












































How to create Events on the canvas?

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


[scribehow.com/embed-preview/How to create Event...](https://scribehow.com/embed-preview/How%20to%20create%20Event...)

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 create the ideal day including adding hours of operations, daily events, and staff.

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

ARRIVAL	DEPARTURE	TEMPLATES	ACTIONS
--	07:00pm	 Events — Venue — Print	  
--	--	 Events — Venue — Print	  
09:00am	05:00pm	 Events — Venue — Print	  
08:00am	04:00pm	 Events  Venue  Print	  
10:00am	06:00pm	 Events — Venue — Print	  
--	--	 Events  Venue  Print	  
09:00am	08:00pm	 Events  Venue  Print	  
07:00am	--	 Events — Venue — Print	  
--	05:00pm	 Events — Venue  Print	  

2 Click "Add Event".



DATE: **5/20/2024** LOCATION: **George Town** [Events](#) [Venue](#) [Print](#)

[✖ CLEAR ALL FILTERS](#) [✖ POOL](#) [✖ TEEN CLUB](#) [✖ KIDS CLUB](#) [✖ THEATER](#) [✖ ART GALLERY](#) [✖ COMI](#)
[✖ THEATER](#) [✖ TYPE:ENTERTAINMENT](#)

The Avenir

←

📅

→

+ Add Event

📄 Export Schedule

👤 View Staff Report

⬆ Collapse Actions

Event Filters ▼

Venue Filters ▲

🕒

7 Night West Caribbean 89 (Day 4)

	Escape Room	Theater	Comedy Club	Atrium	Loung
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					



Tip! Please note that you can also add events by double-clicking in 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

George Town

Events

Venue

Print

Event

Clear Form

DISPLAY OPTIONS

Display end time

Event name...

Contribute name...

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.

- Art at Sea
- Maker Workshop
- Camp Adventures
- Kids Dinner
- Dodge Ball
- Basketball
- Billiards Tournaments
- Kid's Movie and Popcorn
- Movie
- Folkloric Show
- Karaoke
- Sweat N' Soul Music
- League of Legends Pool Party
- Meet for Snorkeling



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

Although the mandatory fields are only "Title" and the "Duration(minutes)", please provide as much information as you have for the event in all the fields provided.

The screenshot shows a web application interface for adding an event. The main form is titled 'Add Event' and '1. Select Event'. It has a 'Clear Form' button. The form fields are: 'IMAGES' (a dashed box with a plus sign), 'TITLE *' (a text input field), 'DESCRIPTION' (a text area), 'DURATION (MINUTES) *' (a numeric input field with a minus sign, '0', and a plus sign), and 'DISPLAY OPTIONS' (a dropdown menu with 'Any' selected). On the right, there is a sidebar titled 'Create a New Event' with instructions: '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.' and a 'Create & Select New Event' button.

5

To add an image to the event click on the "+" inside the box. Adding an image is optional.

This screenshot is identical to the previous one, but the 'IMAGES' field now contains an orange circle with a plus sign inside the dashed box, indicating that an image has been added to the event.

6

You can select an image already in the Asset Library or you can choose an image from your files by clicking on the green box on the right hand side as indicated below.

1. Select Event

IMAGES



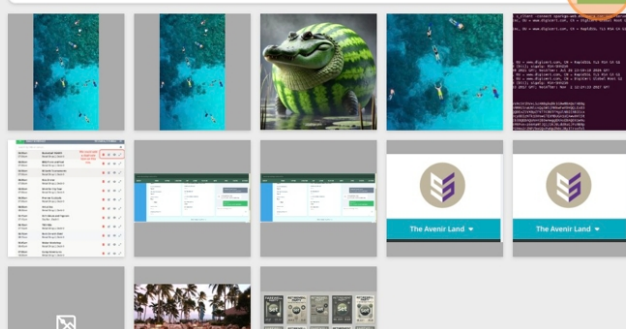
Clear Form

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

IMAGE LIBRARY

Search...



Use an Existing Event

7

If you are choosing to add an image from your files, click "Choose File".

