

How to add a merge variable to Events?

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

[scribehow.com/embed-preview/GO by Spark How to...](https://scribehow.com/embed-preview/GO%20by%20Spark%20How%20to...)

This guide provides step-by-step instructions on how to add a merge variable to events. By following these steps, users will be able to personalize event messages with dynamic content. This can enhance the user experience and create a more personalized event communication.



Note: A merge variable can be added to a new event from both the Event Library level and the Canvas, and follows the same process. A merge variable can also be added to an existing event in both locations by using the "edit" event option and by following the same process. The below example showcases how to add a merge variable to a new event created from the Canvas.

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

2	At Sea	--	--	Events	Venue	Print	Grid	Calendar	Lock
3	Ocho Ríos	09:00am	05:00pm	Events	Venue	Print	Grid	Calendar	Lock
4	George Town	08:00am	04:00pm	Events	Venue	Print	Grid	Calendar	Lock
5	Cozumel	10:00am	06:00pm	Events	Venue	Print	Grid	Calendar	Lock
6	At Sea	--	--	Events	Venue	Print	Grid	Calendar	Lock
7	Nassau	09:00am	08:00pm	Events	Venue	Print	Grid	Calendar	Lock
8	Miami	07:00am	--	Events	Venue	Print	Grid	Calendar	Lock
1	Miami	--	05:00pm	Events	Venue	Print	Grid	Calendar	Lock
2	At Sea	--	--	Events	Venue	Print	Grid	Calendar	Lock
3	San Juan	11:00am	07:00pm	Events	Venue	Print	Grid	Calendar	Lock

2 Click "Add Event".

The screenshot displays the event management interface. At the top, the date is set to 6/3/2024 and the location is At Sea. Below this, there are filter buttons for Events, Venue, and Print. A row of filter tags includes CLEAR ALL FILTERS, RECEPTION, TOUR DESK, POOL, TEEN CLUB, KIDS CLUB, THEATER, ZIPLINE, BABY CLUB, ESCAPE ROOM, ATRIUM, LOUNGE, LIBRARY, and another THEATER tag. The main section is titled 'The Avenir' and '7 Night West Caribbean 90 (Day 6)'. On the left, a sidebar contains navigation buttons: a back arrow, a calendar icon, and a forward arrow. Below these are four action buttons: '+ Add Event' (highlighted with an orange circle), 'Export Schedule', 'View Staff Report', and 'Staff Conflicts'. At the bottom of the sidebar is a 'Collapse Actions' button. The main area is a calendar grid with columns for Escape Room, Theater, Comedy Club, Atrium, and Reception, T. The rows represent time slots from 10:00 AM to 12:15 PM. The 'Add Event' button is highlighted with an orange circle.

DATE: **6/3/2024** LOCATION: **At Sea** Events Venue Print

✖ CLEAR ALL FILTERS ✖ RECEPTION, TOUR DESK ✖ POOL ✖ TEEN CLUB ✖ KIDS CLUB ✖ THEATER ✖ ZIPLINE ✖ BABY CLUB ✖ ESCAPE ROOM ✖ ATRIUM ✖ LOUNGE ✖ LIBRARY ✖ THEATER ✖ T

The Avenir

7 Night West Caribbean 90 (Day 6)

Escape Room Theater Comedy Club Atrium Reception, T

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

← →

+ Add Event

Export Schedule

View Staff Report

Staff Conflicts

Collapse Actions

Event Filters



Tip! You can also add events by double-clicking on a cell in the desired venue column in the calendar view, or by clicking the 3-lines icon in the upper right corner. Use the "+" icon to add events and see them in chronological order.

3 Click "Create a New Event"

The screenshot shows the 'At Sea' application interface. The top navigation bar includes 'Events', 'Venue', and 'Print' tabs. A modal window is open with two options: 'Create a New Event' (selected) and 'Use an Existing Event'. Below these options, a list of event types is displayed: Art at Sea, Maker Workshop, Camp Adventures, Kids Dinner, Dodge Ball, Basketball, Billiards Tournaments, and Kid's Movie and Popcorn. The left sidebar contains a 'Clear Form' button and a 'TIONS' dropdown menu. The right sidebar shows a 'Pool' section with a time slot of 1:00p - 1:00p.



To avoid duplicated data, please search for the event on the left side by entering the event's name in the 'Title' field before creating a new event.

