GO by Spark - How to add hours of operations and Meal Periods in the Print Program?

The Feed Editor provides the ability for users to organize and make changes to the print program. After a print program is created, users can download it into PDF. The design and layout of the print program is pre-approved by the client.

1   Navigate to your GO Software URL and open the Itinerary Page.

2   Click on the "Newspaper Icon" to open the feed editor for the specific day.

LOCATION	ARRIVAL	DEPARTURE	TEMPLATES	ACTIONS
Miami	--	07:00pm	— Events — Venue Data	
At Sea	--	--	— Events — Venue Data	
Ocho Ríos	09:00am	05:00pm	Events Venue Data	
George Town	08:00am	04:00pm	Events Venue Data	
Cozumel	10:00am	06:00pm	Events — Venue Data	
At Sea	--	--	— Events — Venue Data	
Nassau	09:00am	08:00pm	— Events — Venue Data	
Miami	07:00am	--	— Events — Venue Data	
Miami	--	05:00pm	— Events — Venue Data	

3 Select the page by clicking on the left side of the screen.
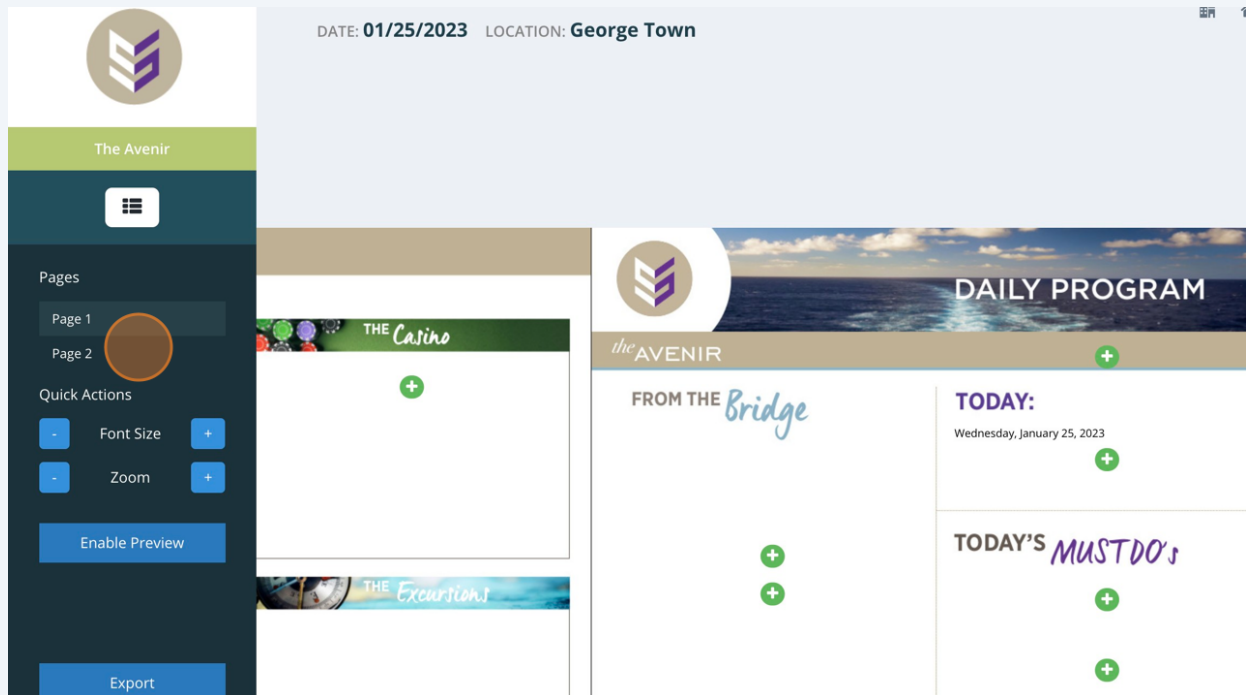
4 On the content menu located on the right side of the screen, find the content blurb to add a heading for the hours of operation.
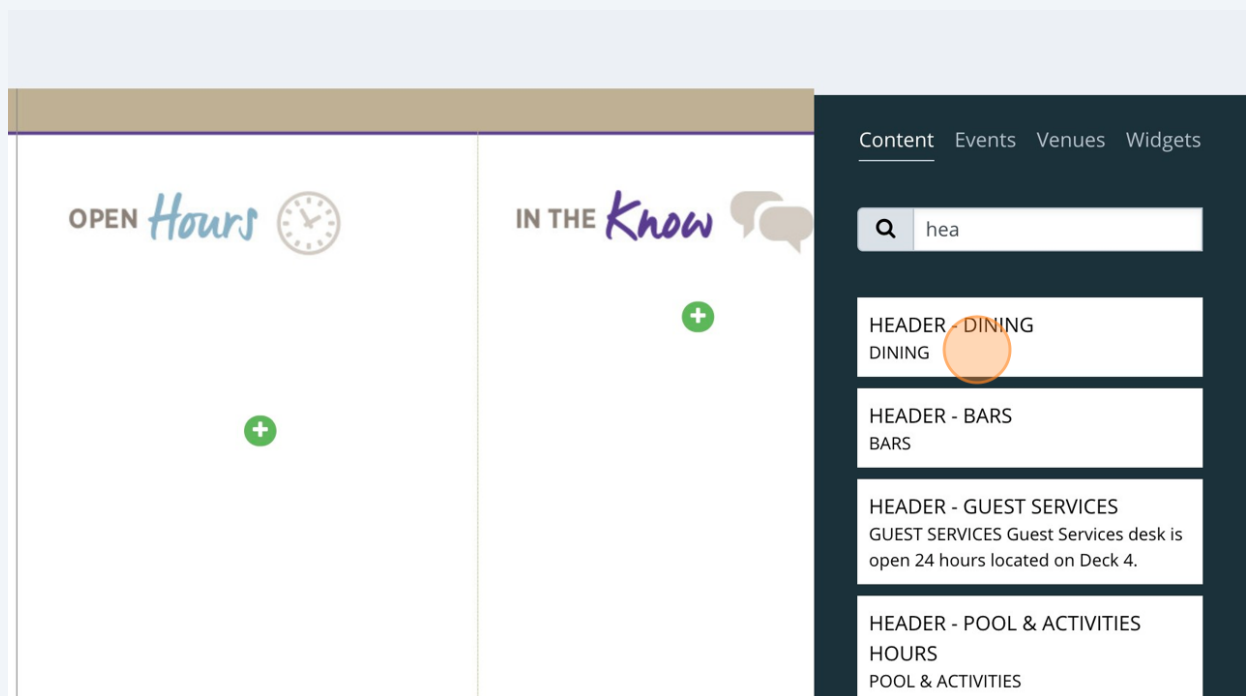
(i) FYI! All content blurbs from the Content Library will be accessible here.

