

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

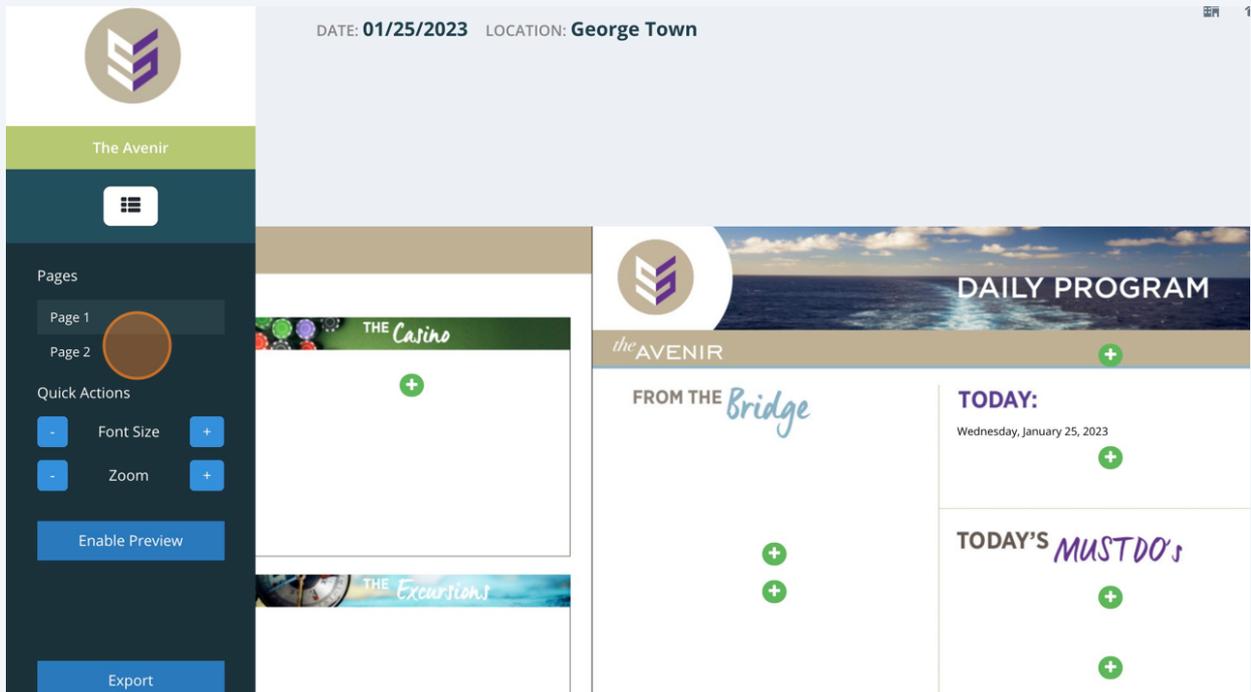
The Feed Editor provides the ability for users to organize and make changes to the print program. After a print program is created, users can download it into PDF. The design and layout of the print program is pre-approved by the client.