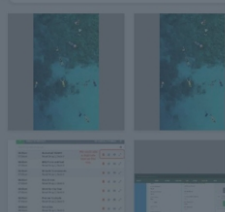
Add Event 1. Select Event

IMAGES



IMAGE LIBRARY

Search...



Upload Image

Images are resized to meet optimization requirements. Upload a large enough image to avoid pixelation when cropping.

Original

Choose File

Requirements:

MAX SIZE: 2 MB

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

8

If you'd like GO to create multiple versions of the image with different size optimizations, click the "Auto Optimize" checkbox. If you choose the Auto Optimize option there are 4 different versions:

1. Thumbnail
2. Small - Mobile/Web
3. Large - TV/Signage
4. Tiny - Calendar

******The use of this feature and what options are available to you, will be dependent on what endpoints are in your GO environment. For example if the Print Program is your only guest facing endpoint, there would be no options for optimization.

Filters

OPTIONS

[View Disk Images](#)

Requirements:

MAX SIZE: 2 MB

Source Image:

WIDTH: 350 HEIGHT: 620

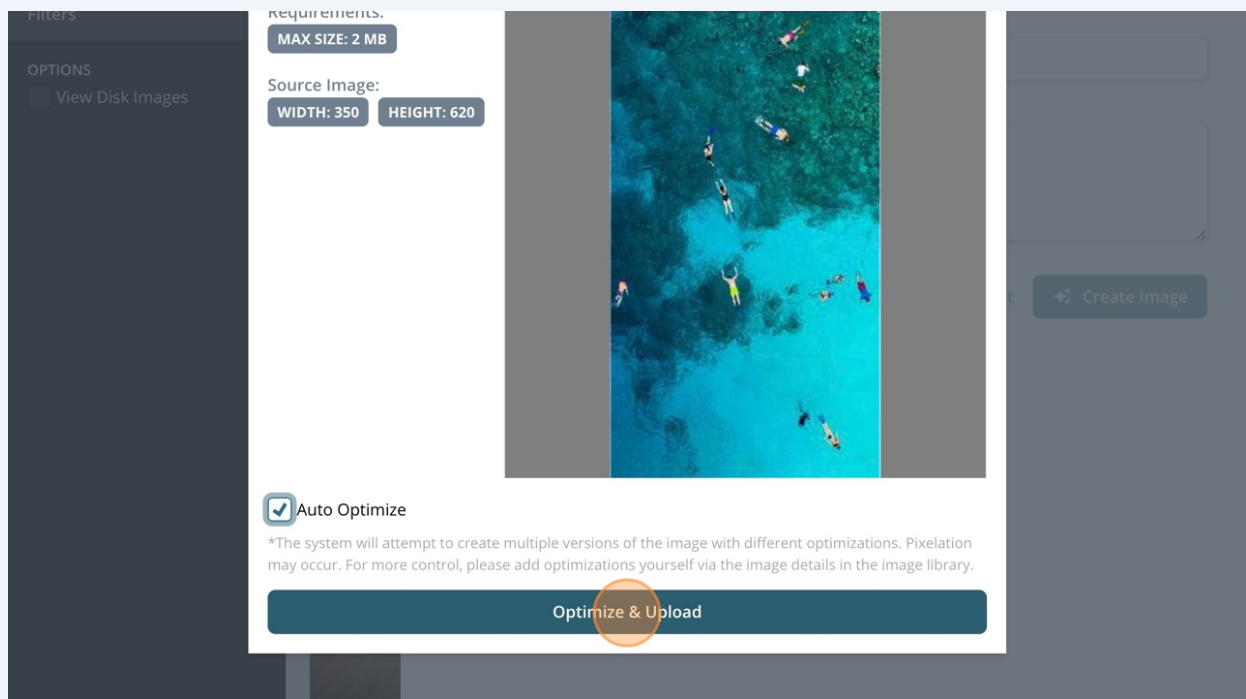
☐ Auto Optimize

The system will attempt to create multiple versions of the image with different optimizations. Pixelation may occur. For more control, please add optimizations yourself via the image details in the image library.

