

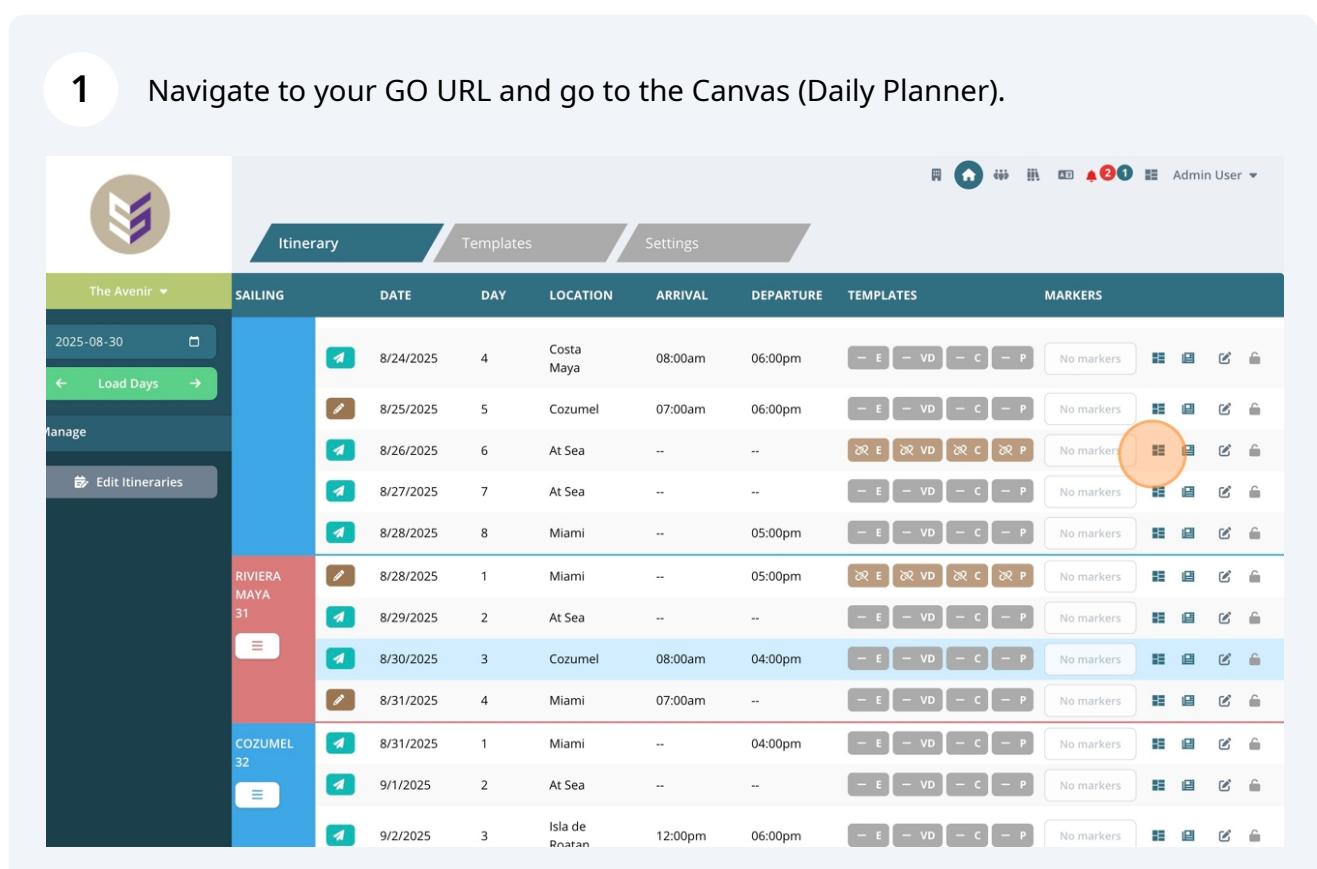
# How to edit and replace an event on canvas?

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_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.**

