

# 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...](https://scribehow.com/embed-preview/How%20to%20edit%20and%20rep...)

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).

SAILING	DATE	DAY	LOCATION	ARRIVAL	DEPARTURE	TEMPLATES	MARKERS
The Avenir	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	--	--	o E o VD o C o 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	o E o VD o C o 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
COZUMEL 32	8/31/2025	1	Miami	--	04:00pm	-- E -- VD -- C -- P	No markers
	9/1/2025	2	At Sea	--	--	-- E -- VD -- C -- P	No markers
	9/2/2025	3	Isla de Roatan	12:00pm	06:00pm	-- E -- VD -- C -- P	No markers

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

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

The screenshot shows a web application for event management. On the left is a sidebar with a logo at the top, followed by navigation buttons: back, calendar, and forward. Below these are buttons for '+ Add Event', 'Export Schedule', 'View Staff Report', 'Staff Conflicts' (highlighted in orange), and 'Collapse Actions'. There are also sections for 'Event Filters' and 'Venue Filters' with a search bar and a checkbox for 'All Hotel'. The main area is a calendar grid with columns for different venues: Theater, Comedy Club, Atrium, Reception, Tour Desk, Lounge, and Library. The rows represent time slots from 8:15 PM to 1:45 AM. Several events are scheduled, including 'Stand Up Comedy' in the Comedy Club and 'Violin Melodies' in the Atrium. An orange circle highlights the 'Violin Melodies' event. To the right of the calendar is a details panel for the selected event, showing fields for TITLE, TIME, VENUE, SEGMENT, LEVELS, DESCRIPTION, and ENDPOINTS. The event details for 'Violin Melodies' are: TITLE: Violin Melodies, TIME: 09:30pm - 11:00pm, VENUE: Atrium, SEGMENT: THE BOURGEOIS, LEVELS: None, DESCRIPTION: None, ENDPOINTS: Default to Library (checked).

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

The screenshot shows the 'Edit Event' modal window. At the top, it says 'Edit Event' and '2. Enter Day Details'. Below this is a tabbed interface with three tabs: 'Instance Information' (selected), 'Staff Assignments', and 'Merged Variables'. Under the 'Instance Information' tab, there is an 'IMAGE OVERRIDE' section with a dashed box and a plus sign. Below that are fields for 'VENUE \*' (Atrium), 'START TIME \*' (21:30), and 'END TIME \*' (23:00). There are also fields for 'EVENTS VENUE NAME', 'EVENTS DECK NAME', and 'TIME DISPLAY' (Show finish time (Library's default)). At the bottom, there is a 'DAY' field (6) and a 'HIGHLIGHTS' field.

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

The screenshot shows the 'The Avenir' event management interface. On the left is a sidebar with navigation buttons: 'Add Event', 'Export Schedule', 'View Staff Report', 'Staff Conflicts', and 'Collapse Actions'. Below these are 'Event Filters' and 'Venue Filters' sections. The main area is a calendar grid with columns for venues: Theater, Comedy Club, Atrium, Reception, Tour Desk, Lounge, and Library. The time slots range from 8:15 PM to 1:30 AM. An event titled 'Violin Melodies' is scheduled for 9:30 PM - 11:00 PM in the Atrium. A tooltip is displayed over this event, showing details: TITLE (Violin Melodies), TIME (09:30pm - 11:00pm), VENUE (Atrium), SEGMENT (THE BOURGEOIS), LEVELS (None), ATTRIBUTES (None), DESCRIPTION (None Show All), and ENDPOINTS (Default to Library). An orange circle highlights the edit icon in the top right corner of the tooltip.

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Proceed with edits in the Edits Event box.

The screenshot shows the 'Edit Event' form with the title '2. Enter Day Details'. The form is divided into three tabs: 'Instance Information', 'Staff Assignments', and 'Merged Variables'. The 'Instance Information' tab is active. It contains an 'IMAGE OVERRIDE' section with a placeholder image. Below this are fields for 'VENUE \*' (Atrium), 'START TIME \*' (21:30), and 'END TIME \*' (23:00). There are also fields for 'EVENTS VENUE NAME', 'EVENTS DECK NAME', and 'TIME DISPLAY' (Show finish time (Library's default)). At the bottom, there is a 'DAY' field (6) and a 'HIGHLIGHTS' field.

