

# Canvas Icons Overview

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


[scribehow.com/embed-preview/Canvas Icons Overvi...](https://scribehow.com/embed-preview/Canvas%20Icons%20Overvi...)

This guide provides an overview of the different icons and actions available in Canvas. It walks you through various steps and clicks to demonstrate how to use the icons and actions effectively.

1




The "Canvas/Daily Planner" icon is highlighted below. Wherever you see it, clicking on it will redirect you to the Canvas. The specific day will depend on where you click — in this example, it will open August 20, 2025.

2 Click here to view previous Day.



DATE: **5/8/2024** LOCATION: **George Town** [Events](#) [Venue](#) [Print](#)

The Avenir





[+ Add Event](#)

[Export Schedule](#)

[View Staff Report](#)


[Collapse Actions](#)

Event Filters 

Venue Filters 




	7 Night West Caribbean 88 (Day 4)				
	Escape Room	Retail Shop 1	Retail Shop 2	Sky Bar	Theatre
6:45 AM					
7:00 AM					
7:15 AM					
7:30 AM					
7:45 AM					
8:00 AM					
8:15 AM					
8:30 AM					
8:45 AM					
9:00 AM					

3 Click here to view next Day.



DATE: **5/7/2024** LOCATION: **Ocho Ríos** [Events](#) [Venue](#) [Print](#)

The Avenir





[+ Add Event](#)

[Export Schedule](#)

[View Staff Report](#)


[Collapse Actions](#)

Event Filters 

Venue Filters 

	7 Night West Caribbean 88 (Day 3)				
	Escape Room	Retail Shop 1	Retail Shop 2	Sky Bar	Theatre
6:45 AM					
7:00 AM					
7:15 AM					
7:30 AM					
7:45 AM					
8:00 AM					
8:15 AM					
8:30 AM					
8:45 AM					
9:00 AM					


4 Click here to navigate to Feed Editor/Print Program.



DATE: **5/8/2024** LOCATION: **George Town** [Events](#) [Venue](#) [Print](#)


The Avenir


←



→

+ Add Event

 Export Schedule

 View Staff Report

▲ Collapse Actions


Event Filters ▼

Venue Filters ▼

7 Night West Caribbean 88 (Day 4)

	Escape Room	Retail Shop 1	Retail Shop 2	Sky Bar	Theater
6:45 AM					
7:00 AM					
7:15 AM					
7:30 AM					
7:45 AM					
8:00 AM					
8:15 AM					
8:30 AM					
8:45 AM					
9:00 AM					


5 Click here to add an Event to the day.



DATE: **5/8/2024** LOCATION: **George Town** [Events](#) [Venue](#) [Print](#)


The Avenir


←



→

+ Add Event

 Export Schedule

 View Staff Report

▲ Collapse Actions

Event Filters ▼

Venue Filters ▲

7 Night West Caribbean 88 (Day 4)

	Escape Room	Retail Shop 1	Retail Shop 2	Sky Bar	Theater
10:00 AM					
10:15 AM					
10:30 AM					
10:45 AM					
11:00 AM					
11:15 AM					
11:30 AM					
11:45 AM					
12:00 PM					
12:15 PM					

6 Click here to Export Schedule as a CSV file.

The screenshot shows the 'The Avenir' app interface. On the left is a sidebar with a menu. The main area displays a schedule for '7 Night West Caribbean 88 (Day 4)'. The 'Export Schedule' button in the sidebar is highlighted with an orange circle.

The Avenir		7 Night West Caribbean 88 (Day 4)				
		Escape Room	Retail Shop 1	Retail Shop 2	Sky Bar	Theatre
10:00 AM						
10:15 AM						
10:30 AM						
10:45 AM						
11:00 AM						
11:15 AM			11:15 - 12:15p Art at Sea			
11:30 AM						
11:45 AM						
12:00 PM						
12:15 PM						
12:30 PM						

7 Click here to View Staff Report.

The screenshot shows the 'The Avenir' app interface. On the left is a sidebar with a menu. The main area displays a schedule for '7 Night West Caribbean 88 (Day 4)'. The 'View Staff Report' button in the sidebar is highlighted with an orange circle.