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

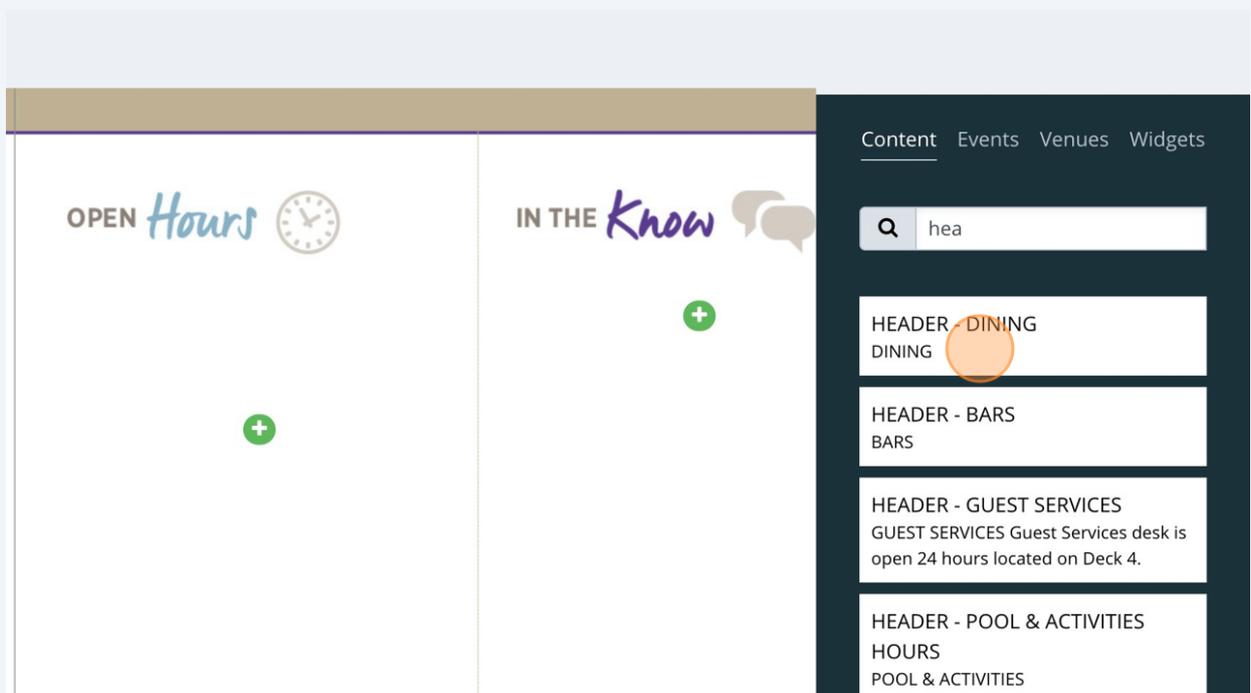
2 Click on the "Newspaper Icon" to open the feed editor for the specific day.

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.





FYI! All content blurbs from the Content Library will be accessible here.

5 Drag and drop the header.

The screenshot shows a website editor interface. On the left is a 'Location' sidebar with a list of items: Avenir Restaurant Deck 4, Azul Restaurant Deck 2, Atrium Deck 6, Sports Court Deck 5, Pool Deck 5, Fitness Center Deck 5, Comedy Club Deck 6, and Reception, Tour Deck. The main content area is divided into two columns. The left column has a header 'OPEN Hours' with a clock icon and a 'DINING' section below it. The right column has a header 'IN THE Know' with a speech bubble icon. A green line with a plus sign is positioned below the 'DINING' section, and an orange circle highlights a handle on the right end of this line. On the right side of the editor is a dark sidebar with a search bar containing 'hea' and a list of header options: 'HEADER - DINING DINING', 'HEADER - BARS BARS', 'HEADER - GUEST SERV GUEST SERVICES Guest S open 24 hours located or', and 'HEADER - POOL & AC HOURS'. At the top of the editor, there are tabs for 'Content', 'Events', and 'Ven'.

6 Add an additional content box to create space.

Activities	Location
1 Cooking School	Avenir Restaurant Deck 4
1 TBD The Loyalists	Azul Restaurant Deck 2
1 Musical Appreciation: A Duet	Atrium Deck 6
1 Noche de los Perdidos	Sports Court Deck 5
1 Teen Pool Party	Pool Deck 5
1 TBD The Loyalists	Fitness Center Deck 5
1 Stand Up Comedy	Comedy Club Deck 6
1 Lazor Focus Theatrics	Reception, Tour Desk