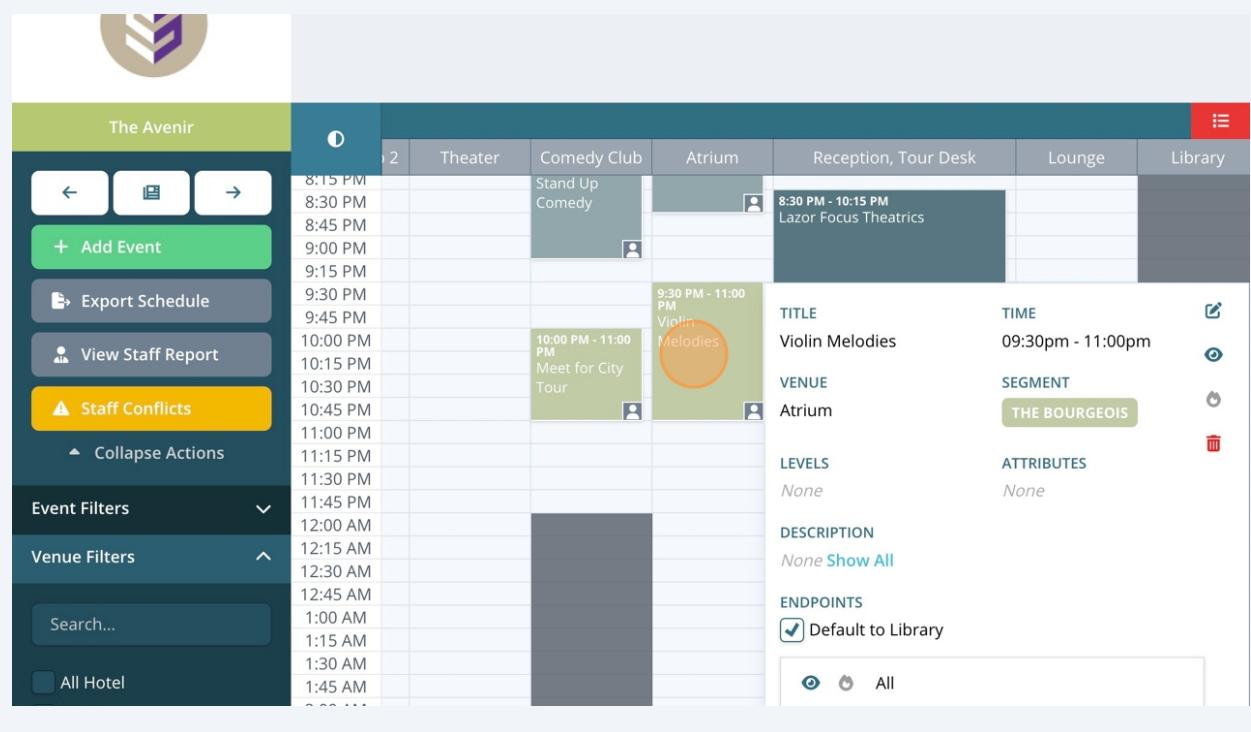
- 1 Navigate to your GO URL and go to the Canvas (Daily Planner).



The Avenir		SAILING	DATE	DAY	LOCATION	ARRIVAL	DEPARTURE	TEMPLATES	MARKERS
2025-08-30	Load Days		8/24/2025	4	Costa Maya	08:00am	06:00pm	- E - VD - C - P	No markers
RIVIERA MAYA	Manage		8/25/2025	5	Cozumel	07:00am	06:00pm	- E - VD - C - P	No markers
31	Edit Itineraries		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	8/28/2025	1	Miami	--	05:00pm	- E - VD - C - P	No markers
		31	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	8/31/2025	1	Miami	--	04:00pm	- E - VD - C - P	No markers
		32	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

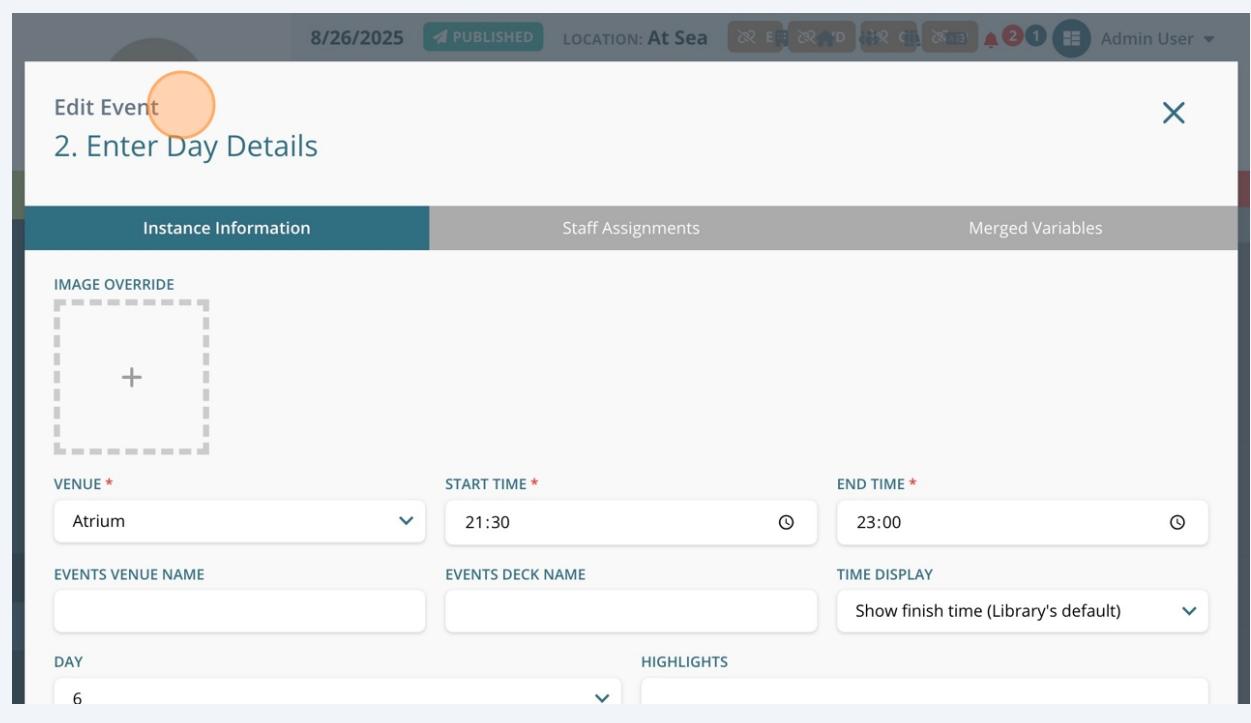
2 Users can open the 'Edit Event' box in three ways:

1. Double-click the event itself;



The screenshot shows a software interface for managing events. On the left, there's a sidebar with buttons for 'Add Event', 'Export Schedule', 'View Staff Report', 'Staff Conflicts' (which is highlighted with a yellow circle), and 'Collapse Actions'. Below these are 'Event Filters' and 'Venue Filters' dropdowns, and a search bar. The main area is a calendar grid for 'The Avenir'. A specific event, 'Violin Melodies', is highlighted with a green box and a yellow circle. To the right of the calendar, there's a detailed event card with fields for Title, Time, Venue, Segment, Levels, Attributes, Description, and Endpoints. A checkbox for 'Default to Library' is checked.

3 Proceed with edits in the Edits Event box.



The screenshot shows the 'Edit Event' dialog box. At the top, it says 'Edit Event' and '2. Enter Day Details'. The dialog has tabs for 'Instance Information', 'Staff Assignments', and 'Merged Variables'. Under 'Instance Information', there are fields for 'VENUE \*' (set to 'Atrium'), 'START TIME \*' (set to '21:30'), 'END TIME \*' (set to '23:00'), 'EVENTS VENUE NAME' (empty), 'EVENTS DECK NAME' (empty), and 'TIME DISPLAY' (set to 'Show finish time (Library's default)'). At the bottom, there's a 'DAY' dropdown set to '6' and a 'HIGHLIGHTS' section.

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

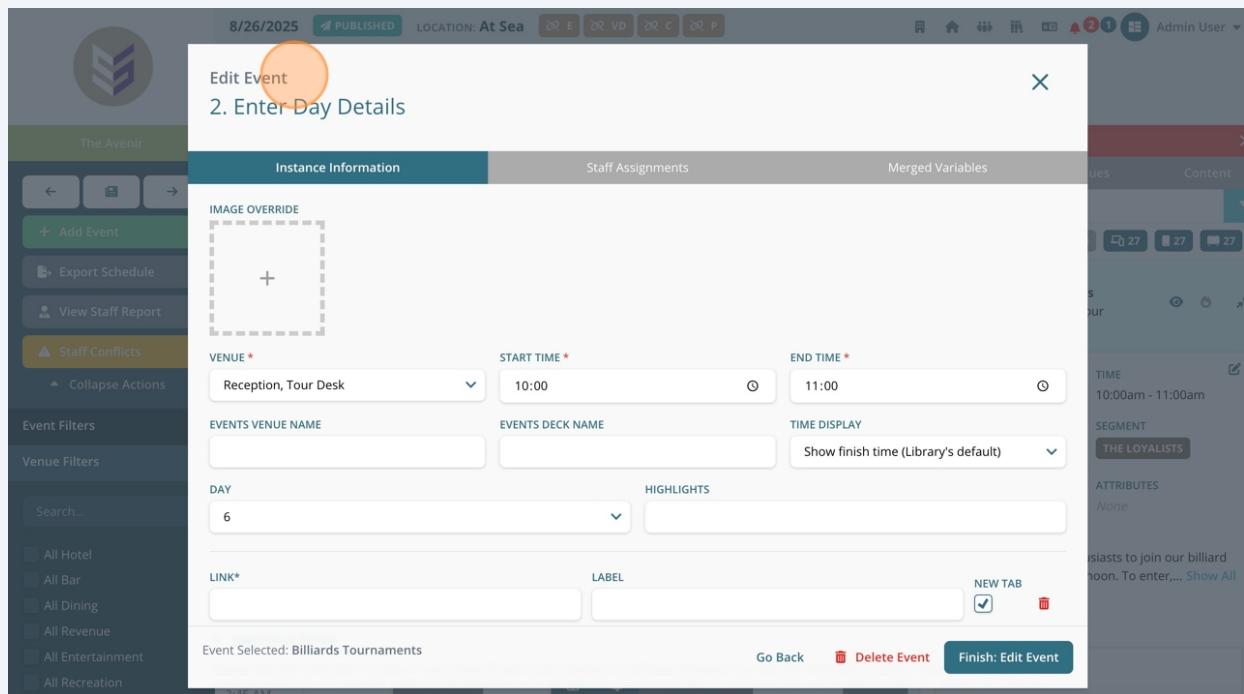
Double-click the event you wish to edit.