The Avenir		7 Night West Caribbean 88 (Day 4)				
		Escape Room	Retail Shop 1	Retail Shop 2	Sky Bar	Theatre
10:00 AM						
10:15 AM						
10:30 AM						
10:45 AM						
11:00 AM						
11:15 AM			11:15 - 12:15p Art at Sea			
11:30 AM						
11:45 AM						
12:00 PM						
12:15 PM						
12:30 PM						
12:45 PM						
1:00 PM						



8 Click "Collapse Actions" to hide the icons above.

The screenshot shows the 'The Avenir' event management interface. On the left sidebar, the 'Collapse Actions' button is highlighted with an orange circle. The main area displays a calendar for '7 Night West Caribbean 88 (Day 4)' with columns for 'Escape Room', 'Retail Shop 1', 'Retail Shop 2', 'Sky Bar', and 'Theater'. A calendar grid shows times from 10:00 AM to 1:15 PM. An event titled '11:15 - 12:15p Art at Sea' is scheduled for 11:15 AM in the 'Retail Shop 1' column. The event is represented by a green block with a small icon in the bottom right corner.

9 Click "Show Actions" to unhide the icons.

The screenshot shows the 'The Avenir' event management interface. On the left sidebar, the 'Show Actions' button is highlighted with an orange circle. The main area displays a calendar for '7 Night West Caribbean 88 (Day 4)' with columns for 'Escape Room', 'Retail Shop 1', 'Retail Shop 2', 'Sky Bar', and 'Theater'. A calendar grid shows times from 10:00 AM to 12:15 PM. An event titled '11:15 - 12:15p Art at Sea' is scheduled for 11:15 AM in the 'Retail Shop 1' column. The event is represented by a green block with a small icon in the bottom right corner. The interface also includes a header with the date '5/8/2024', location 'George Town', and navigation links for 'Events', 'Venue', and 'Print'.

10 Click this icon to filter the Events.

The screenshot shows a scheduling interface with a dark sidebar on the left and a grid on the right. The sidebar contains navigation buttons (back, home, forward), action buttons (+ Add Event, Export Schedule, View Staff Report, Collapse Actions), and filter sections (Event Filters and Venue Filters). The Venue Filters section is expanded, showing a search bar and checkboxes for All Hotel, All Bar, All Dining, and All Revenue. The grid has a time column on the left and several venue columns on the top. A yellow event block labeled '11:15 - 12:15p Art at Sea' is visible in the grid. A red circle highlights a small icon in the Event Filters section of the sidebar.

	10:00 AM	10:15 AM	10:30 AM	10:45 AM	11:00 AM	11:15 AM	11:30 AM	11:45 AM	12:00 PM	12:15 PM	12:30 PM	12:45 PM	1:00 PM	1:15 PM	1:30 PM	1:45 PM
10:00 AM																
10:15 AM																
10:30 AM																
10:45 AM																
11:00 AM																
11:15 AM																
11:30 AM																
11:45 AM																
12:00 PM																
12:15 PM																
12:30 PM																
12:45 PM																
1:00 PM																
1:15 PM																
1:30 PM																
1:45 PM																

11 Click here to filter the venues that display on the Canvas Grid.

The screenshot shows the same scheduling interface as above, but with different venue headers: Theater, Retail Shop 1, Retail Shop 2, and Sky Bar. The grid is currently empty. A red circle highlights the same icon in the Event Filters section of the sidebar as in the previous image.

	Theater	Retail Shop 1	Retail Shop 2	Sky Bar
10:00 AM				
10:15 AM				
10:30 AM				
10:45 AM				
11:00 AM				
11:15 AM				
11:30 AM				
11:45 AM				
12:00 PM				
12:15 PM				
12:30 PM				
12:45 PM				
1:00 PM				
1:15 PM				

12 Click the red "x" to clear all venue filters.

Click the grey "x" beside a venue to clear that specific venue.