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

DATE: 1/27/2024 LOCATION: San Juan

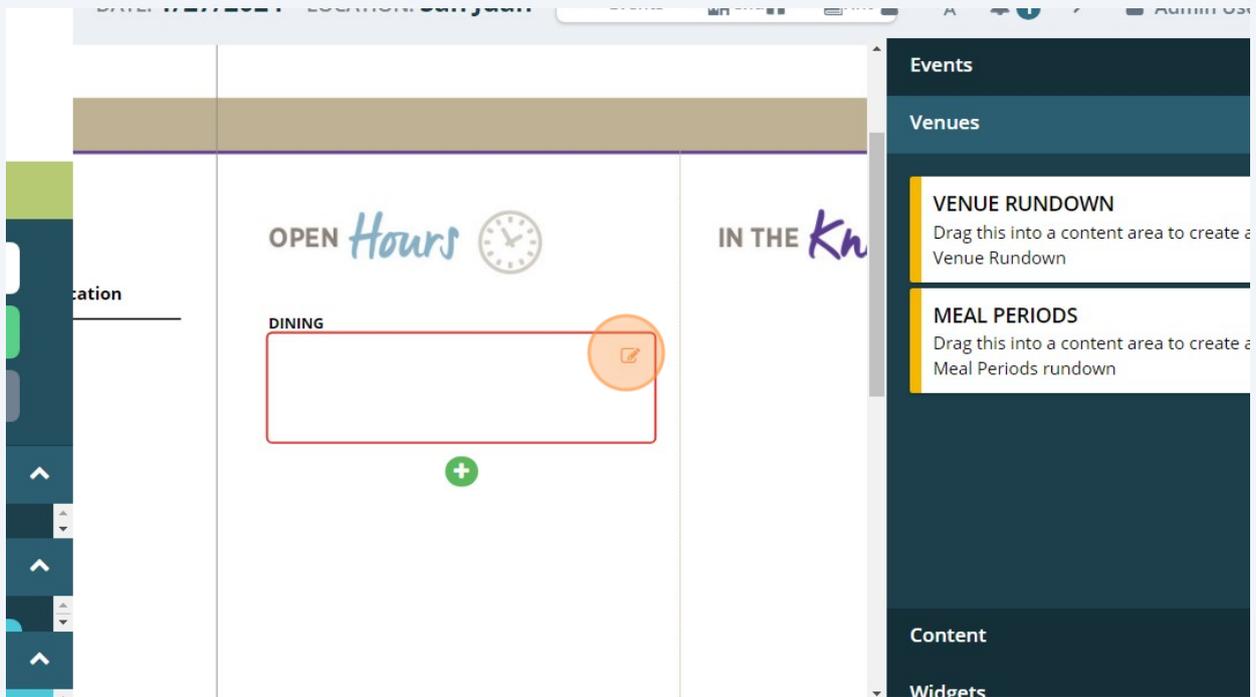
Events Venues

VENUE RUNDOWN
Drag this into a content area to create a Venue Rundown

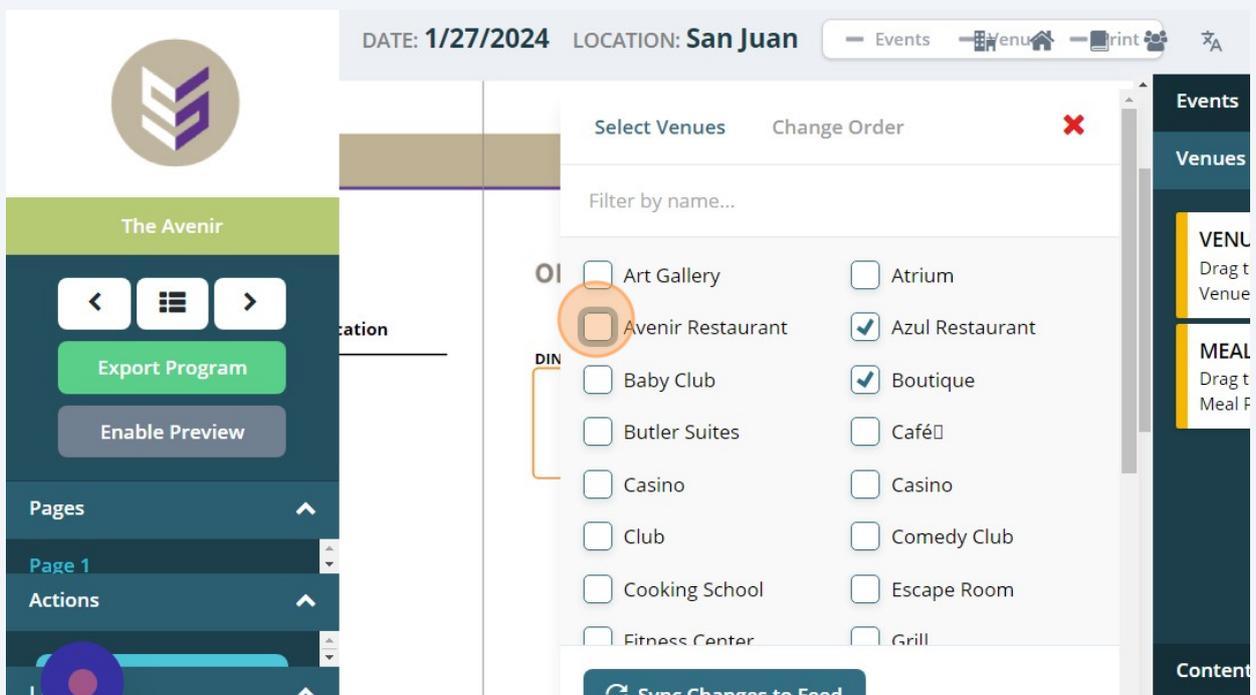
MEAL PERIODS
Drag this into a content area to create a Meal Periods rundown

