

GO by Spark - How to add, edit, and archive Scribe content on the Content Library?

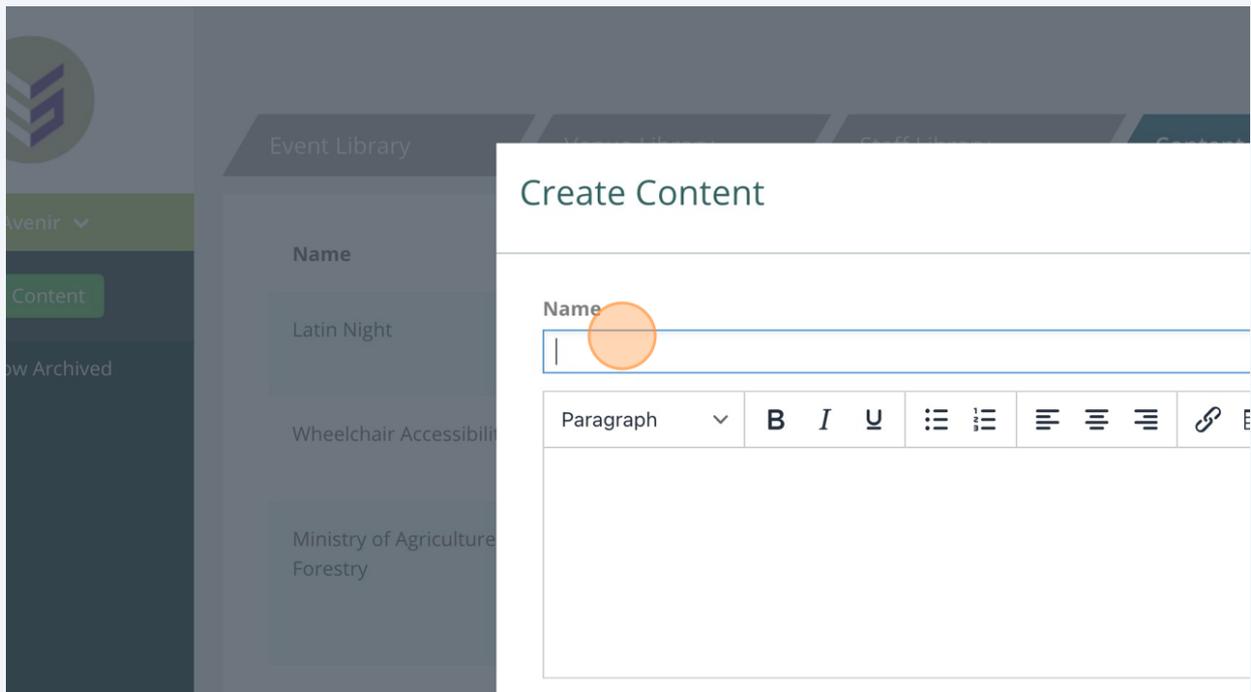
GO Libraries have all staff, event, content, and venue data from the client that populates on guest facing materials. Users have the ability to add and edit library items through GO.

1 Navigate to your GO Software URL and open the Content Library.

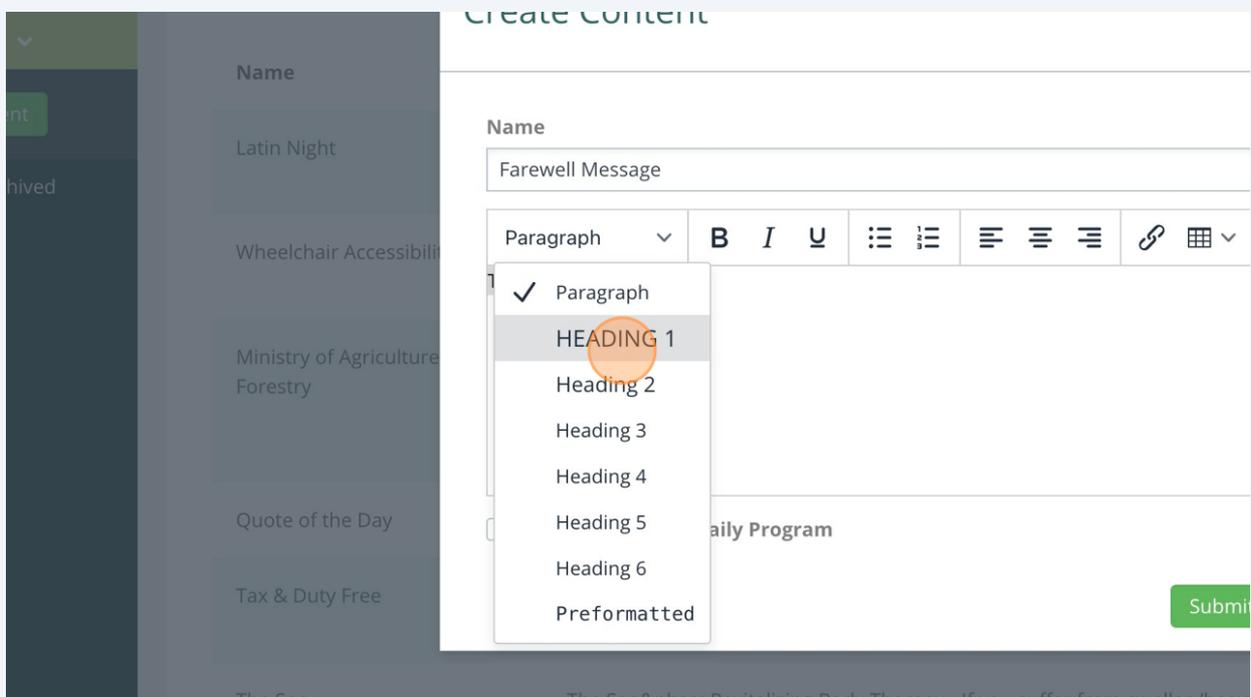
2 Click "Add Content".