The screenshot displays a venue management interface for 'The Avenir'. At the top, it shows the date '4/15/2025', a 'DRAFT' status, and the location 'Isla de Roatan'. A toolbar contains icons for various functions. Below this, a row of filters is visible, including 'CLEAR ALL FILTERS' (highlighted with a red circle), 'RECEPTION, TOUR DESK', 'BOUTIQUE', 'FITNESS CENTER', 'GUEST SERVICES', 'CASINO', 'THEATER', 'RETAIL SHOP 1', 'RETAIL SHOP 2', 'TYPE:HOTEL', and 'TYPE:REVENUE'. A message states 'You are viewing a draft version. Click here to view the published version.' The main section is a schedule grid for 'COZUMEL 18 (Day 3)'. The grid has columns for 'Theater', 'Retail Shop 1', 'Retail Shop 2', 'Reception, To...', 'Guest Services', 'Casino', and 'Boutique'. The rows represent time slots from 4:15 PM to 9:00 PM. A red horizontal line is drawn across the grid at the 6:00 PM time slot. A sidebar on the left contains navigation buttons: 'Publish Draft', 'Add Event', 'Export Schedule', 'View Staff Report', 'Staff Conflicts', and 'Collapse Actions'. At the bottom of the sidebar are 'Event Filters' and 'Venue Filters' sections.

4/15/2025 DRAFT LOCATION: Isla de Roatan

**CLEAR ALL FILTERS** \* RECEPTION, TOUR DESK \* BOUTIQUE \* FITNESS CENTER \* GUEST SERVICES \* CASINO  
\* THEATER \* RETAIL SHOP 1 \* RETAIL SHOP 2 \* TYPE:HOTEL \* TYPE:REVENUE

You are viewing a draft version. [Click here to view the published version.](#)


The Avenir

COZUMEL 18 (Day 3)








	Theater	Retail Shop 1	Retail Shop 2	Reception, To...	Guest Services	Casino	Boutique
4:15 PM							
4:30 PM							
4:45 PM							
5:00 PM							
5:15 PM							
5:30 PM							
5:45 PM							
6:00 PM							
6:15 PM							
6:30 PM							
6:45 PM							
7:00 PM							
7:15 PM							
7:30 PM							
7:45 PM							
8:00 PM							
8:15 PM							
8:30 PM							
8:45 PM							
9:00 PM							

8:30 PM - 10:15 PM  
Lazor Focus  
Theatrics

### 13 Click here to see a "Single Column" view.



8/20/2025 LOCATION: Cozumel — E — VD — C — P

 Admin User

The Avenir

←

→

+ Add Event

Export Schedule

View Staff Report

Collapse Actions

Event Filters

Venue Filters

Search...

All Hotel

All Bar

All Dining

All Revenue

All Entertainment

All Recreation

Reception, Tour Desk

Azul Restaurant

Boutique

Café

Avenir Restaurant

Grill

1

RIVIERA MAYA 30 (Day 3)

	Theater	Retail Shop 1	Retail Shop 2	Sky Bar	Theater	Comedy Club	Atrium	Reception, Tour ...	Loun
10:00 AM									
10:15 AM									
10:30 AM									
10:45 AM									
11:00 AM									
11:15 AM									
11:30 AM									
11:45 AM									
12:00 PM									
12:15 PM									
12:30 PM									
12:45 PM									
1:00 PM									
1:15 PM									
1:30 PM									
1:45 PM									
2:00 PM									
2:15 PM									
2:30 PM									
2:45 PM									
3:00 PM									
3:15 PM									
3:30 PM									

Single Column

## 14 Click here to customize view options.

Options you can edit from here are: Column Width, Row Height, Daily Schedule Width & Staff Conflicts Width.

The screenshot displays a scheduling application interface. At the top, the date is 8/20/2025 and the location is Cozumel. The main header shows 'The Avenir' and 'RIVIERA MAYA 30 (Day 3)'. The interface is divided into a sidebar on the left and a main grid on the right. The sidebar contains navigation buttons (back, forward, add event), action buttons (export schedule, view staff report), and filter sections for 'Event Filters' and 'Venue Filters'. The 'Venue Filters' section includes a search bar and a list of venue categories with checkboxes: All Hotel, All Bar, All Dining, All Revenue, All Entertainment, All Recreation, Reception, Tour Desk, Azul Restaurant, Boutique, Café, Avenir Restaurant, and Grill. The main grid shows a daily schedule with columns for different venues (Theater, Retail Shop 1, Retail Shop 2, Sky Bar, Theater, Comedy Club, Atrium, Reception, Tour Desk, Lounge) and rows for time slots from 10:00 AM to 3:30 PM. A 'View Options' button is highlighted over a gear icon in the bottom right corner of the grid.