Content

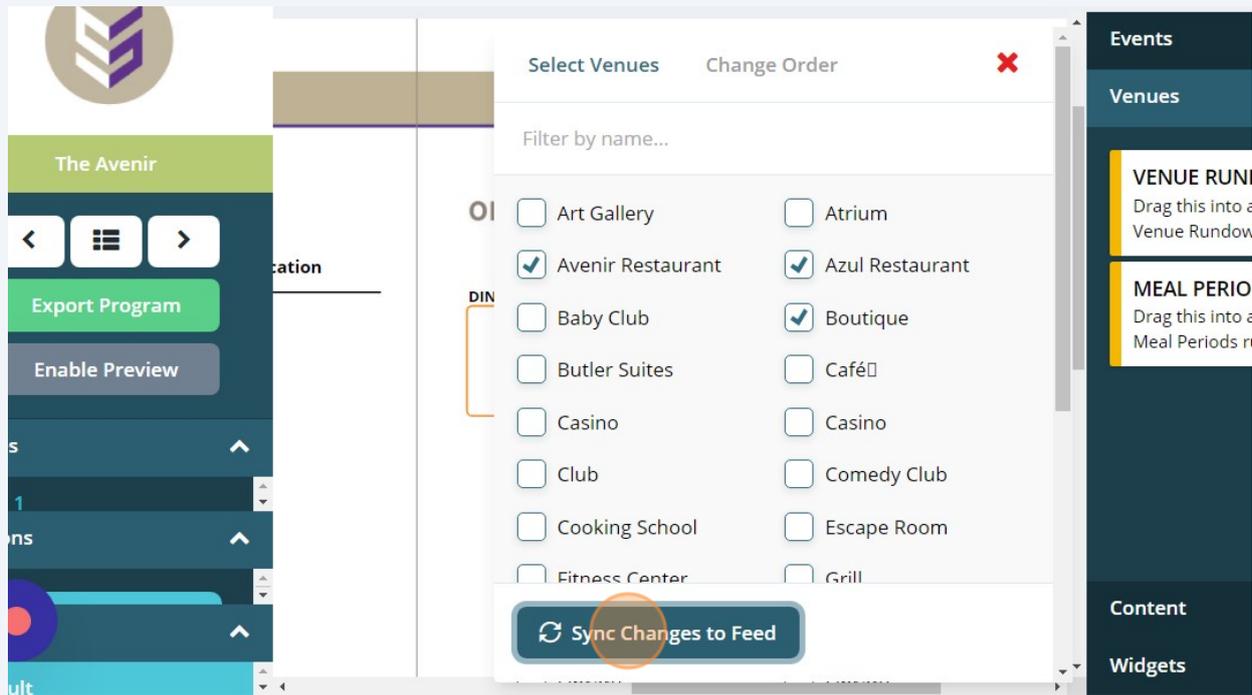
8 Click here in order to choose the venue that will display the hours of operation.