Optimize & Upload

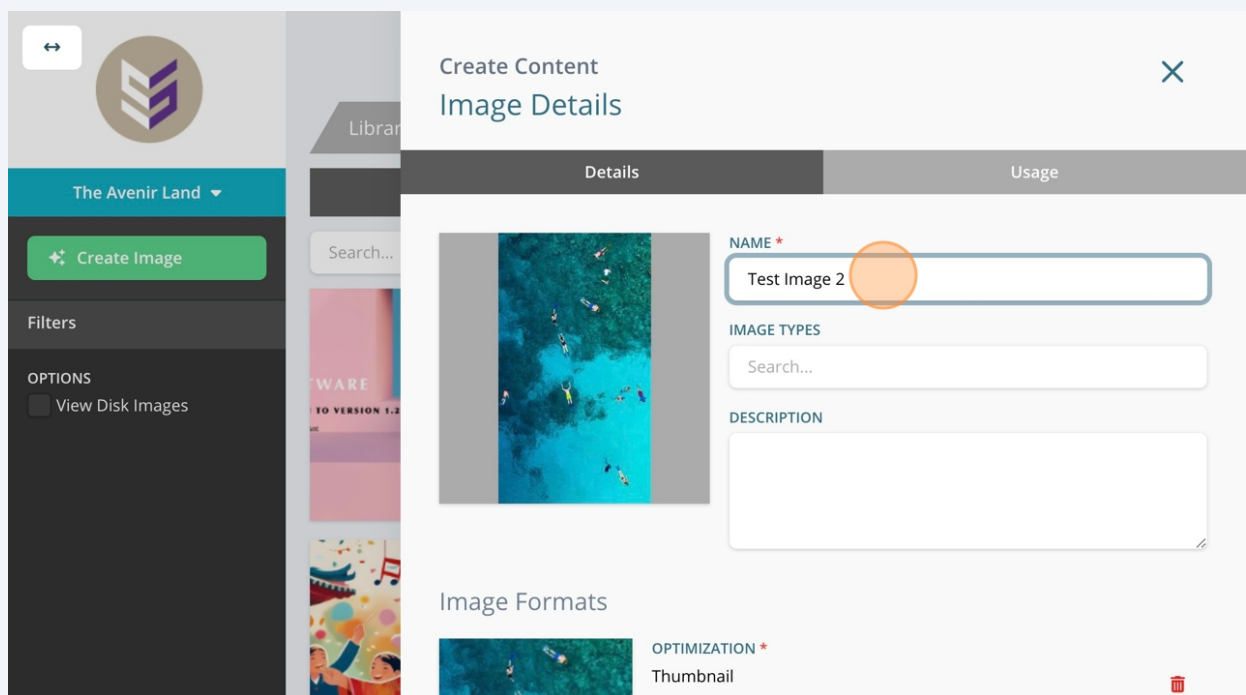
Create Image

9 Click "Optimize & Upload".



10 Name your image - this is a mandatory field.

You can also select an Image Type.