5 Drag and drop the header.

6   Add an additional content box to create space.

7   Drag and drop the Venue Rundown into the content blurb.

8 Click here in order to choose the venue that will display the hours of operation.
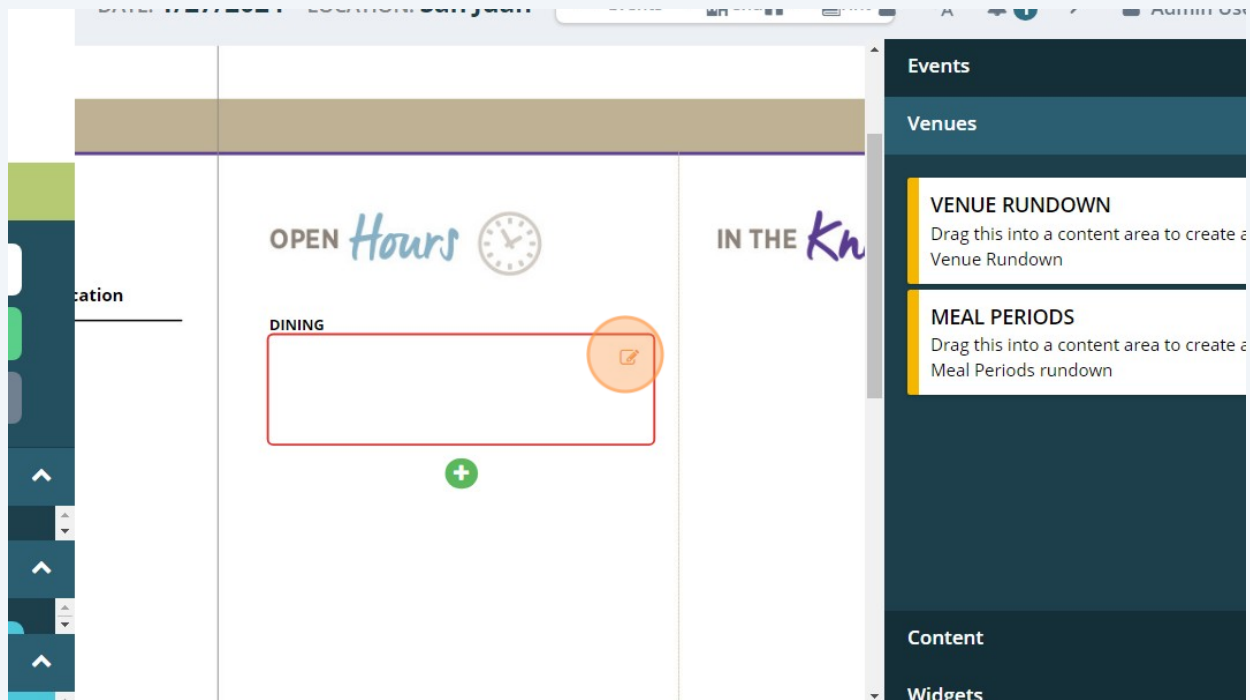