Or:

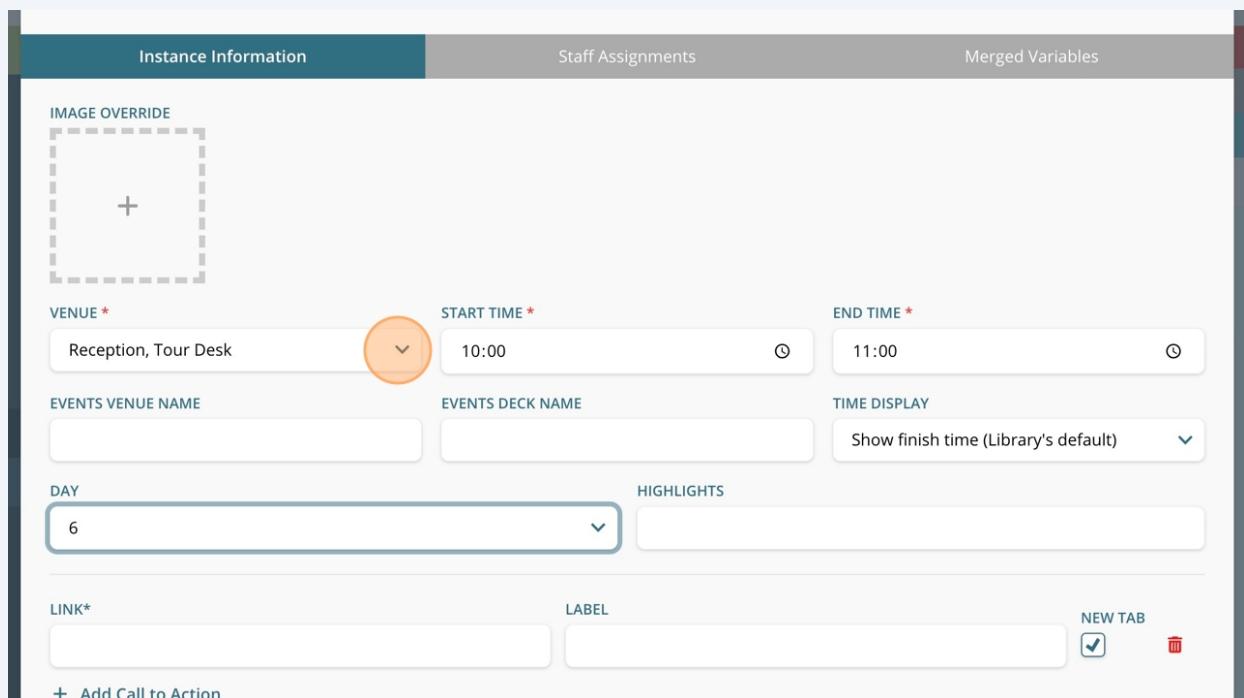
Click the "Expandable Arrows" icon of the event you wish to edit & then click the "edit" icon.

Time	Event	Venue
10:00am	Billiards	Tournaments Reception, Tour Desk
12:00pm	Lights Out	Pool
12:00pm	Kids Open House	Kids Club
12:00pm	Teens Open House	Teen Club
01:30pm	Cooking School	Café
01:30pm	Outdoor Movie	Pool
02:00pm	TBD General Sports Court (archived)	
	Musical	