15 Click here to customize the Grid's view layout.


The screenshot shows a software interface for managing a schedule. On the left is a sidebar with navigation buttons (back, forward, add event, export schedule, view staff report, collapse actions) and filter sections for 'Event Filters' and 'Venue Filters'. The main area is a grid titled 'RIVIERA MAYA 30 (Day 3)' with columns for different venues: Theater, Retail Shop 1, Retail Shop 2, Sky Bar, Theater, Comedy Club, Atrium, Reception, Tour..., and Lounge. The rows represent time slots from 10:00 AM to 3:30 PM. A settings overlay titled 'COL WIDTH' is open, showing sliders for 'COL WIDTH' (120), 'ROW HEIGHT' (30), 'DAILY SCHEDULE WIDTH' (650), and 'STAFF CONFLICTS WIDTH' (350), with a 'Reset' button at the bottom.

16 Click this button to view the Meal Periods.

The screenshot shows the same software interface but for a different schedule titled '7 Night West Caribbean 88 (Day 4)'. The columns are Escape Room, Retail Shop 1, Retail Shop 2, Sky Bar, and Theater. The rows show time slots from 6:00 AM to 8:15 AM. A brown rectangular block labeled 'Breakfast' is visible in the 'Escape Room' column, spanning from 6:00 AM to 7:00 AM. A circular icon with a fork and knife is located above the grid. At the top right, there are filters for 'DATE: 5/8/2024' and 'LOCATION: George Town', along with buttons for 'Events', 'Venue', and 'Print'.

17

Click on the venue to open the Venue Details and add the opening hours and/or meal periods. You can also add a Call to Action from the Venue Details.



DATE: **5/8/2024** LOCATION: **George Town**
— Events — Venue — Print

**The Avenir**

← →

+ Add Event

Export Schedule

View Staff Report

Collapse Actions


Event Filters

Venue Filters

	7 Night West Caribbean 88 (Day 4)	Escape Room	Retail Shop 1	Retail Shop 2	Sky Bar	Theater
10:00 AM						
10:15 AM						
10:30 AM						
10:45 AM						
11:00 AM						
11:15 AM						
11:30 AM						
11:45 AM						
12:00 PM						
12:15 PM						

18

Double-click here (or in any cell on the Canvas) to add an Event to the day or to create a new Event.



DATE: **5/8/2024** LOCATION: **George Town**
— Events — Venue — Print

**The Avenir**

← →

+ Add Event

Export Schedule

View Staff Report

Collapse Actions

Event Filters

Venue Filters

	7 Night West Caribbean 88 (Day 4)	Escape Room	Retail Shop 1	Retail Shop 2	Sky Bar	Theater
10:00 AM						
10:15 AM						
10:30 AM						
10:45 AM						
11:00 AM						
11:15 AM						
11:30 AM						
11:45 AM						
12:00 PM						
12:15 PM						



19 Hover your mouse over the event to display the event details.

Or

Double-click event to edit its details.

8/12/2025 LOCATION: At Sea

COZUMEL 30 (Day 2)

The Avenir

Event Filters

Venue Filters

7:30 PM

7:45 PM

8:00 PM

8:15 PM

8:30 PM

8:45 PM

9:00 PM

9:15 PM

9:30 PM

9:45 PM

10:00 PM

10:15 PM

10:30 PM

10:45 PM

11:00 PM

11:15 PM

11:30 PM

11:45 PM

12:00 AM

12:15 AM

12:30 AM

12:45 AM

1:00 AM

1:15 AM

1:30 AM

1:45 AM

2:00 AM

2:15 AM

2:30 AM

2:45 AM

2:00 AM

9:00 PM - 10:00 PM Stand Up Comedy

TITLE

TIME

09:00pm - 10:00pm

VENUE

Comedy Club

SEGMENT

GENERAL

LEVELS

None

ATTRIBUTES

Entertainment

DESCRIPTION

With astonishing comedic grace, this legendary guest comedian charms audiences with a one-man var...