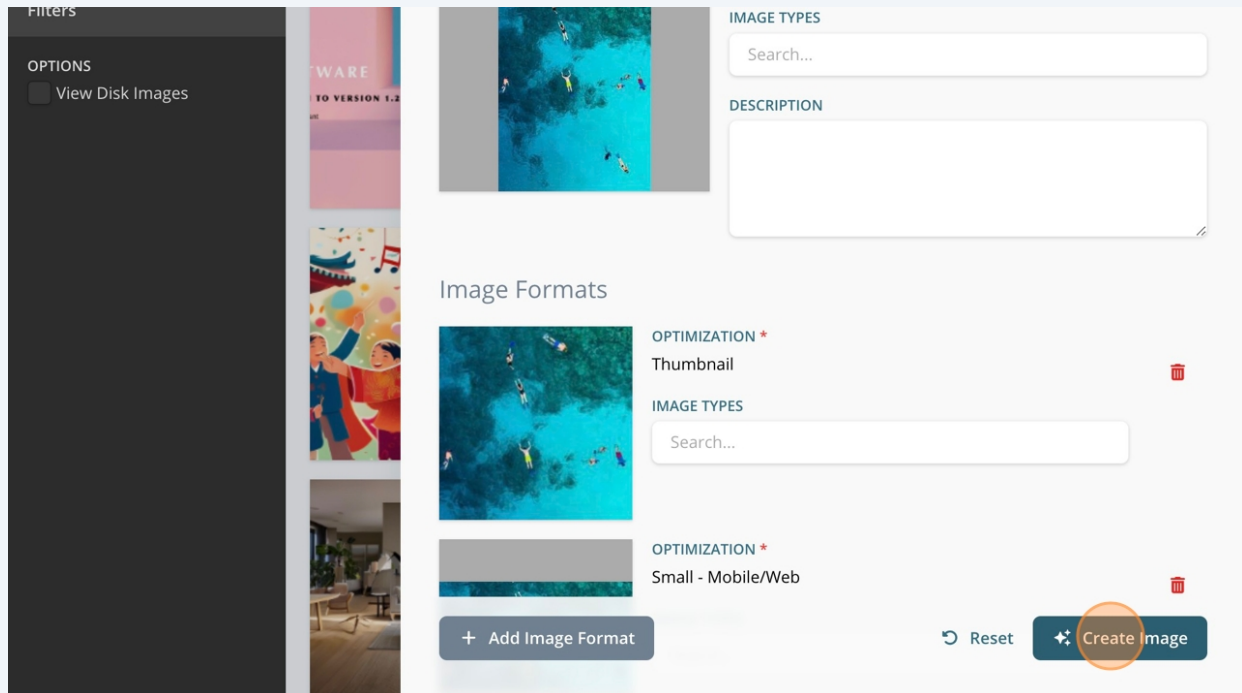


Tip! The list of image types available are customizable in the Brand Details, within the property settings. Only a Brand access user has access to set this up in the Brand Details.

11

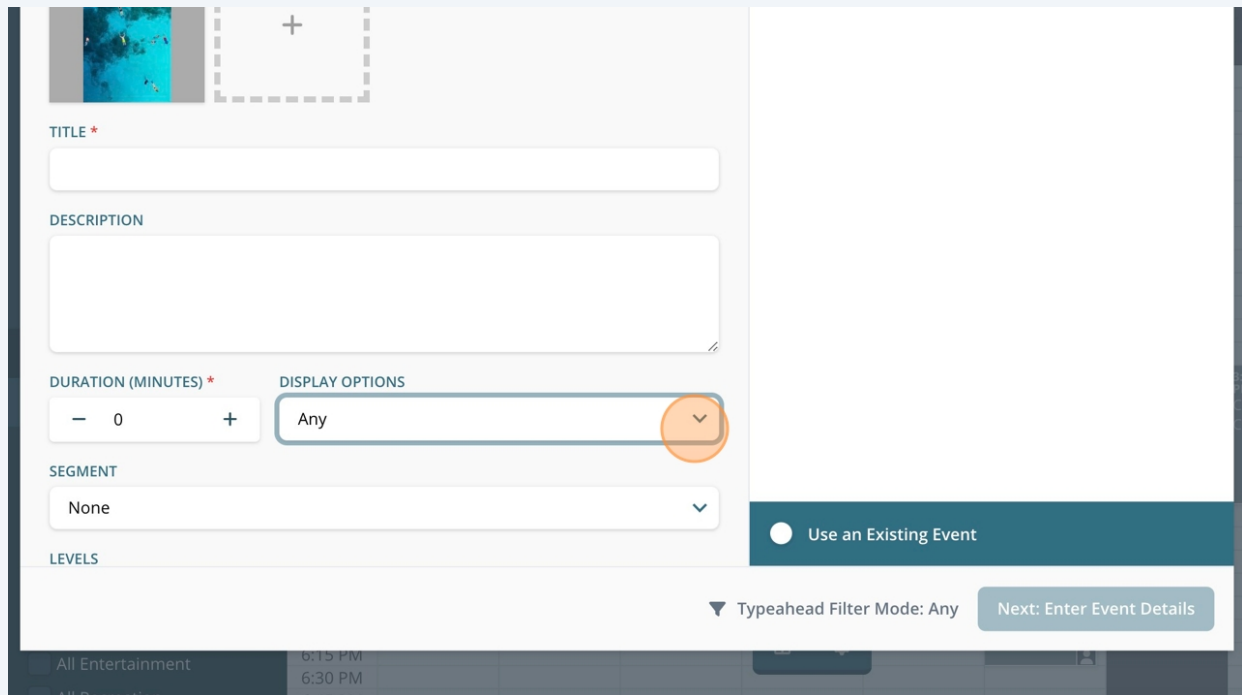
Click "Create Image" when finished.