9 Click on the checkbox to select the venue or multiple venues.
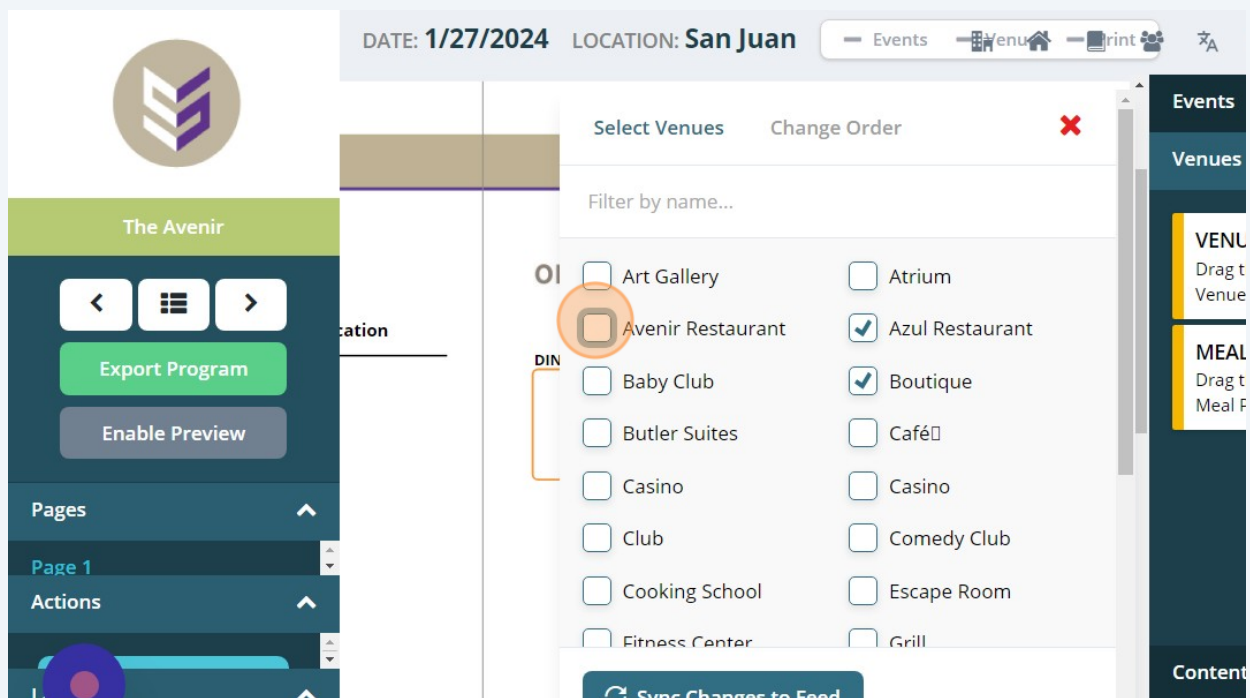
10 Click "Sync Changes to Feed".
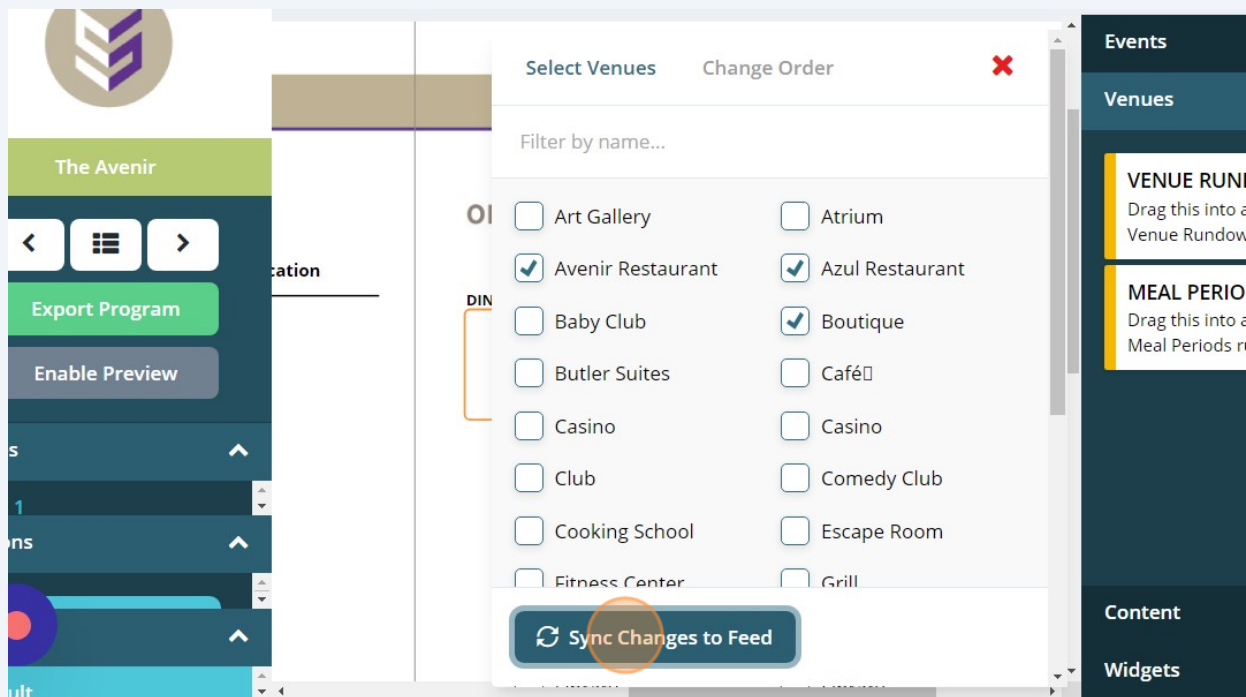
⚠️ Alert! Keep in mind that if you don't click the "Sync Feed" icon after editing, the changes won't populate in the Print Program.