9 Click on the checkbox to select the venue or multiple venues.

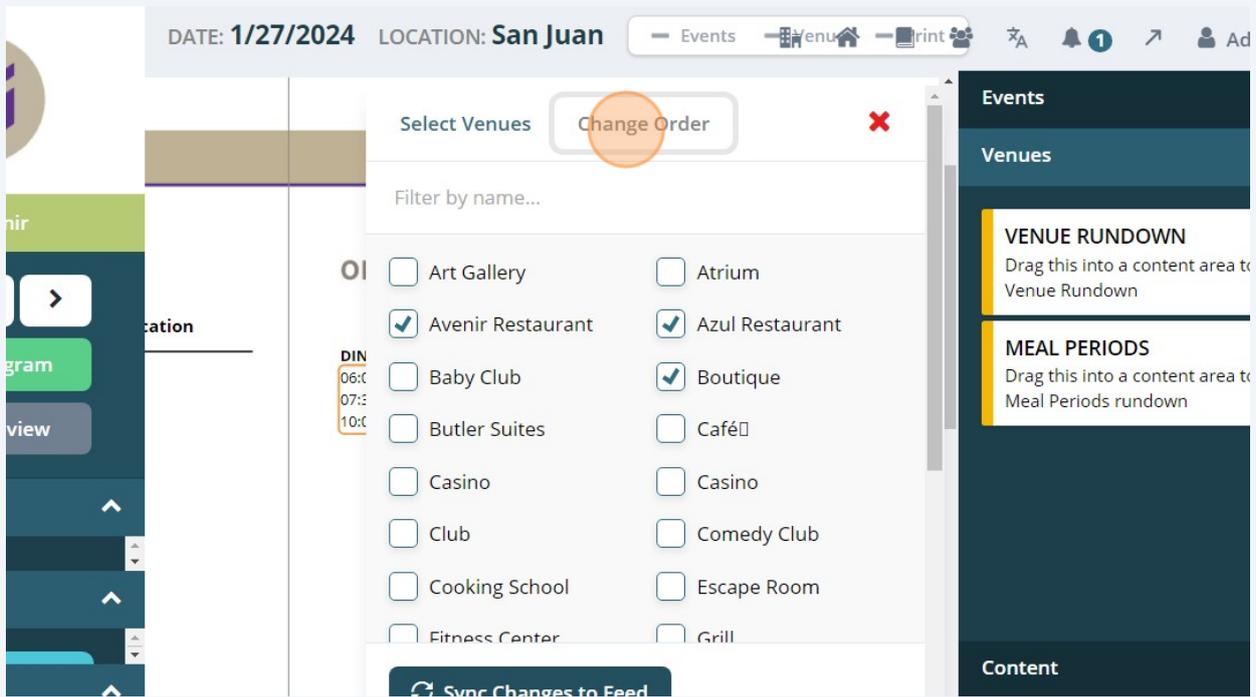


10 Click "Sync Changes to Feed".

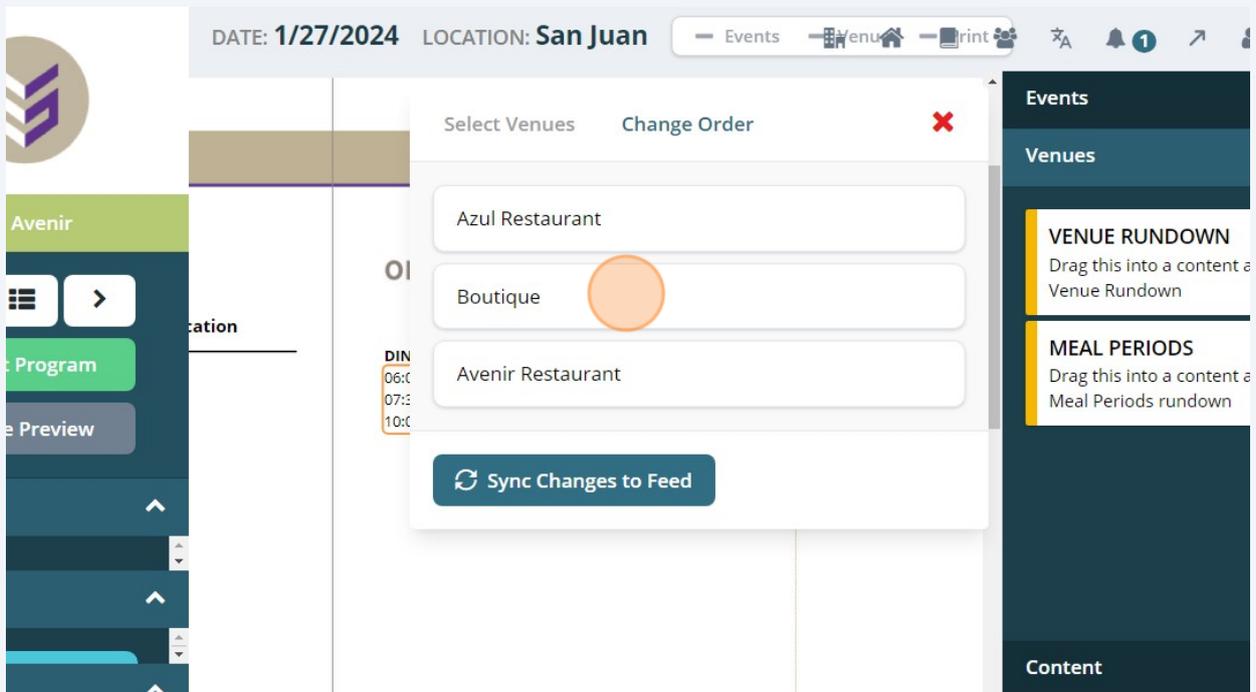


Alert! Keep in mind that if you don't click the "Sync Feed" icon after editing, the changes won't populate in the Print Program.

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.

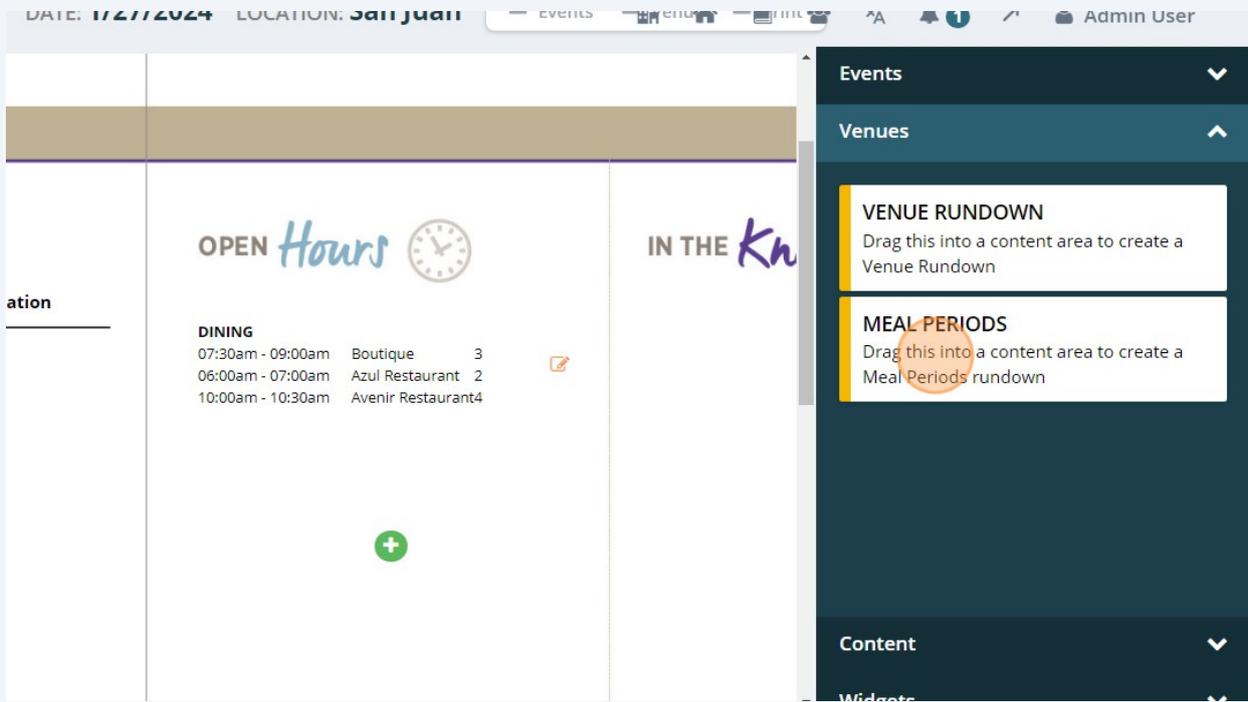
The screenshot shows a web application interface. On the left, there is a sidebar with a logo at the top, followed by a green bar labeled 'The Avenir'. Below this are navigation arrows, an 'Export Program' button, and an 'Enable Preview' button. The main content area is partially obscured by a 'Select Venues' dialog box. The dialog box has a title bar with 'Select Venues' and 'Change Order' on the left, and a red close button on the right. Inside the dialog, there are three input fields containing 'Boutique', 'Azul Restaurant', and 'Avenir Restaurant'. Below these fields is a blue button with a refresh icon and the text 'Sync Changes to Feed', which is circled in orange. To the right of the dialog, there is a dark sidebar with a menu. The menu items are 'Events', 'Venues', 'VENUE RUNDOWN' (with a yellow highlight), 'MEAL PERIODS' (with a yellow highlight), 'Content', and 'Widgets'.