8 Proceed with edits in the Edits Event box.



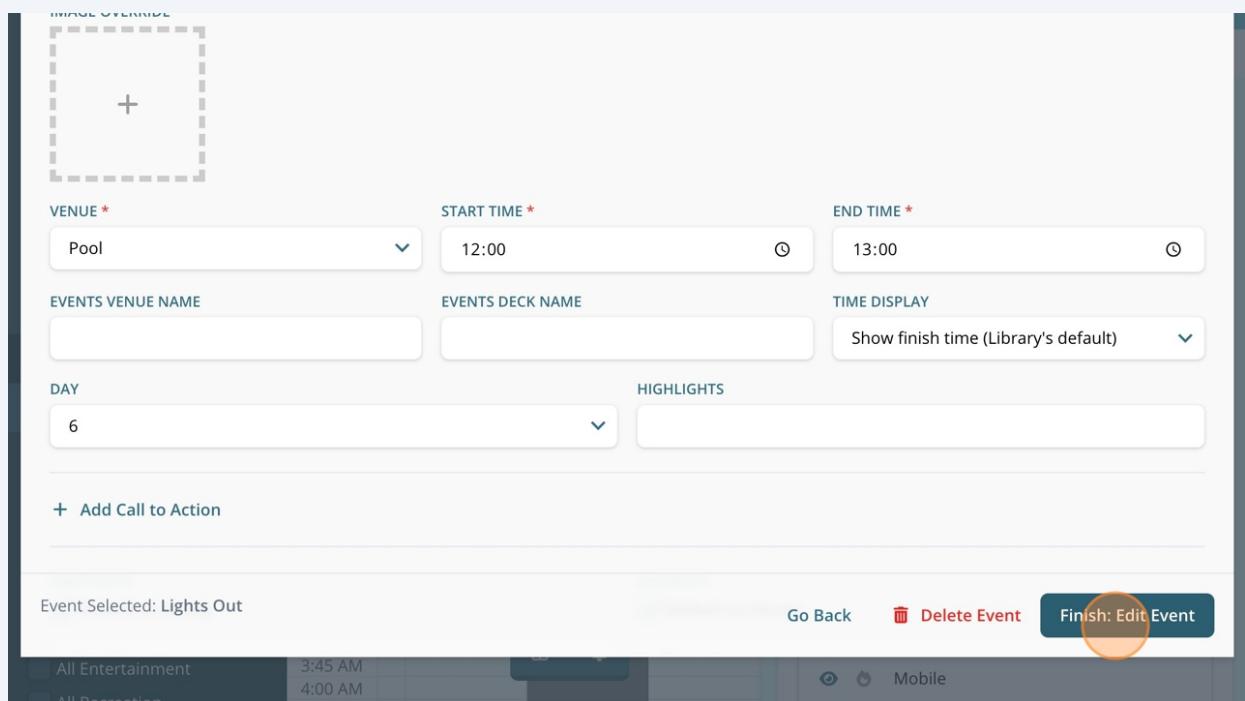
9 Using any of the three methods will open the 'Edit Event' box. Here, users can make the necessary changes to the event.





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.

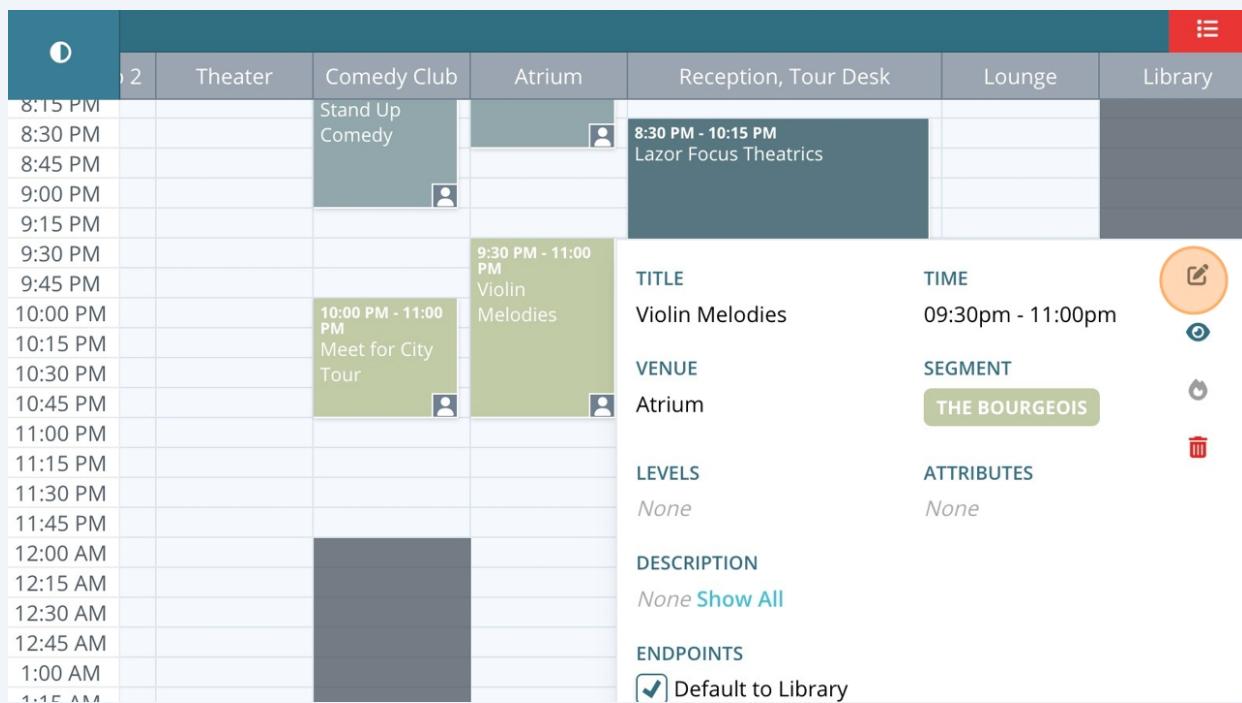
**10** Click "Finish: Edit Event" to save your changes.