11   Click "Change Order" to reorganize the venue's order.

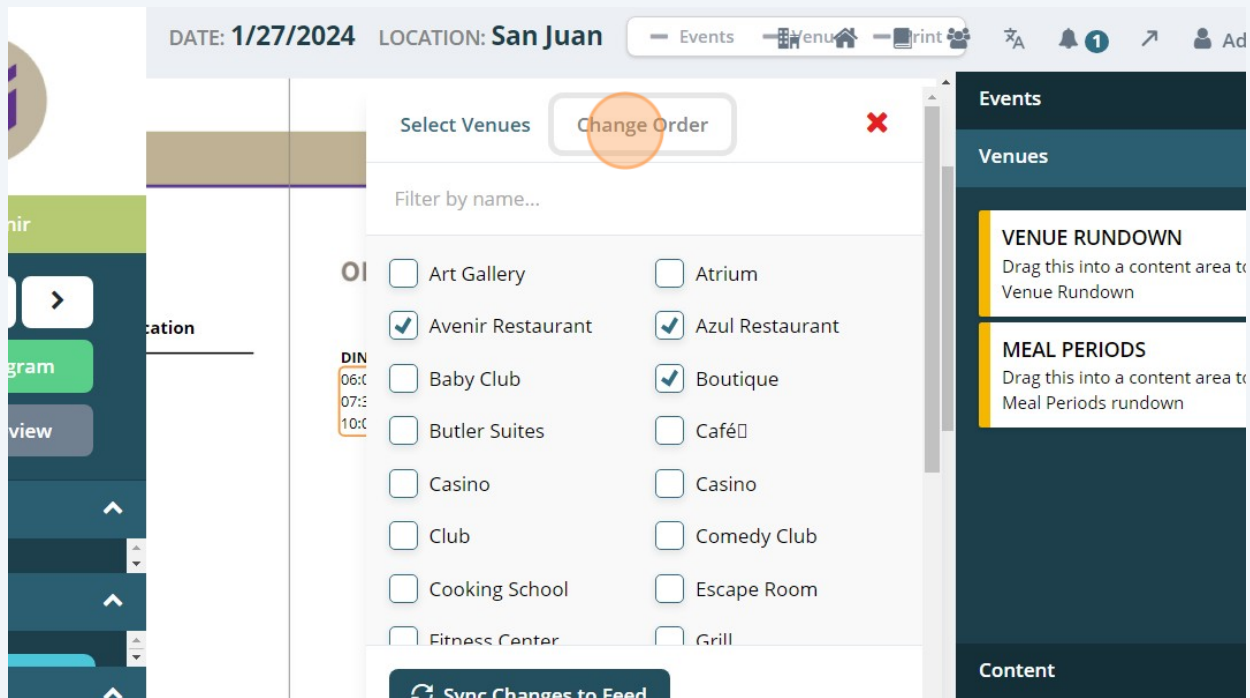