After you finish creating your image, it will be available in the Asset Library.



12

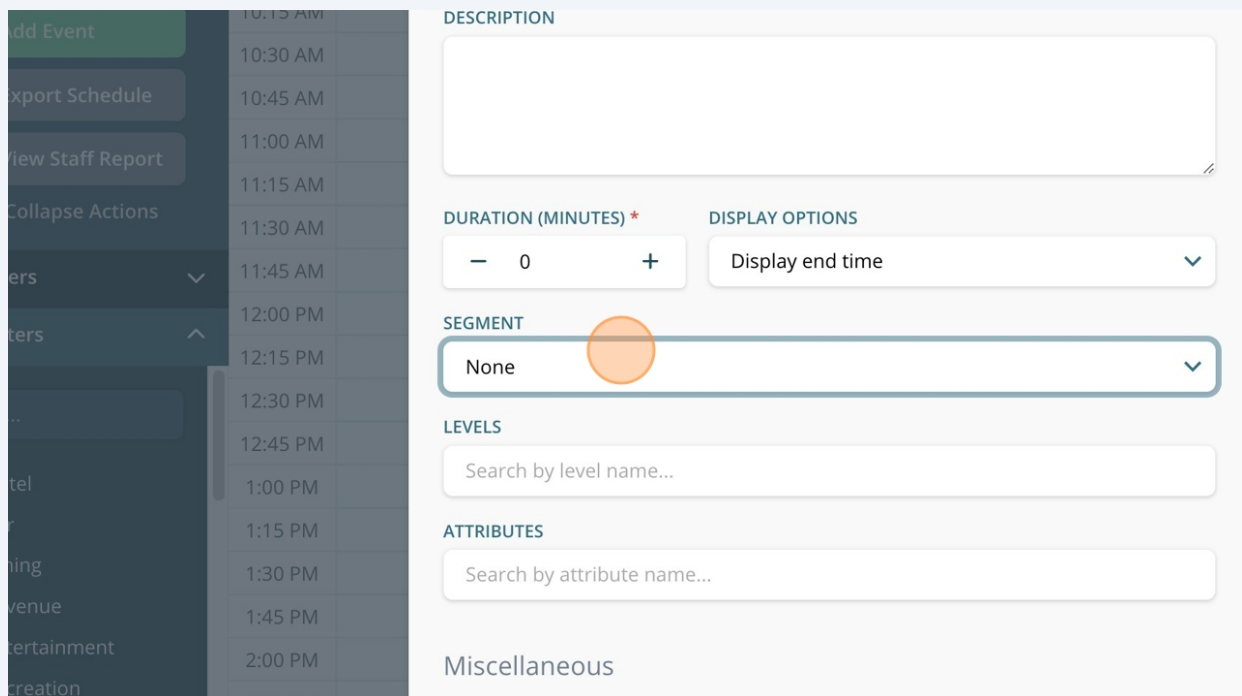
Continue populating the fields. Choose how the event should populate the opening hours on the guest facing communication by using the Display Options.



The screenshot shows a form for creating an event. At the top left, there is a small image placeholder with a plus sign. Below it are fields for 'TITLE *', 'DESCRIPTION', 'DURATION (MINUTES) *' (set to 0), and 'SEGMENT' (set to None). The 'DISPLAY OPTIONS' dropdown is highlighted with an orange circle and shows 'Any'. To the right of the form is a large empty box. At the bottom right, there is a button labeled 'Use an Existing Event'. Below the form, there is a 'Typeahead Filter Mode: Any' dropdown and a 'Next: Enter Event Details' button. At the very bottom, there is a table with columns for 'All Entertainment' and 'All Recreation'.

13

Choose the segment by clicking this dropdown. You can also add Levels and Attributes.