The screenshot shows the 'Edit Event' form. At the top left is a placeholder for an image with a plus sign. Below it are fields for 'VENUE \*' (set to 'Pool'), 'START TIME \*' (set to 12:00), and 'END TIME \*' (set to 13:00). To the right 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)'. Below these are sections for 'DAY' (set to '6') and 'HIGHLIGHTS', which is empty. At the bottom left is a note 'Event Selected: Lights Out'. On the right are buttons for 'Go Back', 'Delete Event' (in red), and 'Finish: Edit Event' (which is circled in orange). At the very bottom are buttons for 'All Entertainment' (selected), 'All Recreation', and 'Mobile'.

11

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



The screenshot shows a software interface for managing events. At the top, there is a navigation bar with icons for 'D', '2', 'Theater', 'Comedy Club', 'Atrium', 'Reception, Tour Desk', 'Lounge', and 'Library'. Below the navigation bar is a calendar grid showing events from 8:15 PM to 1:00 AM. The 'Comedy Club' slot at 8:30 PM is highlighted in dark blue and contains the text 'Stand Up Comedy'. The 'Atrium' slot at 8:30 PM is highlighted in light blue and contains the text '8:30 PM - 10:15 PM Lazor Focus Theatrics'. The 'Atrium' slot at 9:30 PM is highlighted in light green and contains the text '9:30 PM - 11:00 PM Violin Melodies'. The 'Atrium' slot at 10:00 PM is highlighted in light green and contains the text '10:00 PM - 11:00 PM Meet for City Tour'. To the right of the calendar, a detailed event card is displayed for the 'Violin Melodies' event:

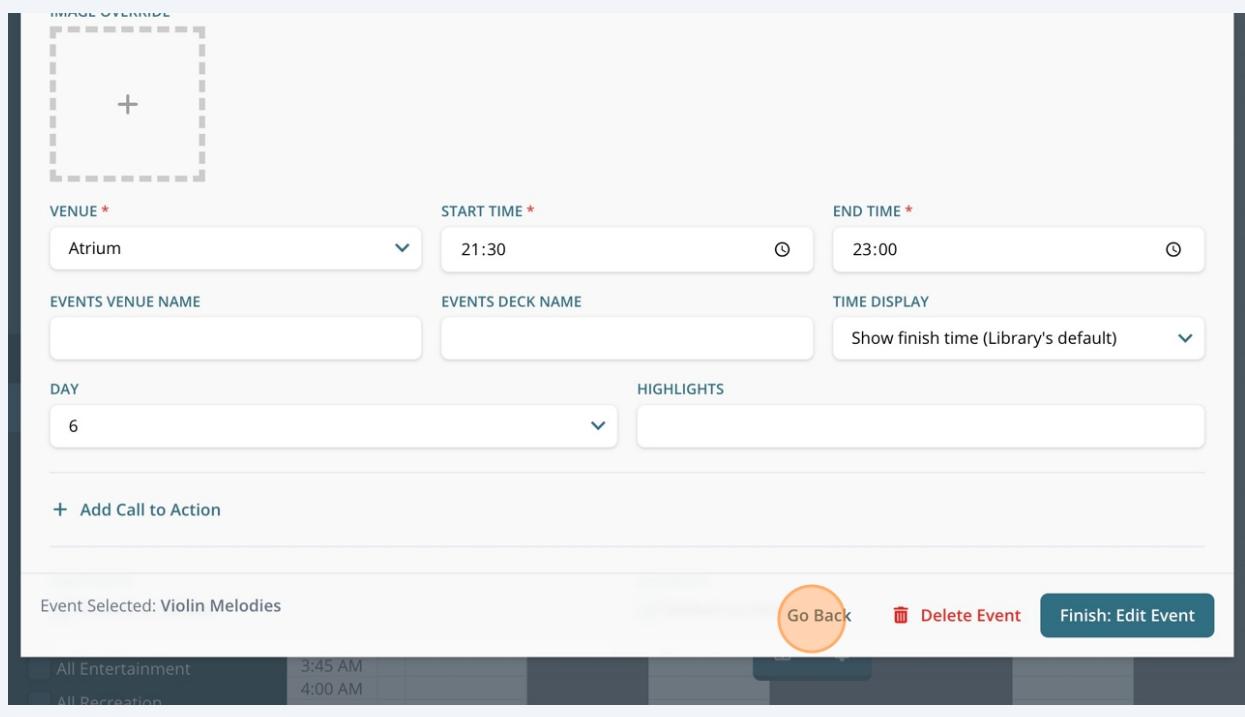
<b>TITLE</b>	<b>TIME</b>
Violin Melodies	09:30pm - 11:00pm
<b>VENUE</b>	<b>SEGMENT</b>
Atrium	THE BOURGEOIS
<b>LEVELS</b>	<b>ATTRIBUTES</b>
None	None
<b>DESCRIPTION</b>	
None <a href="#">Show All</a>	
<b>ENDPOINTS</b>	
<input checked="" type="checkbox"/> Default to Library	

On the far right of the event card, there is an orange circular button with a white edit icon (pencil). Below the event card, there are several small circular icons with icons for edit, delete, and other actions.