4

Title: Enter the event's name and, in order to add a merge variable it must have "\$" in the start and end of the variable content. The variable must be added all in capital letters.

An example would be \$CAPTAINNAME\$

ADD EVENT

1. Select Event

IMAGES

TITLE *

Welcome onboard with Captain \$CAPTAINNAME\$

DESCRIPTION

DURATION (MINUTES) *

-

45

+

DISPLAY OPTIONS

Any

SEGMENT

None

Clear Form

Complete the new event details by using the form in the left column. Once finished, click the button below to create and select this event.

Create & Select New Event

5

Although the mandatory fields are only "Title" and the "Duration(minutes)", please provide as much information as you can when creating the event. You also have the option to add an image.

8/26/2025 DRAFT LOCATION: At Sea E VD H P 2 1 Admin User

Add Event

1. Select Event

IMAGES Clear Form

TITLE *

DESCRIPTION

DURATION (MINUTES) * DISPLAY OPTIONS

— 0 + Any

SEGMENT

None

LEVELS

☒ Create a New Event

Complete the new event details by using the form in the left column. Once finished, click the button below to create and select this event.

Create & Select New Event

☐ Use an Existing Event

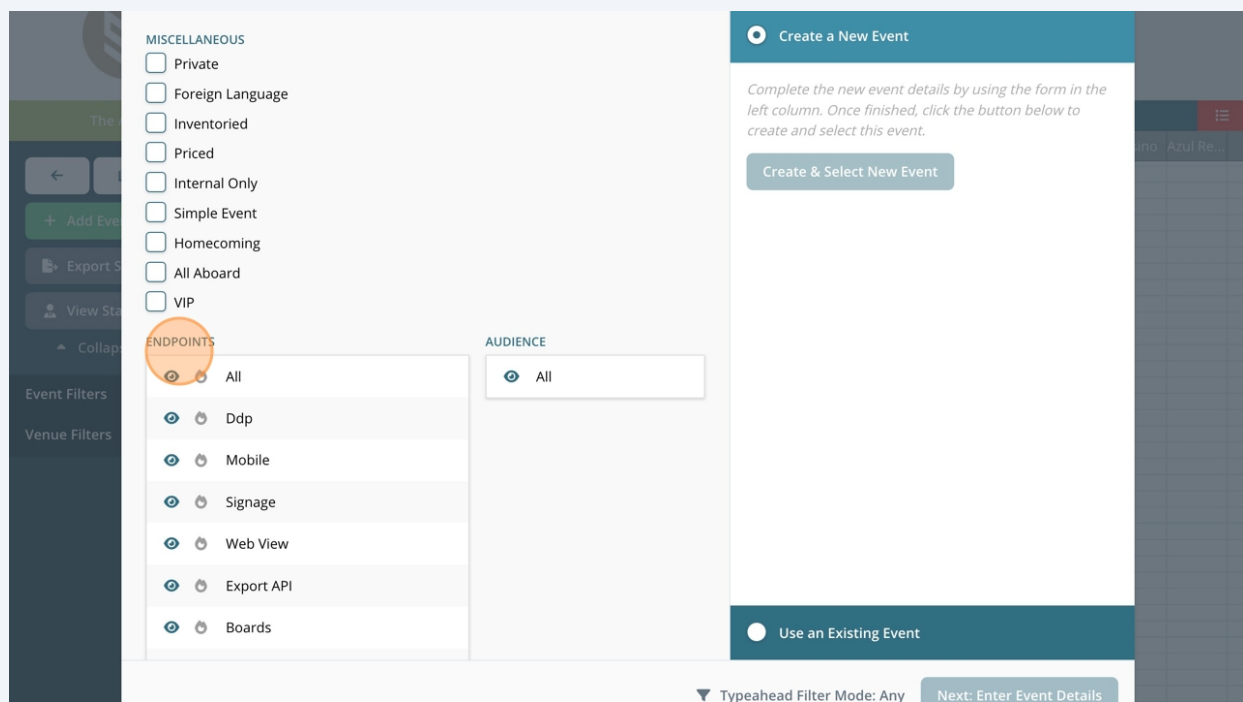
Typeahead Filter Mode: Any Next: Enter Event Details



Tip! Selecting the segment enhances the view in the canvas (Daily Planner). Each segment is associated with a color, making it easy to distinguish events by color when viewing the canvas.