14 Click here to exit the tab.

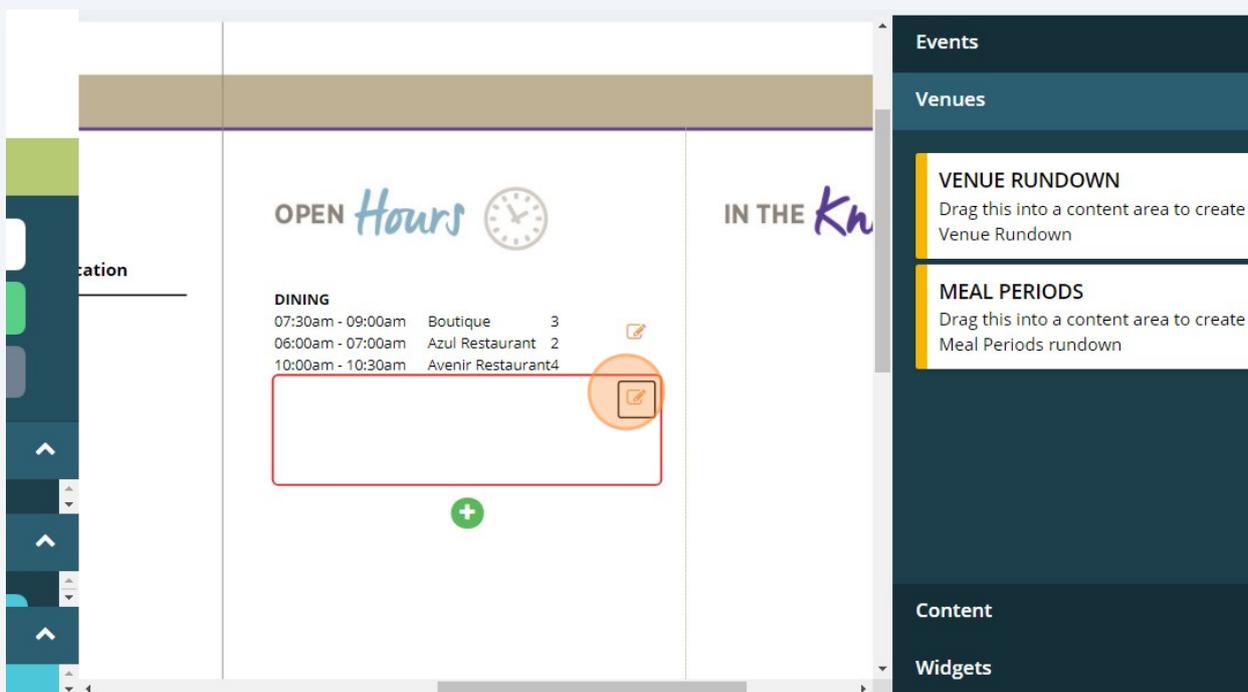
The screenshot shows the same web application interface as in the previous image. At the top, there is a header bar with 'DATE: 1/27/2024' and 'LOCATION: San Juan'. To the right of the header are navigation icons for 'Events', 'Venue', and 'Print', along with a search icon, a notification bell with '1', and a user profile icon labeled 'Admin User'. The 'Select Venues' dialog box is still present, but the 'Sync Changes to Feed' button is no longer highlighted. Instead, a red close button (an orange circle with a red 'X') is highlighted. The sidebar on the right is also visible, showing the same menu items as before.