Show All

ENDPOINTS

☒ Default to Library

All

20 The blue line indicates the ships arrival hour into port.

DATE: 5/8/2024 LOCATION: George Town

Events Venue Print

Avenir

7 Night West Caribbean 88 (Day 4)

Escape Room

Retail Shop 1

Retail Shop 2

Sky Bar

Theater

Comedy

7:00 AM

7:15 AM

7:30 AM

7:45 AM

8:00 AM

8:15 AM

8:30 AM

8:45 AM

9:00 AM

9:15 AM

- 21 The red line indicates the ships departure hour from port.

→

Schedule

Report

Actions

⌵

⌵

⌵

7 Night West Caribbean 88 (Day 4)

	Escape Room	Retail Shop 1	Retail Shop 2	Sky Bar	Theater	Comedy Club	Atrium	Reception, Tour ...	E
12:15 PM									
12:30 PM									
12:45 PM									
1:00 PM									
1:15 PM									
1:30 PM									
1:45 PM									
2:00 PM									
2:15 PM									
2:30 PM									
2:45 PM									
3:00 PM									
3:15 PM									
3:30 PM									
3:45 PM									
4:00 PM									
4:15 PM									
4:30 PM									
4:45 PM									

- 22 Click here to view the events (Daily Schedule) by a chronological order.

23 Click this icon to add/create an Event to the day.

The screenshot shows the event management interface for 8/12/2025 at At Sea. The interface includes a sidebar with navigation options like 'The Avenir', 'Add Event', 'Export Schedule', and 'View Staff Report'. The main area displays a calendar for 'COZUMEL 30 (Day 2)' with a time slot grid. A red 'DAILY SCHEDULE' panel is open, showing a list of events. A green circle highlights the '+' icon in the 'Events' tab, indicating where to click to add a new event.

Time	Event Name	Venue
08:00am	Quiet the Mind Yoga	Fitness Center
08:00am	Monopoly Tournament	Café
09:00am	Exotic Mimosa Bar	Avenir Restaurant
09:30am	FIT Bootcamp	Fitness Center
10:00am	Basketball \$GAMS	Sports Court
11:30am	Dodge Ball	Sports Court
04:00pm	Alter Wild	Teen Club
04:15pm	Meet for City Tour	

24 Type in the "Search..." field to find an event in the Daily Schedule. You can search by event name or venue name.

The screenshot shows the same event management interface as above. A green circle highlights the 'Search...' field in the 'Events' tab of the 'DAILY SCHEDULE' panel, indicating where to type to search for an event by name or venue.

Time	Event Name	Venue
08:00am	Quiet the Mind Yoga	Fitness Center
08:00am	Monopoly Tournament	Café
09:00am	Exotic Mimosa Bar	Avenir Restaurant
09:30am	FIT Bootcamp	Fitness Center
10:00am	Basketball \$GAMS	Sports Court
11:30am	Dodge Ball	Sports Court
04:00pm	Alter Wild	Teen Club
04:15pm	Meet for City Tour	

25 Click the garbage icon to delete the event from this day.

The screenshot shows the event management interface for '8/12/2025' at 'At Sea'. The 'DAILY SCHEDULE' modal is open, displaying a list of events. The 'Quiet the Mind Yoga' event is highlighted, and a red circle highlights the garbage icon in the action column.

Events	Venues	Content
08:00am	Quiet the Mind Yoga	
09:00am	Fitness Center	
08:00am	Monopoly Tournament	
09:00am	Café	
09:00am	Exotic Mimosa Bar	
10:30am	Avenir Restaurant	
09:30am	FIT Bootcamp	
10:30am	Fitness Center	
10:00am	Basketball \$GAMS	
11:00am	Sports Court	
11:30am	Dodge Ball	
12:30pm	Sports Court	
04:00pm	Alter Wild	
05:00pm	Teen Club	
04:15pm	Meet for City Tour	

26 Click this icon to view the event details.

The screenshot shows the event management interface for '8/12/2025' at 'At Sea'. The 'DAILY SCHEDULE' modal is open, displaying a list of events. The 'Quiet the Mind Yoga' event is highlighted, and a red circle highlights the magnifying glass icon in the action column.