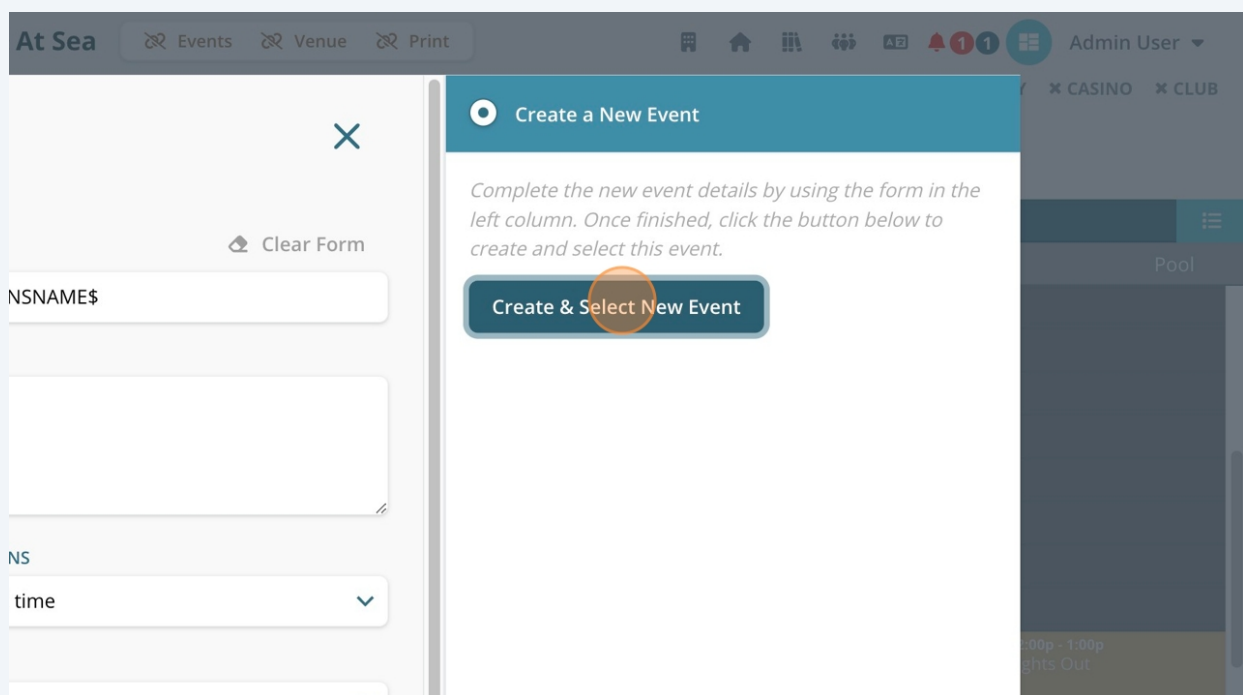
6

Endpoints that are available vary between clients. You can hide events from selected endpoints by clicking on the eye icon.



7

Click "Create & Select New Event"



8 Click "Next: Enter Event Details"

The screenshot shows a software interface with a large white rectangular area on the left and a dark grey sidebar on the right. The sidebar contains a list of items, including "Comedy Club Classes". At the bottom of the white area, there is a dark grey bar with the text "CAPTAINNAME\$" on the left, a dropdown menu labeled "Typeahead Filter Mode: Any" in the center, and a blue button labeled "Next: Enter Event Details" on the right. The button is highlighted with an orange circle.

9 Click "Merged Variables"

The screenshot shows a software interface with a dark grey header bar at the top. The header bar contains the date "8/26/2025", a "DRAFT" button, the text "LOCATION: At Sea", and several icons. On the right side of the header bar, there is a user profile icon labeled "Admin User". Below the header bar, there is a white rectangular area with a title "Add Event" and a subtitle "2. Enter Day Details". Below the subtitle, there are three tabs: "Instance Information", "Staff Assignments", and "Merged Variables". The "Merged Variables" tab is highlighted with an orange circle. Below the tabs, there is a language selection menu with options "English", "Spanish", "French", and "Arabic". The "English" option is selected. Below the language menu, there is a form with two sections: "TITLE" and "DESCRIPTION". The "TITLE" section contains the text "Welcome onboard with Captain \$CAPTAINNAME\$". The "DESCRIPTION" section contains a checkbox and a text input field.

10 Choose the appropriate language and click the checkbox to apply the variable.

Enter the variable information - In this example, it was added "David".

