

# 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%20to%20edit%20and%20rep...)

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).

SAILING	DATE	DAY	LOCATION	ARRIVAL	DEPARTURE	TEMPLATES	MARKERS
The Avenir	8/24/2025	4	Costa Maya	08:00am	06:00pm	-- E -- VD -- C -- P	No markers
	8/25/2025	5	Cozumel	07:00am	06:00pm	-- E -- VD -- C -- P	No markers
	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 31	8/28/2025	1	Miami	--	05:00pm	⌂ E ⌂ VD ⌂ C ⌂ P	No markers
	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 32	8/31/2025	1	Miami	--	04:00pm	-- E -- VD -- C -- P	No markers
	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 web application for event management. On the left is a sidebar with a logo at the top, navigation buttons (back, calendar, forward), and several action buttons: '+ Add Event' (green), 'Export Schedule' (blue), 'View Staff Report' (blue), 'Staff Conflicts' (yellow), and 'Collapse Actions' (blue). Below these are 'Event Filters' and 'Venue Filters' sections, each with a dropdown arrow. A search bar is also present. The main area is a calendar grid with columns for different venues: Theater, Comedy Club, Atrium, Reception, Tour Desk, Lounge, and Library. The rows represent time slots from 8:15 PM to 1:45 AM. Several events are scheduled, including 'Stand Up Comedy' in the Comedy Club, 'Violin Melodies' in the Atrium (highlighted with an orange circle), and 'Meet for City Tour' in the Comedy Club. On the right side, a details panel for the selected event 'Violin Melodies' is visible, showing fields for TITLE, TIME, VENUE, SEGMENT, LEVELS, DESCRIPTION, and ENDPOINTS. The 'SEGMENT' is set to 'THE BOURGEOIS'.

## 3 Proceed with edits in the Edits Event box.

The screenshot shows the 'Edit Event' modal window. At the top, it says 'Edit Event' and '2. Enter Day Details'. There are three tabs: 'Instance Information' (active), 'Staff Assignments', and 'Merged Variables'. Under 'Instance Information', there is an 'IMAGE OVERRIDE' section with a dashed box and a plus sign. Below that are several input fields: '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), and 'HIGHLIGHTS'. The modal has a close button (X) in the top right corner.

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2. Hover your mouse over the event to display the event information, then click the edit icon.

The screenshot shows the 'The Avenir' event management interface. On the left is a sidebar with navigation buttons: 'Add Event', 'Export Schedule', 'View Staff Report', 'Staff Conflicts', and 'Collapse Actions'. Below these are 'Event Filters' and 'Venue Filters' sections. The main area is a calendar grid with columns for venues (Theater, Comedy Club, Atrium, Reception, Tour Desk, Lounge, Library) and rows for time slots from 8:15 PM to 1:30 AM. An event titled 'Violin Melodies' is scheduled for 9:30 PM - 11:00 PM in the Atrium. A tooltip is displayed over this event, showing details: TITLE (Violin Melodies), TIME (09:30pm - 11:00pm), VENUE (Atrium), SEGMENT (THE BOURGEOIS), LEVELS (None), ATTRIBUTES (None), DESCRIPTION (None Show All), and ENDPOINTS (Default to Library). An orange circle highlights the edit icon in the top right corner of the tooltip.

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Proceed with edits in the Edits Event box.

The screenshot shows the 'Edit Event' form with the title '2. Enter Day Details'. The form is divided into three tabs: 'Instance Information', 'Staff Assignments', and 'Merged Variables'. The 'Instance Information' tab is active. It contains an 'IMAGE OVERRIDE' section with a placeholder image. Below this are fields for 'VENUE \*' (Atrium), 'START TIME \*' (21:30), and 'END TIME \*' (23:00). There are also fields for 'EVENTS VENUE NAME', 'EVENTS DECK NAME', and 'TIME DISPLAY' (Show finish time (Library's default)). At the bottom, there is a 'DAY' field (6) and a 'HIGHLIGHTS' field.