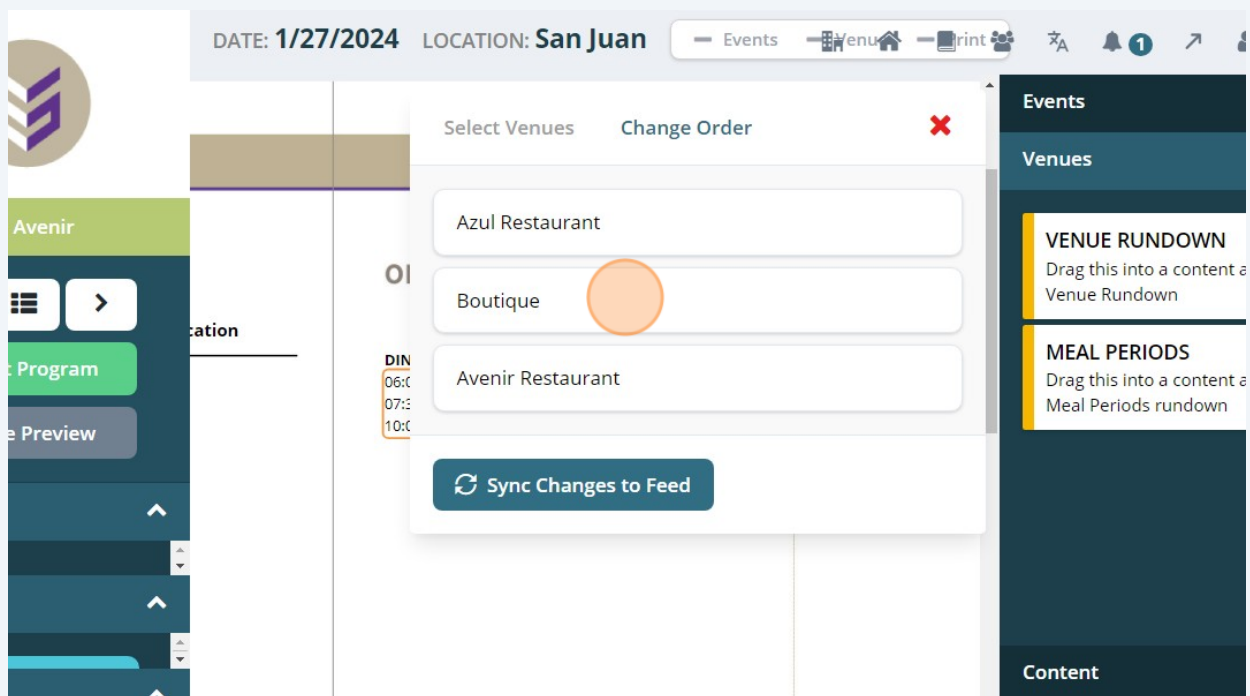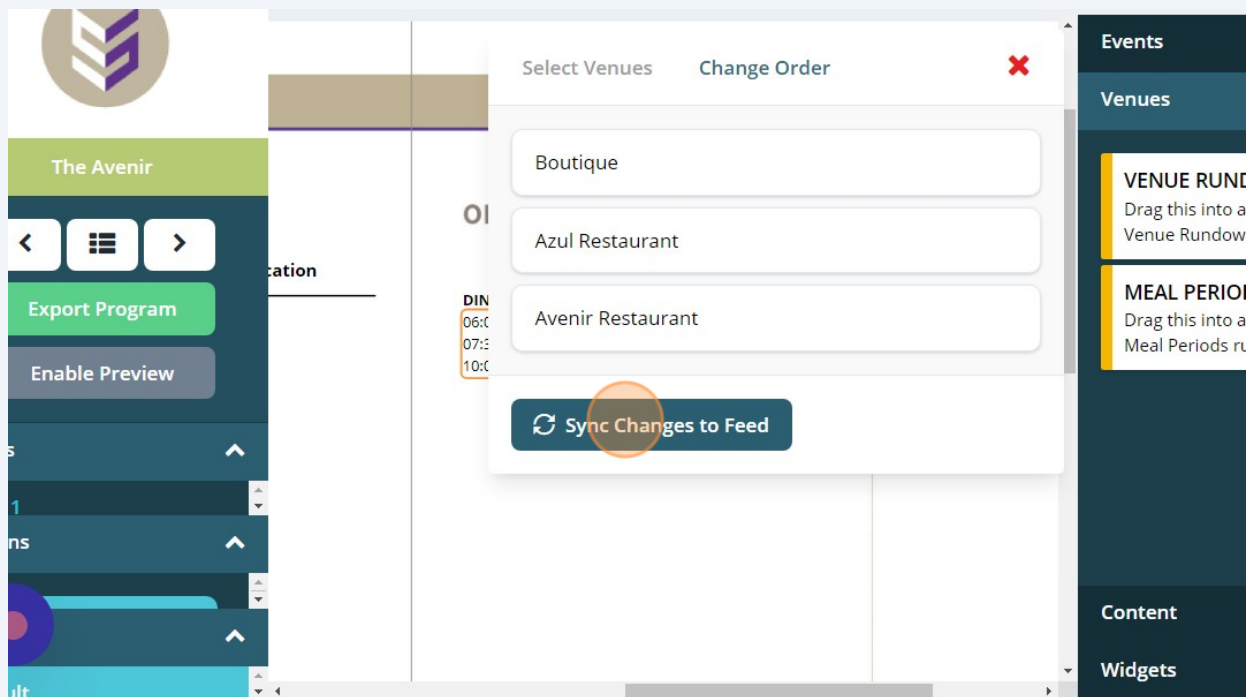