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".



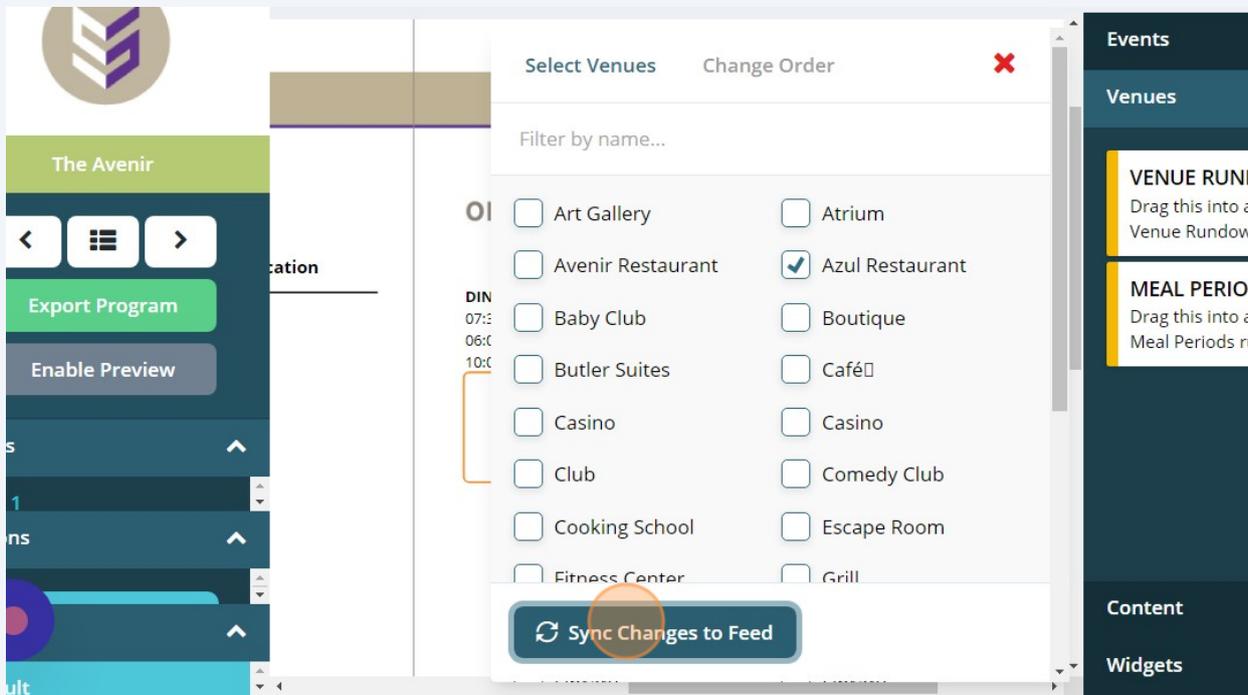
16 Under the same concept used to edit the hours of operation, click here to choose the venue that you want to display the Meal hours.



17

Select the venues by clicking the checkbox. (Use the "Change 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.