Events	Venues	Content
08:00am	Quiet the Mind Yoga	
09:00am	Fitness Center	

**Event Details:**

- TITLE:** Quiet the Mind Yoga
- TIME:** 08:00am - 09:00am
- VENUE:** Fitness Center
- SEGMENT:** THE POSH
- LEVELS:** None
- ATTRIBUTES:** Fitness
- DESCRIPTION:** Designed for all levels and beginners, Quiet the Mind Yoga welcomes you. During class we will pra... [Show All](#)
- ENDPOINTS:** ☒ Default to Library

27 Click this icon to edit the event, or simply double-click the event row.

The screenshot shows the event management interface. On the left is a sidebar for 'The Avenir' with navigation buttons and filters. The main area displays a calendar for 'COZUMEL 30 (Day 2)'. A 'DAILY SCHEDULE' modal is open, showing details for the event 'Quiet the Mind Yoga' at 'Fitness Center'. The modal includes fields for Title, Time, Venue, Segment, Levels, Attributes, Description, and Endpoints. An orange circle highlights the edit icon in the top right corner of the modal.

28 Click here to hide the event from the guest facing communication.

The screenshot shows the event management interface. On the left is a sidebar for 'The Avenir' with navigation buttons and filters. The main area displays a calendar for 'COZUMEL 30 (Day 2)'. A 'DAILY SCHEDULE' modal is open, showing a list of events. An orange circle highlights the eye icon in the top right corner of the modal, which is used to toggle the visibility of the event.

## 29 Click "Venues" to view venues and hours of operation.

The screenshot shows the 'DAILY SCHEDULE' modal with the 'Venues' tab selected. The modal is titled 'COZUMEL 30 (Day 2)' and has a search bar at the top. The 'Venues' tab is highlighted, and the 'Content' tab is also visible. The 'Venues' tab displays a list of venues and their operating hours. The 'Content' tab displays a list of content items and their operating hours. The 'Venues' tab is currently selected, showing a list of venues and their operating hours.

Venue	Operating Hours
Theater	--
Retail Shop 1	06:00am - 06:00am
Retail Shop 2	06:00am - 06:00am
Sky Bar	06:00am - 06:00am
Theater	06:00am - 06:00am
Comedy Club	08:00pm - 12:00am
Atrium	06:00am - 06:00am
Reception, Tour Desk	06:00am - 06:00am
Lounge	06:00am - 06:00am

## 30 Click "Content" to view Content scheduled to the day.

The screenshot shows the 'DAILY SCHEDULE' modal with the 'Content' tab selected. The modal is titled 'COZUMEL 30 (Day 2)' and has a search bar at the top. The 'Content' tab is highlighted, and the 'Venues' tab is also visible. The 'Content' tab displays a list of content items and their operating hours. The 'Venues' tab is currently selected, showing a list of venues and their operating hours.

Content Item	Operating Hours
06:00am	05:59am
Information from canvas	



**31** Click the "+" icon to schedule a Content —Offer, Message or Info — to a day.

MEL 30 (Day 2)

Theater

Retail Shop 1

DAILY SCHEDULE

Events

Venues

Content

+

Search...

☰ 4

👁 4

🔍 0

📄 4

📱 4

📺 4

06:00am

05:59am

INFO

Information from canvas

👁 🔥 ↶

06:00am

05:59am

INFO

Is Wifi included?

👁 🔥 ↶

06:00am

05:59am

MESSAGE

Inclimate Weather

👁 🔥 ↶

06:00am

05:59am

OFFER

Last Chance! Buy one snorkelling excursion and receive the second one at half price.

👁 🔥 ↶



## 32 Click here to see different view mode options:

- **Default** — Shows overall numbers, with only the eye, trending, and expand icons visible. Allows you to delete, hide, view, mark an event as trending or edit an event with full visibility.
- **MCM (Multi-Channel Management)** — Allows you to select which guest endpoints to focus on. As you click an endpoint, the counts update automatically, and an endpoint icon appears next to each event. You can click these icons to quickly hide or unhide events, making it easier to manage all your channels in one place.
- **Preview** — Allows you to filter by endpoint, language, or audience. The event/ venue/content list update in real time based on your selections.