2. Enter Day Details

The screenshot shows a web interface for entering day details. At the top, there are three tabs: 'Instance Information', 'Staff Assignments', and 'Merged Variables'. The 'Merged Variables' tab is active. On the left, there is a language selector with four options: 'English' (selected), 'Spanish', 'French', and 'Arabic'. The main content area is divided into two sections. The top section has a 'TITLE' field with the text 'Welcome onboard with Captain \$CAPTAINNAME\$' and a 'DESCRIPTION' field. The bottom section is titled 'CAPTAINNAME' and contains a checkbox and the text 'David'. An orange circle highlights the checkbox.



Tip: Directly from this page, users have the ability to add the variable for the Languages as well.

11 Click "Finish: Create Event" to save it.

The screenshot shows a form for creating an event. On the left, there is a language selection menu with options: English (selected), Spanish, French, and Arabic. The form fields are as follows:

- TITLE:** Welcome onboard with Captain \$CAPTAINNAME\$
- DESCRIPTION:** (empty text area)
- CAPTAINNAME:** A dropdown menu with a checkmark icon and the name "David" selected.

At the bottom of the form, there is a status bar that reads "Event Selected: Welcome onboard with Captain \$CAPTAINNAME\$". To the right of this bar are two buttons: "Go Back" and "Finish: Create Event". The "Finish: Create Event" button is circled in orange.

12 Click this icon to view the event's list by chronological view.

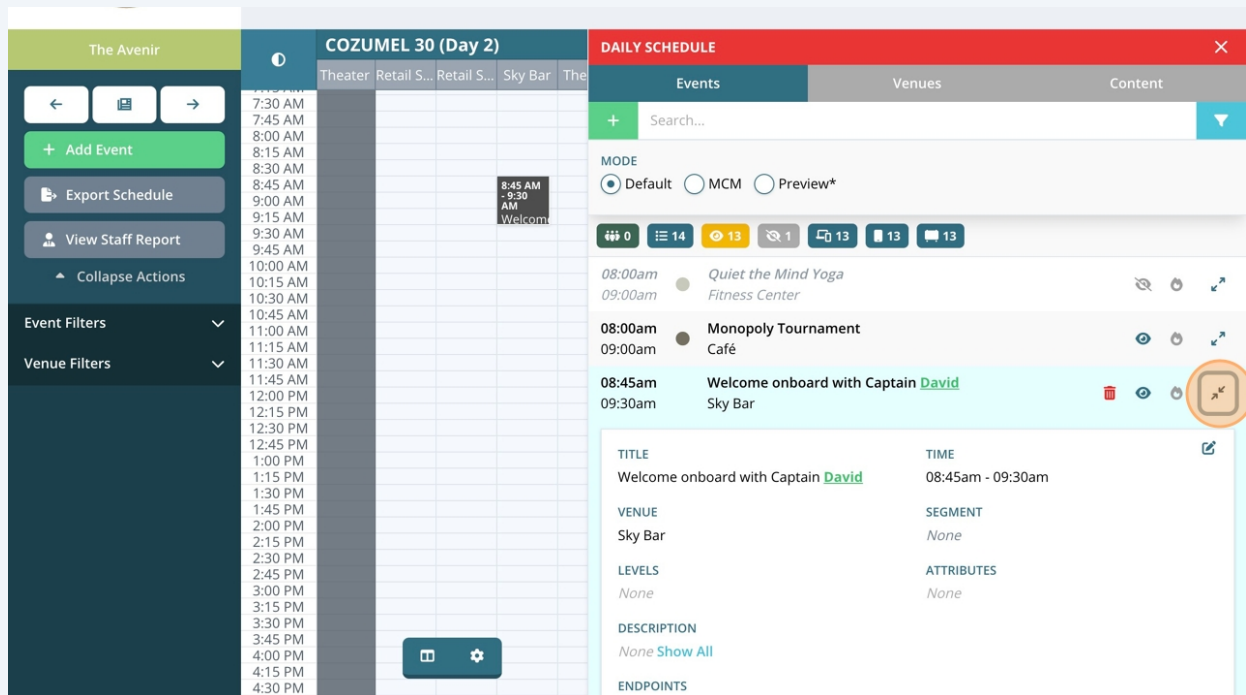
The screenshot shows a web application interface for event management. At the top, there is a header bar with the date "8/12/2025", the location "At Sea", and several filter icons. On the left, there is a sidebar menu with the following items:

- The Avenir
- Navigation arrows (left, right)
- + Add Event
- Export Schedule
- View Staff Report
- Collapse Actions
- Event Filters
- Venue Filters

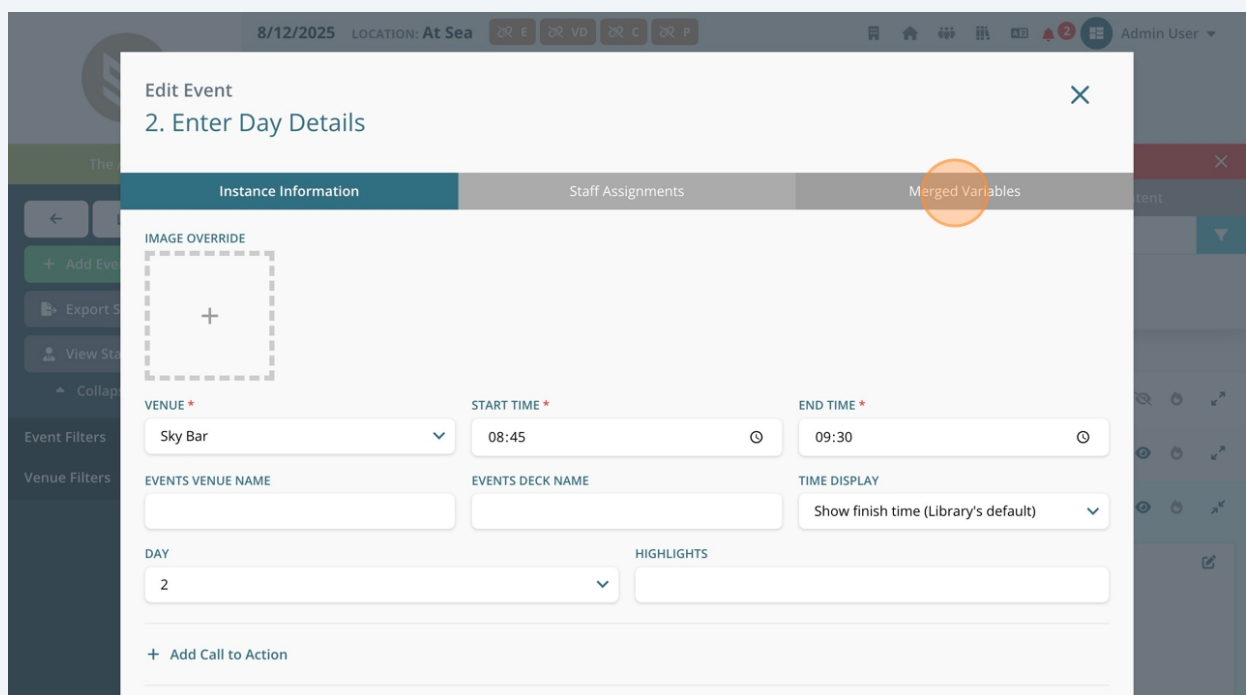
The main content area displays a table titled "COZUMEL 30 (Day 2)". The table has columns for different venues: Theater, Retail S..., Retail S..., Sky Bar, Theater, Comed..., Atrium, Recepti..., Lounge, Library, Pool, Guest S..., Café, Casino, and Azul Re... The rows represent time slots from 7:30 AM to 2:45 PM. A red icon in the top right corner of the table is circled in orange.

13 This example showcases the merge variable added "David".

In order to change it, double-click the event or click on the arrows icon and the window with the event details will expand. Then click the Edit icon (pencil).



14 Click "Merged Variables" and make the necessary changes.



15 Click "Finish: Edit Event" to save it.

The screenshot shows a web interface for editing an event. It features a light gray header bar at the top. Below the header is a large white form area with several horizontal sections, each containing a text input field. The bottom of the form has a dark gray footer bar. On the left side of the footer bar, there is a label "ain \$CAPTAINSNAME\$". In the center of the footer bar, there are two buttons: "Go Back" in blue text and "Delete Event" in red text with a trash icon. On the right side of the footer bar, there is a button labeled "Finish: Edit Event" in white text on a dark blue background. An orange circle highlights the "Finish: Edit Event" button. To the right of the form area is a dark gray sidebar.