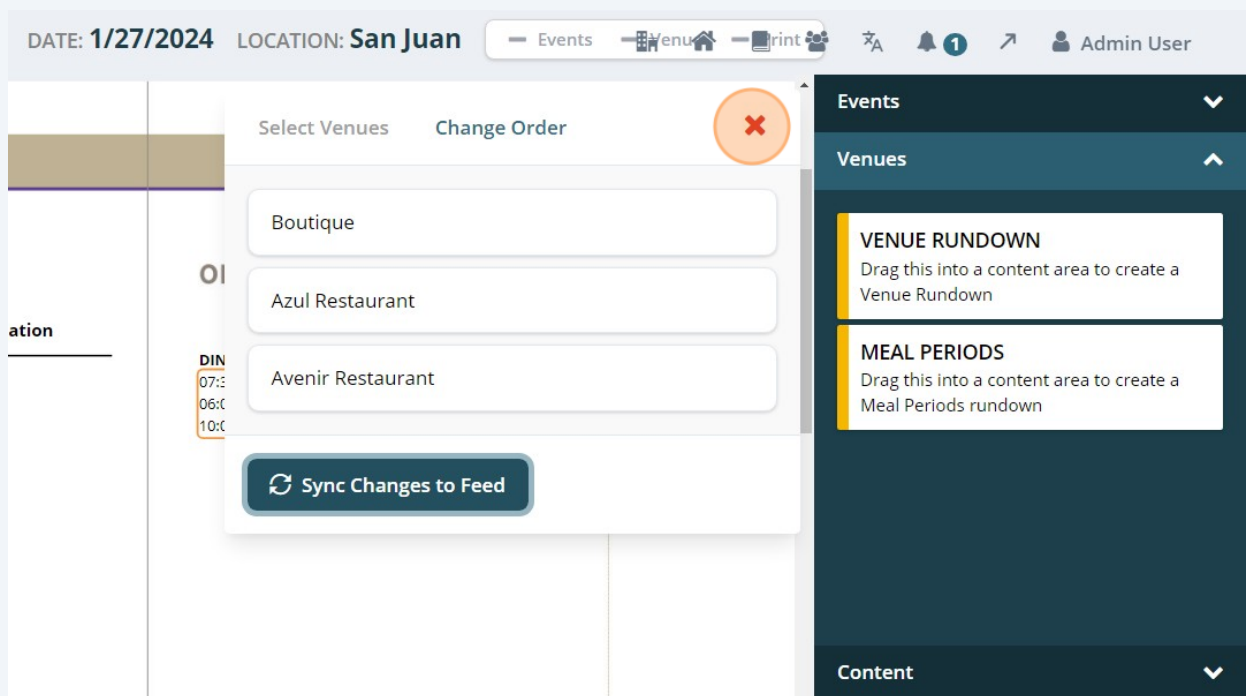**12**   Click on the venue and drag the box to its new location.