## 6 3. Click the 3-line icon to open the chronological events daily schedule view.

The screenshot shows the event management interface for 'At Sea' on 8/26/2025. The sidebar on the left contains navigation options: 'The Avenir', 'Add Event', 'Export Schedule', 'View Staff Report', 'Staff Conflicts', 'Collapse Actions', 'Event Filters', 'Venue Filters', and a search bar. The main area displays a grid of events across various venues: Theater, Comedy Club, Atrium, Reception, Tour Desk, Lounge, Library, Pool, Guest Services, and Café. The grid shows events scheduled from 8:15 PM to 3:45 AM. A 3-line icon in the top right corner is highlighted, indicating the option 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.

The screenshot shows the event management interface for 'At Sea' on 8/26/2025. The sidebar on the left contains navigation options: 'The Avenir', 'Add Event', 'Export Schedule', 'View Staff Report', 'Staff Conflicts', 'Collapse Actions', 'Event Filters', 'Venue Filters', and a search bar. The main area displays a grid of events across various venues: Theater, Comedy Club, Atrium, Reception, Tour Desk, Lounge, Library, Pool, Guest Services, and Café. The grid shows events scheduled from 8:15 PM to 3:45 AM. On the right, a 'DAILY SCHEDULE' panel is open, showing a list of events with their times and venues. The 'Billiards Tournaments' event is highlighted, and the 'edit' icon is shown next to it.

8 Proceed with edits in the Edits Event box.

8/26/2025 PUBLISHED LOCATION: At Sea DR E DR VD DR C DR P Admin User

**Edit Event** 2. Enter Day Details

Instance Information Staff Assignments Merged Variables

IMAGE OVERRIDE

VENUE \* START TIME \* END TIME \*

Reception, Tour Desk 10:00 11:00

EVENTS VENUE NAME EVENTS DECK NAME TIME DISPLAY

DAY HIGHLIGHTS

6

LINK\* LABEL NEW TAB

Event Selected: Billiards Tournaments Go Back Delete Event Finish: Edit Event

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

Instance Information Staff Assignments Merged Variables

IMAGE OVERRIDE

VENUE \* START TIME \* END TIME \*

Reception, Tour Desk 10:00 11:00

EVENTS VENUE NAME EVENTS DECK NAME TIME DISPLAY

DAY HIGHLIGHTS

6

LINK\* LABEL NEW TAB

+ Add Call to Action



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 a mobile application interface for editing an event. At the top, there is a dashed box with a plus sign, likely for an event image. Below this are several input fields: 'VENUE \*' with a dropdown menu showing 'Pool', 'START TIME \*' with a time picker set to 12:00, and 'END TIME \*' with a time picker set to 13:00. Further down are 'EVENTS VENUE NAME' and 'EVENTS DECK NAME' text boxes, and a 'TIME DISPLAY' dropdown set to 'Show finish time (Library's default)'. Below these is a 'DAY' dropdown set to '6' and a 'HIGHLIGHTS' text box. A '+ Add Call to Action' button is located below the highlights box. At the bottom of the form, it says 'Event Selected: Lights Out'. To the right of this text are three buttons: 'Go Back', 'Delete Event' (with a trash icon), and 'Finish: Edit Event' (with a checkmark icon). The 'Finish: Edit Event' button is highlighted with an orange circle. The bottom of the screen shows a navigation bar with 'All Entertainment' and 'All Recreation' tabs, and a 'Mobile' label on the right.

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

The screenshot displays an event management interface. At the top, a dark teal header bar contains a circular icon with a 'D' and a red button with a hamburger menu icon. Below the header is a grid with columns for 'Theater', 'Comedy Club', 'Atrium', 'Reception, Tour Desk', 'Lounge', and 'Library'. The rows represent time slots from 8:15 PM to 1:00 AM. A detailed view for the 'Violin Melodies' event is shown on the right, with the following details:

TIME	THE BOURGEOIS
8:30 PM - 10:15 PM	Lazor Focus Theatrics
9:30 PM - 11:00 PM	Violin Melodies
10:00 PM - 11:00 PM	Meet for City Tour

The detailed view also includes sections for 'TITLE' (Violin Melodies), 'VENUE' (Atrium), 'LEVELS' (None), 'DESCRIPTION' (None [Show All](#)), and 'ENDPOINTS' (Default to Library). A red trash icon is visible on the right side of the detailed view.