The screenshot displays the Avenir event management interface. At the top, the date is 8/12/2025 and the location is At Sea. The interface includes a sidebar with navigation options like 'Add Event', 'Export Schedule', and 'View Staff Report'. The main area shows a calendar for 'COZUMEL 30 (Day 2)' with a time slot from 7:30 PM to 3:00 AM. A 'DAILY SCHEDULE' modal is open, showing a list of events with their times, names, and venues. The modal includes a search bar and a 'MODE' section with three options: 'Default' (selected), 'MCM', and 'Preview\*'. A red circle highlights the 'Preview\*' option.

Events	Venues	Content
08:00am	Quiet the Mind Yoga	Fitness Center
08:00am	Monopoly Tournament	Café
09:00am	Exotic Mimosa Bar	Avenir Restaurant
09:30am	FIT Bootcamp	Fitness Center
10:00am	Basketball <b>SGAMS</b>	Sports Court
11:30am	Dodge Ball	Sports Court

### 33 Example of Default Mode view.

The screenshot displays the 'Default Mode' view of the 'RIVIERA MAYA 31 (Day 6)' interface. The left sidebar contains navigation options: 'Publish Draft', 'Add Event', 'Export Schedule', 'View Staff Report', 'Staff Conflicts', and 'Collapse Actions'. Below these are 'Event Filters' and 'Venue Filters' with a search bar and checkboxes for 'All Hotel' and 'All Bar'. The central calendar grid shows a timeline from 6:45 AM to 1:15 PM, with columns for 'Theater', 'Retail Shop 1', and 'Retail Shop 2'. The right-hand panel, titled 'DAILY SCHEDULE', includes a search bar, a 'MODE' section with 'Default' selected, and a list of events with their durations and icons.

### 34 Example of MCM Mode view.

The screenshot displays the 'MCM Mode' view of the 'RIVIERA MAYA 31 (Day 6)' interface. The left sidebar is identical to the Default Mode view. The central calendar grid is also identical. The right-hand panel, titled 'DAILY SCHEDULE', includes a search bar, a 'MODE' section with 'MCM' selected, and a list of events with their durations and icons. The 'ENDPOINTS' section is expanded, showing checkboxes for 'Ddp', 'Mobile', 'Signage', 'Web View', 'Export API', 'Boards', and 'Print Program'.

### 35 Example of Preview Mode view.

RIVIERA MAYA 31 (Day 6)

	Theater	Retail Shop 1	Retail Shop 2
6:45 AM			
7:00 AM			
7:15 AM			
7:30 AM			
7:45 AM			
8:00 AM			
8:15 AM			
8:30 AM			
8:45 AM			
9:00 AM			
9:15 AM			
9:30 AM			
9:45 AM			
10:00 AM			
10:15 AM			
10:30 AM			
10:45 AM			
11:00 AM			
11:15 AM			

DAILY SCHEDULE

Events

Venues

Content

Search...

MODE

☐ Default
 ☐ MCM
 ☒ Preview\*

ENDPOINT

☐ Ddp
 ☐ Mobile
 ☐ Signage
 ☐ Web View
 ☐ Export API
 ☐ Boards
 ☒ Print Program

LANGUAGE

☒ English
 ☐ Spanish
 ☐ French
 ☐ Arabic

\*Preview mode applies merged variables, translations, and all other overrides as seen by guests. Use this to get better insights to what will be hidden and why.

36

We've improved the overall visibility of events and now you can see the amount of events that are currently added to that day across different guest endpoints. For this particular day, we can see easily see the following:

The first 4 icon, show the overall:

- **0** Groups
- **31** events added to this day
- **25** are visible
- **6** are hidden

Then we can see the number of events per Guest Endpoint:

- **25** Digital Daily Program (DDP)
- **25** Mobile
- **25** Signage
- **24** Web View
- **22** Print Program

The screenshot displays the event management interface for 'COZUMEL 18 (Day 3)'. The top navigation bar includes the date '4/15/2025', a 'DRAFT' status, the location 'Isla de Roatan', and a user profile 'Admin User'. A message indicates 'You are viewing a draft version. Click here to view the published version.' The interface is divided into three main sections: a sidebar on the left, a central calendar view, and a 'DAILY SCHEDULE' panel on the right.