Name	Content
Latin Night	Latin Night Enjoy a night under the stars with the Caribbean's finest Latin Be musical instruments provided to jump in on the fun.
Wheelchair Accessibility	Wheelchair Accessibility Please be advised that the shore side pontoc proceeding ashore are required to walk along the pontoon.
Ministry of Agriculture and Forestry	Ministry of Agriculture and Forestry As a reminder, the Local Department of ship's stores from the vessel. Items that cannot be removed of ship's stores dairy products, and other consumable food items as well as any flowers or p bottled drinking water. Be aware that bags may be inspected on your way as authority.

3 In the "Name" field, write an internal name to identify the Content Blurb.

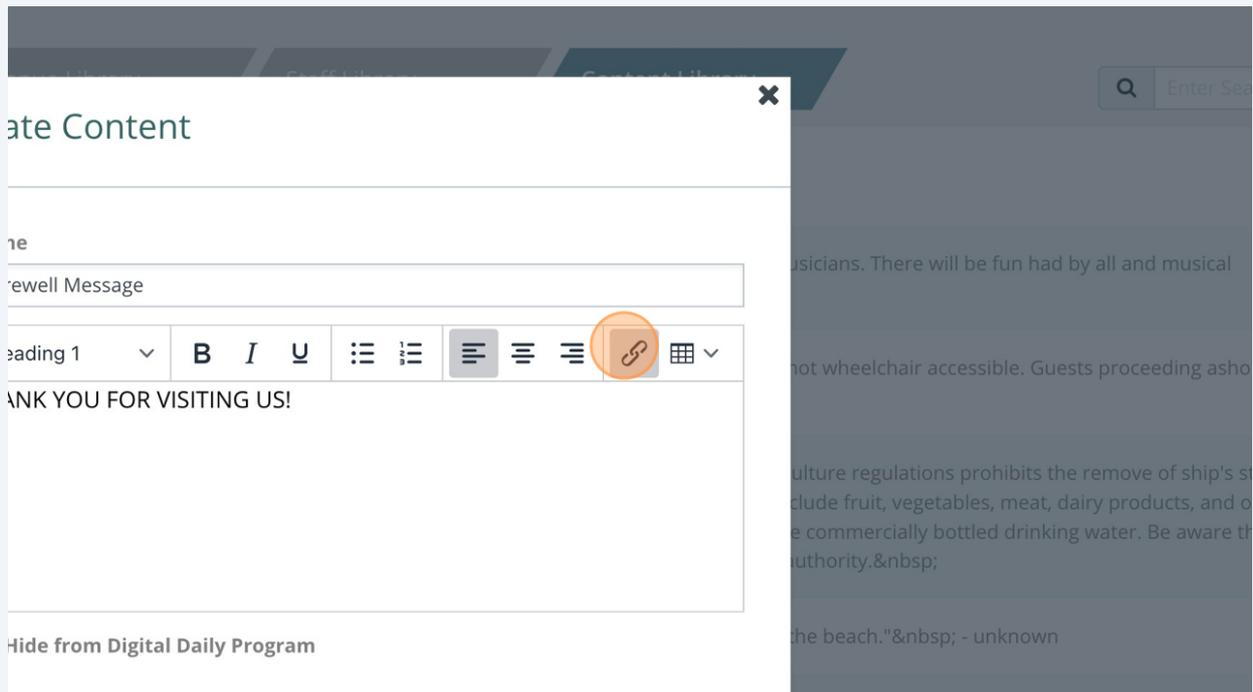


4 In description section, write exactly what should populate including a title if needed. Users have the ability to change the style of the text.