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".

The screenshot shows the 'Edit Event' form for an event titled 'Violin Melodies'. At the top left, there is an 'IMAGE OVERLAY' section with a dashed box and a plus sign. Below this, the form contains several input fields: '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), and 'HIGHLIGHTS'. A '+ Add Call to Action' button is located below the 'HIGHLIGHTS' field. At the bottom, there is a status bar showing 'Event Selected: Violin Melodies' and three buttons: 'Go Back' (highlighted with an orange circle), 'Delete Event', and 'Finish: Edit Event'.

## 13 Click this icon.

The screenshot shows the 'Edit Event' form for an event titled 'Violin Melodies'. The form is displayed in a modal window. At the top, there is a header bar with the date '8/26/2025', a 'DRAFT' status, the location 'At Sea', and a user profile 'Admin User'. The form contains several input fields: 'TITLE \*' (Violin Melodies), 'DESCRIPTION' (None), 'DURATION (MINUTES) \*' (60), and 'DISPLAY OPTIONS' (Show finish time). There is also a 'SEGMENT' field. A 'Duplicate This Event' icon (a yellow square with a plus sign) is highlighted with an orange circle. To the right of the form, there is a sidebar with a list of events: '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', and 'Movie'. The 'Duplicate This Event' icon is located in the top right corner of the form.



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

The screenshot shows the 'Edit Event' form with the title 'Violin Melodies'. An orange circle highlights the 'Clear Form' button in the top right corner of the form. The form has sections for TITLE, DESCRIPTION, SEGMENT (The Bourgeois), LEVELS, and ATTRIBUTES. On the right, there are radio buttons for 'Create a New Event' and 'Use an Existing Event', followed by a list of event categories with radio buttons.

15 Type the event's name to search for the event you'd like to replace it with.

The screenshot shows the 'Edit Event' form with the title field empty. An orange circle highlights the 'Clear Form' button in the top right corner of the form. The form has sections for TITLE, DESCRIPTION, SEGMENT (None), LEVELS, and ATTRIBUTES. On the right, there are radio buttons for 'Create a New Event' and 'Use an Existing Event', followed by a list of event categories with radio buttons.

## 16 Click the checkbox to select the event.

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

### Edit Event

#### 1. Select Event

Clear Form

**TITLE \***  
Camp

**DESCRIPTION**

**SEGMENT**  
None

**LEVELS**  
Search...

**ATTRIBUTES**  
Search...

☐ 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**

- ☒ Camp Junior
- ☐ Camp Adventures
- ☐ FIT Bootcamp

18 Click "Finish: Edit Event" to save your changes.

The screenshot shows a web form for editing an event. At the top left, there is a dashed box with a plus sign, labeled 'IMAGE OVERLAY'. Below this, the form contains several input fields and buttons. The 'VENUE' field is a dropdown menu with 'Atrium' selected. The 'START TIME' field is a text input with '21:30' and a clock icon. The 'END TIME' field is a text input with '23:00' and a clock icon. Below these, there are three more fields: 'EVENTS VENUE NAME', 'EVENTS DECK NAME', and 'TIME DISPLAY' (a dropdown menu with 'Show finish time (Library's default)' selected). The 'DAY' field is a dropdown menu with '6' selected. The 'HIGHLIGHTS' field is a text input. Below these fields, there is a button labeled '+ Add Call to Action'. At the bottom of the form, there is a section with the text 'Event Selected: Camp Junior'. To the right of this text are three buttons: 'Go Back', 'Delete Event' (with a trash icon), and 'Finish: Edit Event' (which is highlighted with an orange circle). Below the form, there is a dark blue sidebar with the text 'All Entertainment' and 'All Recreation'.

IMAGE OVERLAY

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

Go Back Delete Event Finish: Edit Event

All Entertainment 3:45 AM  
All Recreation 4:00 AM