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

The screenshot shows the event management interface. The top bar displays the date 8/26/2025, the status PUBLISHED, and the location At Sea. The sidebar on the left contains navigation options: The Avenir, Add Event, Export Schedule, View Staff Report, Staff Conflicts, Collapse Actions, Event Filters, and Venue Filters. The main area shows a grid of events across various venues. A 3-line icon in the top right corner is highlighted, indicating the option 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.

The screenshot shows the event management interface with the 'DAILY SCHEDULE' panel open on the right. The panel displays a list of events with their times and venues. The 'Expandable Arrows' icon and the 'edit' icon are highlighted for a specific event. The sidebar on the left contains navigation options: The Avenir, Add Event, Export Schedule, View Staff Report, Staff Conflicts, Collapse Actions, Event Filters, and Venue Filters. The main area shows a grid of events across various venues.

8 Proceed with edits in the Edits Event box.

The screenshot shows a web application interface with a sidebar on the left containing navigation links like 'Add Event', 'Export Schedule', and 'View Staff Report'. The main content area displays a modal titled 'Edit Event' with a sub-header '2. Enter Day Details'. An orange circle highlights the 'Edit Event' title. The modal has three tabs: 'Instance Information' (selected), 'Staff Assignments', and 'Merged Variables'. Under 'Instance Information', there is an 'IMAGE OVERRIDE' section with a dashed box and a plus sign. Below this are form fields for 'VENUE \*' (a dropdown menu showing 'Reception, Tour Desk'), 'START TIME \*' (a time picker set to 10:00), and 'END TIME \*' (a time picker set to 11:00). There are also fields for 'EVENTS VENUE NAME', 'EVENTS DECK NAME', and 'TIME DISPLAY' (a dropdown menu showing 'Show finish time (Library's default)'). A 'DAY' dropdown menu is set to '6', and there is a 'HIGHLIGHTS' text area. At the bottom, there are 'LINK\*' and 'LABEL' text areas, a 'NEW TAB' checkbox (checked), and a trash icon. The modal footer shows 'Event Selected: Billiards Tournaments' and buttons for 'Go Back', 'Delete Event', and 'Finish: Edit Event'.

9 Using any of the three methods will open the 'Edit Event' box. Here, users can make the necessary changes to the event.

This is a close-up view of the 'Edit Event' modal form. The 'Instance Information' tab is active. The 'IMAGE OVERRIDE' section is at the top. The 'VENUE \*' field is a dropdown menu with a downward arrow highlighted by an orange circle. Below it are the 'EVENTS VENUE NAME' and 'EVENTS DECK NAME' text areas. The 'START TIME \*' and 'END TIME \*' fields are time pickers. The 'TIME DISPLAY' field is a dropdown menu. The 'DAY' field is a dropdown menu set to '6'. The 'HIGHLIGHTS' field is a text area. At the bottom, there are 'LINK\*' and 'LABEL' text areas, a 'NEW TAB' checkbox (checked), and a trash icon. The modal footer shows '+ Add Call to Action'.



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.

The screenshot shows a web form for editing an event. At the top left, there is a dashed box with a plus sign, labeled "IMAGE OVERLAY". Below this, the form contains several fields: "VENUE \*" with a dropdown menu showing "Pool"; "START TIME \*" with a time picker set to "12:00"; "END TIME \*" with a time picker set to "13:00"; "EVENTS VENUE NAME" and "EVENTS DECK NAME" as text input fields; "TIME DISPLAY" with a dropdown menu showing "Show finish time (Library's default)"; "DAY" with a dropdown menu showing "6"; and "HIGHLIGHTS" as a text input field. Below these fields is a section labeled "+ Add Call to Action". At the bottom of the form, there is a status bar that says "Event Selected: Lights Out". To the right of this status bar are three buttons: "Go Back", "Delete Event" (with a trash icon), and "Finish: Edit Event" (with a pencil icon). The "Finish: Edit Event" button is highlighted with an orange circle. At the very bottom of the page, there is a dark navigation bar with links for "All Entertainment", "All Recreation", and "Mobile".