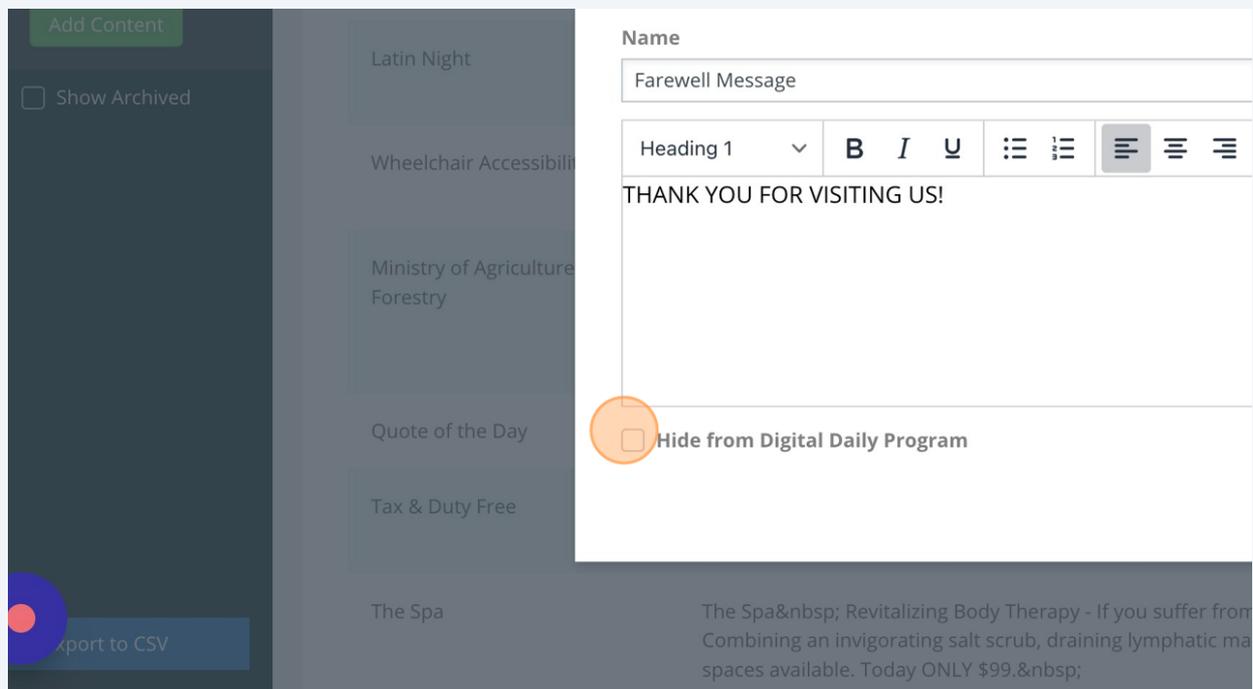
5

Click here to add a URL for the content blurb. This URL will populate and be accessible when this piece of content is displayed in the Digital Daily Program.



6

If this content should be hidden from the Digital Daily Program and only be displayed on the print program when added, choose "Hide from Digital Daily Program".



7

To edit the content, simply click on the content blurb to edit and make the corresponding changes.

The screenshot shows a list of content blurbs in a management interface. The blurbs are as follows:

- IMPORTANT NUMBERS**: IMPORTANT NUMBERS Dining ReservationsDial 2 Concierge Reservations.....Dial 5 Room Service.....Dial 3 Show ClubsDial 4 Shore Excursions
- DRINK OF THE DAY**: DRINK OF THE DAY Enjoy Drunken Monkey Rum Cocktails in our Pool Bar for c
- PORT AGENT CONTACT INFORMATION**: PORT AGENT CONTACT INFORMATION Samantha Williams Mobile: +1 (305) XX
- Header - TEEN & KIDS CLUB**: Teen & Kids Club
- HELPFUL TIPS FOR TOMORROW'S PORT**: IN THE KNOW FOR TOMORROW'S PORT OF CALL Talk to our Excursions and P in the Theater.
- Bad Weather**: Mist out on deck
- Farewell Message**: Thank you for visiting us!

The 'Farewell Message' blurb is highlighted in yellow, and an orange circle is drawn around it to indicate it is the selected item for editing.

8

Content cannot be deleted but users have the ability to archive the content blurbs. Simply select the existing Content Blurb and click "Archive".

The screenshot shows a form for editing a content blurb. The form includes the following elements:

- Name**: Farewell Message
- Text Editor**: A rich text editor with a toolbar containing options for Paragraph, Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Indent, Outdent, Link, and Table. The text inside the editor reads "THANK YOU FOR VISITING US".
- Checkbox**: Hide from Digital Daily Program
- Buttons**: "Archive" (highlighted with an orange circle) and "Submit".

Below the form, a preview of the content is shown, displaying "Thank you for visiting us".



Tip! Click "Export to CSV" in the bottom left corner if you want to download all content data to a CSV file.