E VD P ▲❷❶ Admin User ▾

● Create a New Event

● Use an Existing Event

Use the form located in the left column to filter existing events. The list will be further filtered as you input information into each field within the form.

○ Art at Sea
○ Maker Workshop
○ Camp Junior
○ Camp Adventures
○ Kids Dinner
○ Dodge Ball
○ BBQ Picnic and Fun!
○ Basketball $GAM$
○ Billiards Tournaments
○ Kid's Movie and Popcorn
○ Movie

**16** Click the checkbox to select the event.

8/26/2025  ✎ DRAFT  LOCATION: **At Sea**  E  VD  P  ▲❷❶  Admin User ▾

Edit Event                                               ✕     ● Create a New Event

1. Select Event                                                ◉ Use an Existing Event
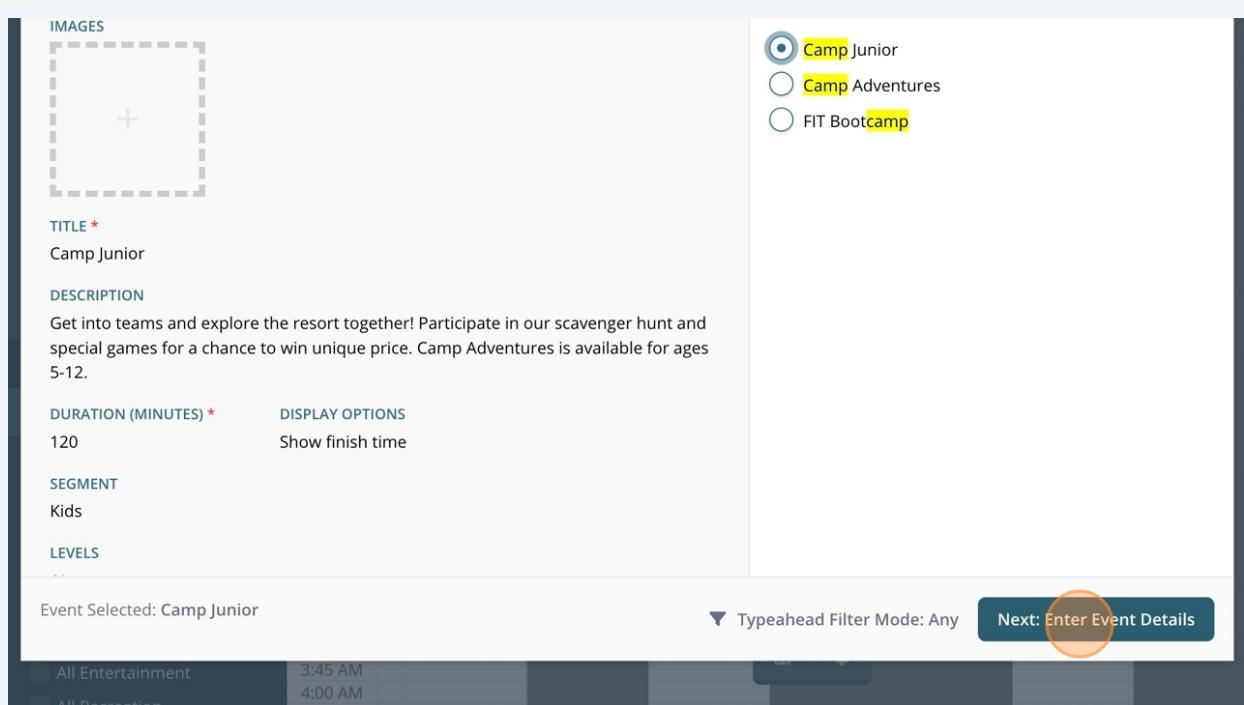
TITLE *                              ⬧ Clear Form      *Use the form located in the left column to filter existing
                                                      events. The list will be further filtered as you input
Camp                                                  information into each field within the form.*

DESCRIPTION                                           ○ **Camp** Junior
                                                      ○ **Camp** Adventures
                                                      ○ FIT Boot**camp**



SEGMENT

None                                          ▾

LEVELS

Search...

ATTRIBUTES

Search...

---

**17** Click "Next: Enter Event Details"

IMAGES                                               ◉ **Camp** Junior
                                                      ○ **Camp** Adventures
┌ ─ ─ ─ ─ ─ ┐                                         ○ FIT Boot**camp**
│           │
│           │
│     +     │
│           │
│           │
└ ─ ─ ─ ─ ─ ┘

TITLE *
Camp Junior

DESCRIPTION
Get into teams and explore the resort together! Participate in our scavenger hunt and
special games for a chance to win unique price. Camp Adventures is available for ages
5-12.

DURATION (MINUTES) *        DISPLAY OPTIONS
120                         Show finish time

SEGMENT
Kids

LEVELS

Event Selected: **Camp Junior**              ▼ Typeahead Filter Mode: Any    Next: Enter Event Details

All Entertainment        3:45 AM
                         4:00 AM
All Recreation

**18** Click "Finish: Edit Event" to save your changes.

IMAGE OVERRIDE



VENUE *

Atrium

START TIME *

21:30

END TIME *

23:00

EVENTS VENUE NAME

EVENTS DECK NAME

TIME DISPLAY

Show finish time (Library's default)

DAY

6

HIGHLIGHTS

+ Add Call to Action

Event Selected: **Camp Junior**

Go Back          🗑 Delete Event          Finish: Edit Event

All Entertainment          3:45 AM
                           4:00 AM
All Recreation