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

The screenshot displays an event management interface. At the top, a dark teal header bar contains a circular icon with a 'D' and a red button with a list icon. Below the header is a grid with columns for 'Theater', 'Comedy Club', 'Atrium', 'Reception, Tour Desk', 'Lounge', and 'Library'. The rows represent time slots from 8:15 PM to 1:00 AM. Several events are scheduled: 'Stand Up Comedy' in the Comedy Club (8:30 PM - 9:00 PM), 'Violin Melodies' in the Atrium (9:30 PM - 11:00 PM), and 'Meet for City Tour' in the Comedy Club (10:00 PM - 11:00 PM). A detailed view for the 'Violin Melodies' event is open on the right, showing the following information:

- TITLE:** Violin Melodies
- TIME:** 09:30pm - 11:00pm
- VENUE:** Atrium
- SEGMENT:** THE BOURGEOIS
- LEVELS:** None
- ATTRIBUTES:** None
- DESCRIPTION:** None [Show All](#)
- ENDPOINTS:** ☒ Default to Library

On the far right of the detailed view, there are four icons: an orange edit icon, an eye icon, a refresh icon, and a red trash icon.



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".

The screenshot shows the 'Edit Event' form for an event titled 'Violin Melodies'. At the top left, there is an 'IMAGE OVERLAY' section with a dashed box and a plus sign. Below this, the form contains several input fields: '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), and 'HIGHLIGHTS'. A '+ Add Call to Action' button is located below the 'HIGHLIGHTS' field. At the bottom, there is a status bar showing 'Event Selected: Violin Melodies' and three buttons: 'Go Back' (highlighted with an orange circle), 'Delete Event', and 'Finish: Edit Event'.

## 13 Click this icon.

The screenshot shows the 'Edit Event' form for an event titled 'Violin Melodies'. The form is divided into two main sections: 'Event Details' on the left and a list of existing events on the right. The 'Event Details' section includes fields for 'TITLE \*' (Violin Melodies), 'DESCRIPTION' (None), 'DURATION (MINUTES) \*' (60), and 'DISPLAY OPTIONS' (Show finish time). The 'Event Details' section also has an 'IMAGES' section with three image slots, each with a plus sign and a yellow checkmark. A 'Duplicate This Event' button with a plus icon is highlighted with an orange circle. The right section, titled 'Create a New Event' and 'Use an Existing Event', contains a list of existing events: 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, and Movie. The 'Duplicate This Event' button is located at the top right of the 'Event Details' section.



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

The screenshot shows the 'Edit Event' form with the title 'Violin Melodies'. An orange circle highlights the 'Clear Form' button located to the right of the title field. The form includes fields for Description, Segment (set to 'The Bourgeois'), Levels (with a search bar), and Attributes (with a search bar). On the right, there are radio buttons for 'Create a New Event' and 'Use an Existing Event', followed by a list of event categories with radio buttons.

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

The screenshot shows the 'Edit Event' form with the title field empty. An orange circle highlights the 'Clear Form' button. The form includes fields for Description, Segment (set to 'None'), Levels (with a search bar), and Attributes (with a search bar). On the right, there are radio buttons for 'Create a New Event' and 'Use an Existing Event', followed by a list of event categories with radio buttons.

## 16 Click the checkbox to select the event.

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

### Edit Event

#### 1. Select Event

Clear Form

**TITLE \***  
Camp

**DESCRIPTION**

**SEGMENT**  
None

**LEVELS**  
Search...

**ATTRIBUTES**  
Search...

☐ 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.

- ☒ Camp Junior
- ☐ Camp Adventures
- ☐ FIT Bootcamp

## 17 Click "Next: Enter Event Details"

**IMAGES**

**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) \***  
120

**DISPLAY OPTIONS**  
Show finish time

**SEGMENT**  
Kids

**LEVELS**

Event Selected: Camp Junior

Typeahead Filter Mode: Any

**Next: Enter Event Details**

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

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

The screenshot shows a web form for editing an event. At the top left, there is a dashed box with a plus sign, labeled "IMAGE OVERLAY". Below this, the form contains several input fields and buttons. The "VENUE" field is a dropdown menu with "Atrium" selected. The "START TIME" field is a text input with "21:30" and a clock icon. The "END TIME" field is a text input with "23:00" and a clock icon. Below these, there are three more fields: "EVENTS VENUE NAME", "EVENTS DECK NAME", and "TIME DISPLAY" (a dropdown menu with "Show finish time (Library's default)" selected). The "DAY" field is a dropdown menu with "6" selected. The "HIGHLIGHTS" field is a text input. Below these fields, there is a button labeled "+ Add Call to Action". At the bottom of the form, there is a section labeled "Event Selected: Camp Junior". To the right of this section, there are three buttons: "Go Back", "Delete Event" (with a trash icon), and "Finish: Edit Event" (which is highlighted with an orange circle).

IMAGE OVERLAY

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  
All Recreation 4:00 AM