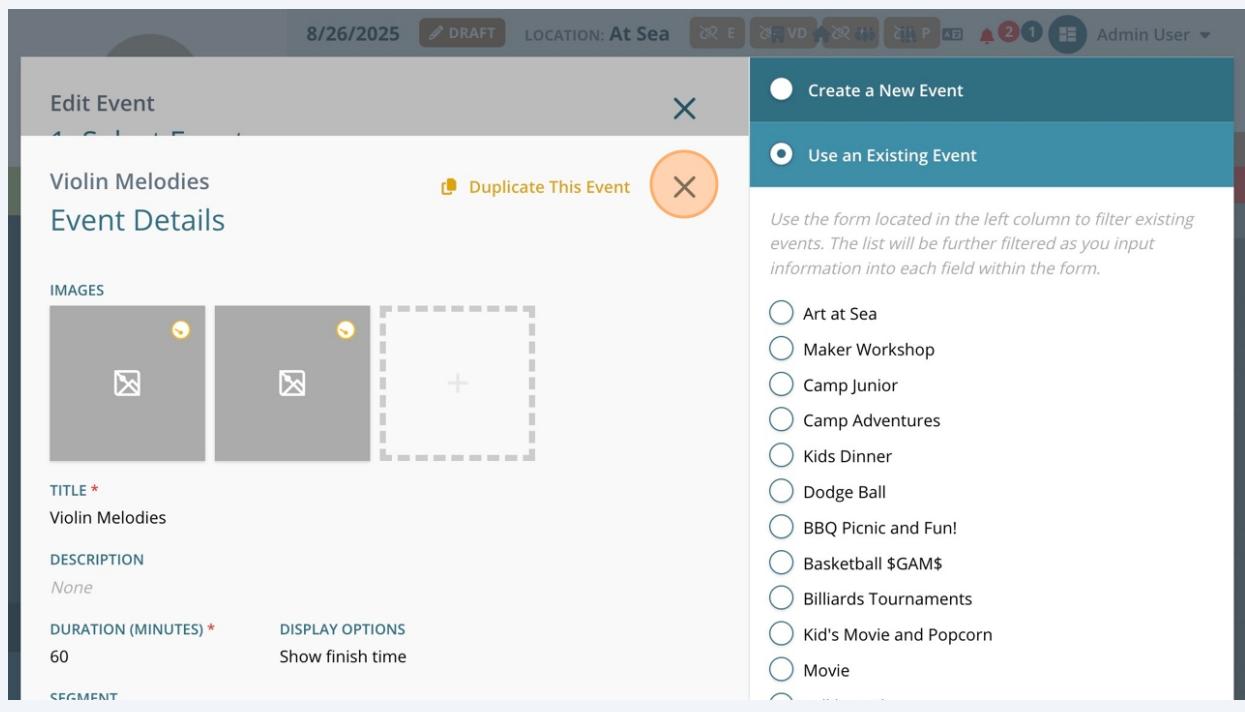


Tip! This tool is handy for changing an event while keeping its location and time intact. Users can replace the event without losing previous details, avoiding the need to delete and add a new one.

12 Click "Go Back".



13 Click this icon.



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

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

Edit Event

1. Select Event

TITLE \*  Clear Form

DESCRIPTION

SEGMENT

LEVELS

ATTRIBUTES

Create a New Event

Use an Existing Event

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.