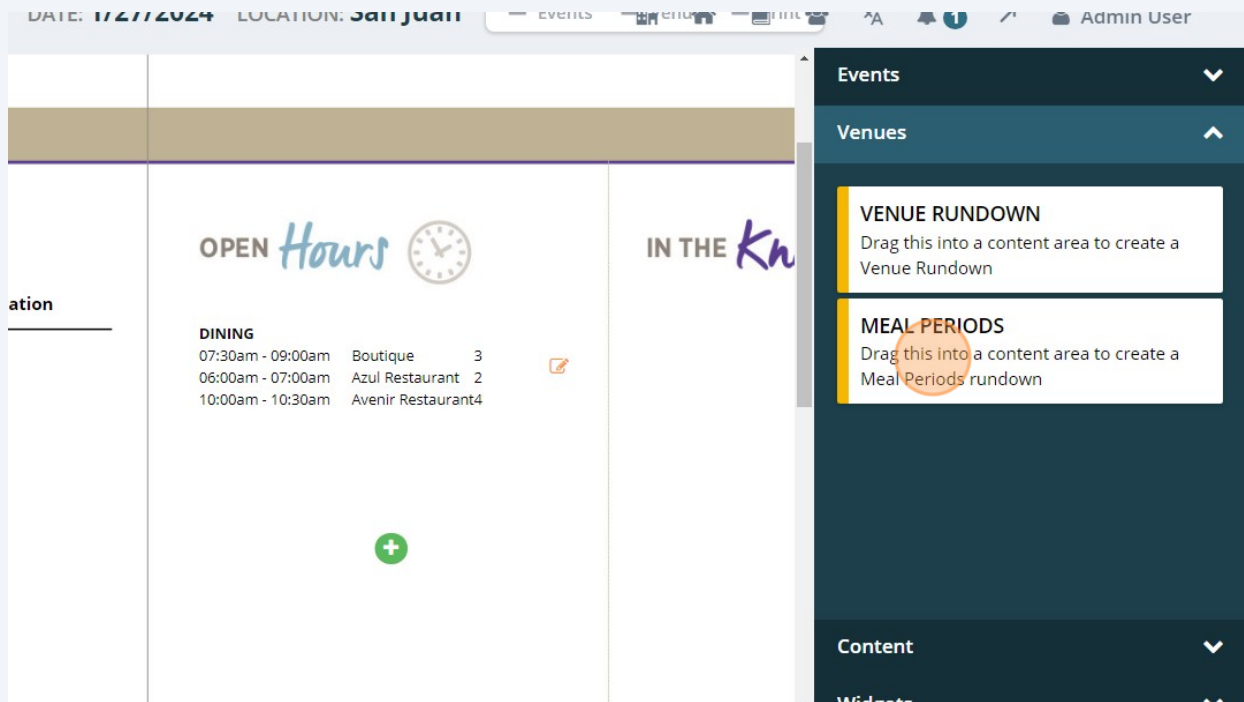**13** Click here to save the changes made.
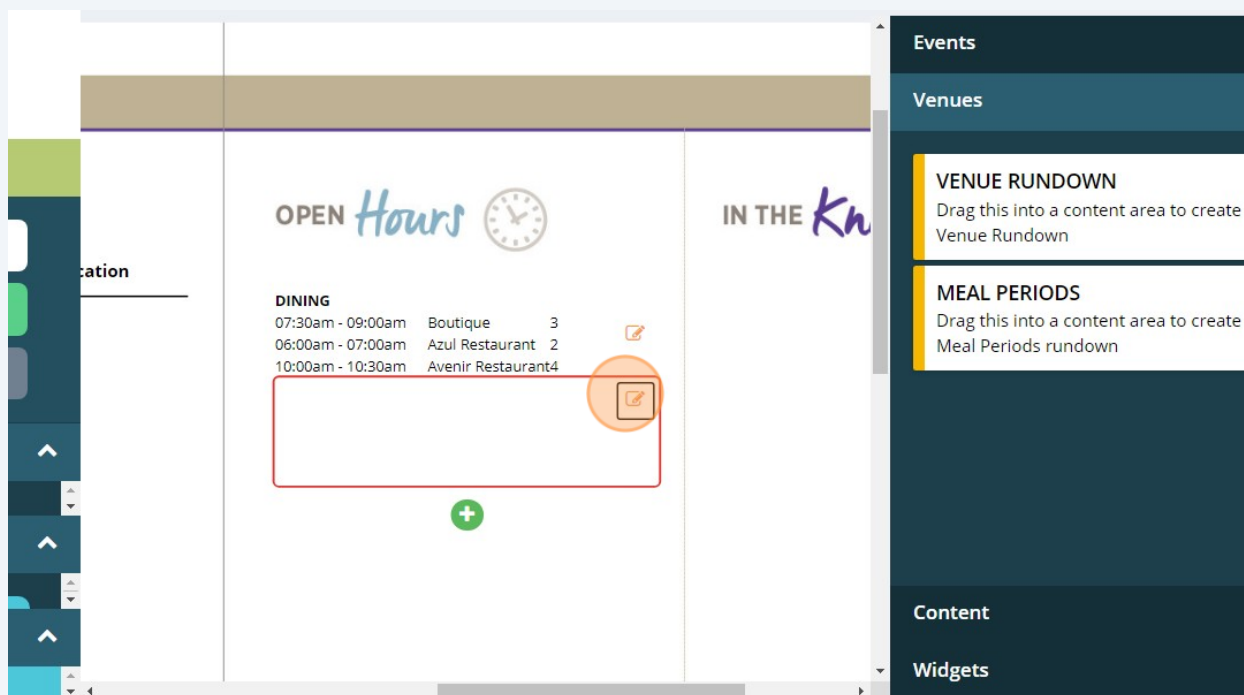