The sidebar on the left, titled 'The Avenir', contains navigation buttons (back, forward, and a calendar icon) and several action buttons: 'Publish Draft', 'Add Event', 'Export Schedule', 'View Staff Report', 'Staff Conflicts', and 'Collapse Actions'. It also includes 'Event Filters' and 'Venue Filters' sections.

The central calendar view shows a grid for 'COZUMEL 18 (Day 3)' with columns for 'Theater' and 'Retail Shop 1'. The time slots range from 10:00 AM to 2:45 PM.

The 'DAILY SCHEDULE' panel on the right provides a detailed list of events. It includes a search bar and a summary bar with the following counts: 0 Groups, 31 Events, 25 Visible, 6 Hidden, 25 Mobile, 25 Signage, 24 Web View, and 22 Print Program. The events listed are:

- 12:00pm - 05:00pm**: Kids Open House (Kids Club)
- 12:00pm - 05:00pm**: Teens Open House (Teen Club)
- 01:30pm - 02:30pm**: Cooking School (Café)
- 01:30pm - 03:00pm**: Outdoor Movie (Pool)
- 02:30pm - 04:15pm**: Basketball **\$GAMS** (Reception, Tour Desk)
- 02:30pm**: Basketball **\$GAMS**

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When in Preview Mode view you can also select which language you'd like to display.

The screenshot displays the COZUMEL 18 (Day 3) interface. On the left, a sidebar for 'The Avenir' contains navigation buttons (back, forward, calendar), 'Publish Draft', 'Add Event', 'Export Schedule', 'View Staff Report', 'Staff Conflicts', and 'Collapse Actions'. Below these are 'Event Filters' and 'Venue Filters' with a search bar and checkboxes for 'All Hotel' and 'All Bar'. The main area shows a timeline for 'COZUMEL 18 (Day 3)' with columns for 'Theater' and 'Retail Shop 1'. The 'DAILY SCHEDULE' panel is open on the right, showing tabs for 'Events', 'Venues', and 'Content'. The 'Events' tab is active, displaying a search bar and a list of events. The 'LANGUAGE' dropdown menu is open, showing options: English, Spanish (selected), French, and Arabic. Below the language options is a note: '\*Preview mode applies merged variables, translations, and all other overrides as seen by guests. Use this to get better insights to what will be hidden and why.' The event list includes 'Pool' at 3:00 PM, 'Basketball español' at 2:30 PM and 4:15 PM, and 'The Naughty List Café' at 3:00 PM and 5:00 PM.

**The Avenir**

← →

Publish Draft

+ Add Event

Export Schedule

View Staff Report

Staff Conflicts

Collapse Actions

Event Filters

Venue Filters

Search...

All Hotel

All Bar

**COZUMEL 18 (Day 3)**

Theater Retail Shop 1

4:15 PM

4:30 PM

4:45 PM

5:00 PM

5:15 PM

5:30 PM

5:45 PM

6:00 PM

6:15 PM

6:30 PM

6:45 PM

7:00 PM

7:15 PM

7:30 PM

7:45 PM

8:00 PM

8:15 PM

8:30 PM

8:45 PM

9:00 PM

9:15 PM

9:30 PM

9:45 PM

10:00 PM

10:15 PM

10:30 PM

10:45 PM

**DAILY SCHEDULE**

Events Venues Content

+ Search...

MODE

☐ Default ☐ MCM ☒ Preview\*

ENDPOINT

☒ Ddp ☐ Mobile ☐ Signage ☐ Web View

☐ Export API ☐ Boards ☐ Print Program

LANGUAGE

☐ English ☒ Spanish ☐ French ☐ Arabic

\*Preview mode applies merged variables, translations, and all other overrides as seen by guests. Use this to get better insights to what will be hidden and why.

3:00 PM Pool

2:30 PM Basketball español

4:15 PM Reception, Tour Desk

2:30 PM Basketball español

4:15 PM Atrium

3:00 PM The Naughty List

5:00 PM Café