The screenshot shows the same event creation form as in step 12, but with the 'SEGMENT' dropdown highlighted by an orange circle. The 'DISPLAY OPTIONS' dropdown now shows 'Display end time'. Below the 'SEGMENT' dropdown are fields for 'LEVELS' (with a search bar 'Search by level name...') and 'ATTRIBUTES' (with a search bar 'Search by attribute name...'). At the bottom, there is a 'Miscellaneous' section.



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.

14

Endpoints that are available vary between clients. You can customize your "default" endpoints for the event in this section. You can hide events from selected guest facing endpoints by clicking on the eye icon. You can choose to make an event "trending" by clicking on the flame icon.

The screenshot displays the 'Create a New Event' form. On the left, under the 'ENDPOINTS' section, there is a list of endpoints: All, Ddp, Mobile, Signage, Web View, Export API, and Boards. Each endpoint has an eye icon to its left, which can be clicked to toggle visibility. The 'All' endpoint is currently selected. To the right of this list is an 'AUDIENCE' section with a single 'All' option and an eye icon. At the top of the form, there is a 'MISCELLANEOUS' section with various checkboxes like 'Private', 'Foreign Language', 'Inventoried', 'Priced', 'Internal Only', 'Simple Event', 'Homecoming', 'All Aboard', and 'VIP'. Below the endpoints list, there are 'Event Filters' and 'Venue Filters' sections. At the bottom of the form, there is a 'Typeahead Filter Mode: Any' dropdown and a 'Next: Enter Event Details' button. The form is titled 'Create a New Event' and includes instructions: '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.' A 'Create & Select New Event' button is located below the instructions. At the bottom of the form, there is a 'Use an Existing Event' option.



Tip! Changes to the Endpoints can also be made at the day level and will apply to that day only.

15

Click "Create & Select New Event" when finished entering all the information for the event.

ts Venue Print

PE ROOM ATRIUM LO

Baby Club

Close

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

ne

16

Click "Next: Enter Event Details" after reviewing the inserted information.

Test Event 1

DESCRIPTION

None

DURATION (MINUTES) *

45

DISPLAY OPTIONS

Show finish time

SEGMENT

None

LEVELS

None

ATTRIBUTES

Event Selected: Test Event 1

Typeahead Filter Mode: Any

Next: Enter Event Details

All Entertainment

All Recreation

6:15 PM

6:30 PM

6:45 PM

- 17 Enter the applicable day details and ensure all mandatory fields are completed.

2. Enter Day Details

Instance Information

Staff Assignments

Merged Variables

IMAGE OVERRIDE

VENUE *

Reception, Tour Desk

START TIME *

00:00

END TIME *

00:45

EVENTS VENUE NAME

EVENTS DECK NAME

TIME DISPLAY

Show finish time (Library's default)

HIGHLIGHTS

+ Add Call to Action

- 18 To add a "Call to Action" click on the "+" icon.

IMAGE OVERRIDE

VENUE *

Reception, Tour Desk

START TIME *

00:00

END TIME *

00:45

EVENTS VENUE NAME

EVENTS DECK NAME

TIME DISPLAY

Show finish time (Library's default)

HIGHLIGHTS

+ Add Call to Action

Event Selected: Test Event 1

Go Back

Finish: Create Event

All Entertainment

6:15 PM

6:30 PM

6:45 PM

19

Add the URL link in the "Link" section. Add the name of the Call to Action in the Label section. Click "Finish: Create Event".

VENUE *

Reception, Tour Desk

START TIME *

00:00

END TIME *

00:45

EVENTS VENUE NAME

EVENTS DECK NAME

TIME DISPLAY

Show finish time (Library's default)

HIGHLIGHTS

LINK*

LABEL

NEW TAB

+ Add Call to Action

*Ensure links start with http:// or https:// if you intend the link to take the guest to a different web page. You may also create links to email or phone by using their respective addresses. For example, mailto:johnndoe@example.com will open the guest's email client to send an email to johnndoe@example.com. Likewise, tel:123-456-7890 will open the guest's phone book to call 123-456-7890.

Event Selected: Test Event 1

Go Back

Finish: Create Event