14 Click here to exit the tab.

15 Users can also add the "Meal Periods".

Add a content box by using the green "+" icon in order to create space to drag and drop the "Meal Periods".

16 Under the same concept used to edit the hours of operation, click here to choose the venue that you want to display the Meal hours.

17 Select the venues by clicking the checkbox. (Use the "Chance Order" button to check the order and reorganize it if necessary.)

Click "Sync Changes to Feed" when finished editing.
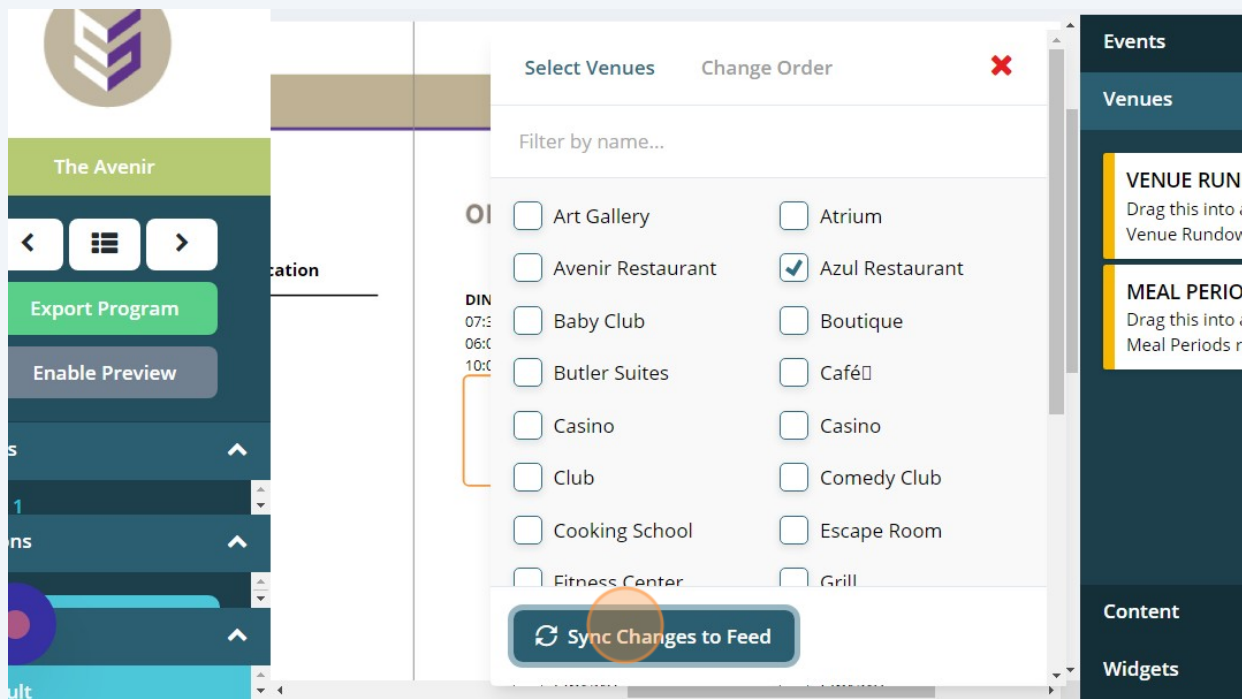
18 Below is an example of how the hours of operation and the meal periods will display.