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

Edit Event

1. Select Event

TITLE \* Clear Form

DESCRIPTION

SEGMENT

LEVELS

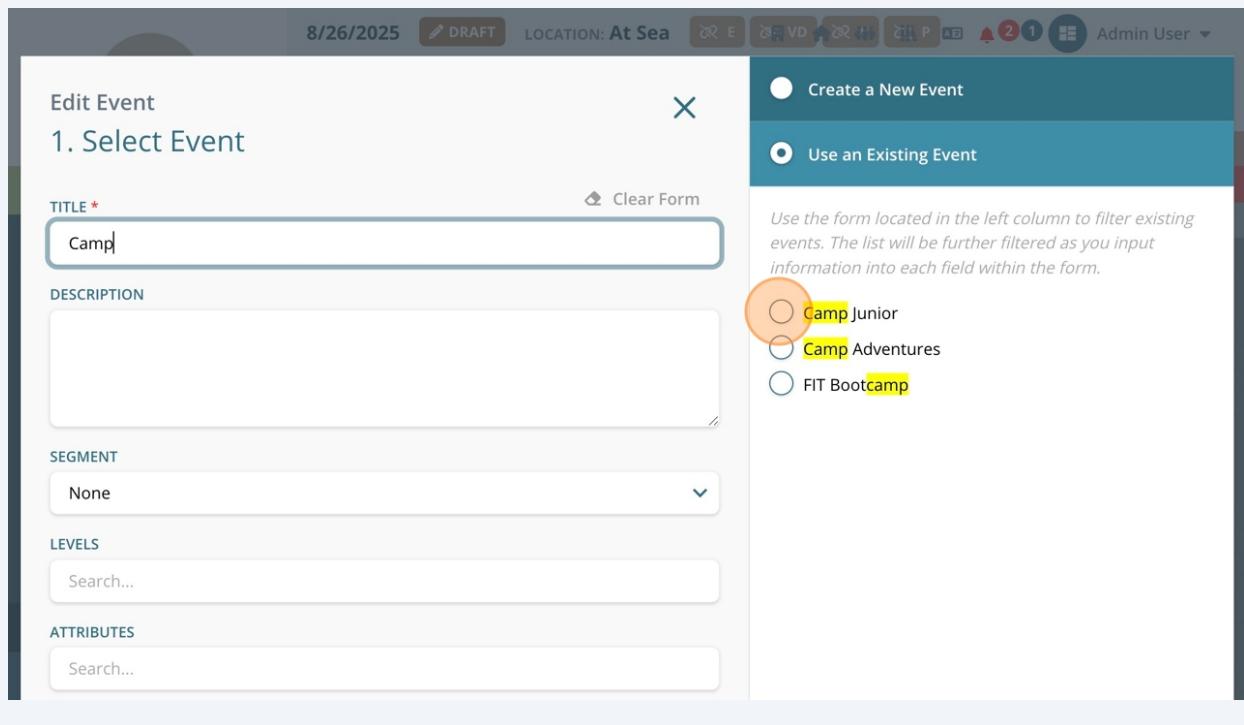
ATTRIBUTES

Create a New Event

Use an Existing Event

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 Admin User

Edit Event X

### 1. Select Event

**TITLE \*** Camp Clear Form

**DESCRIPTION**

**SEGMENT** None

**LEVELS** Search...

**ATTRIBUTES** Search...

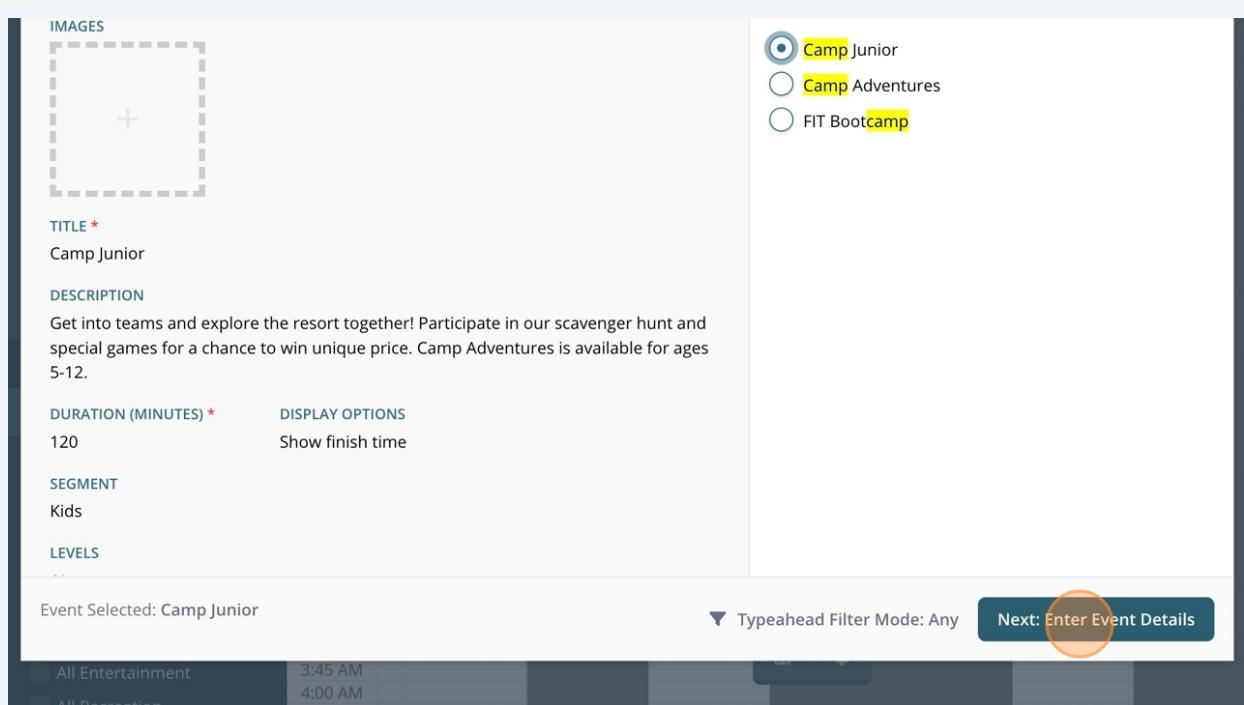
**Event Options:**

- 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.

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

All Entertainment 3:45 AM

All Recreation 4:00 AM

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