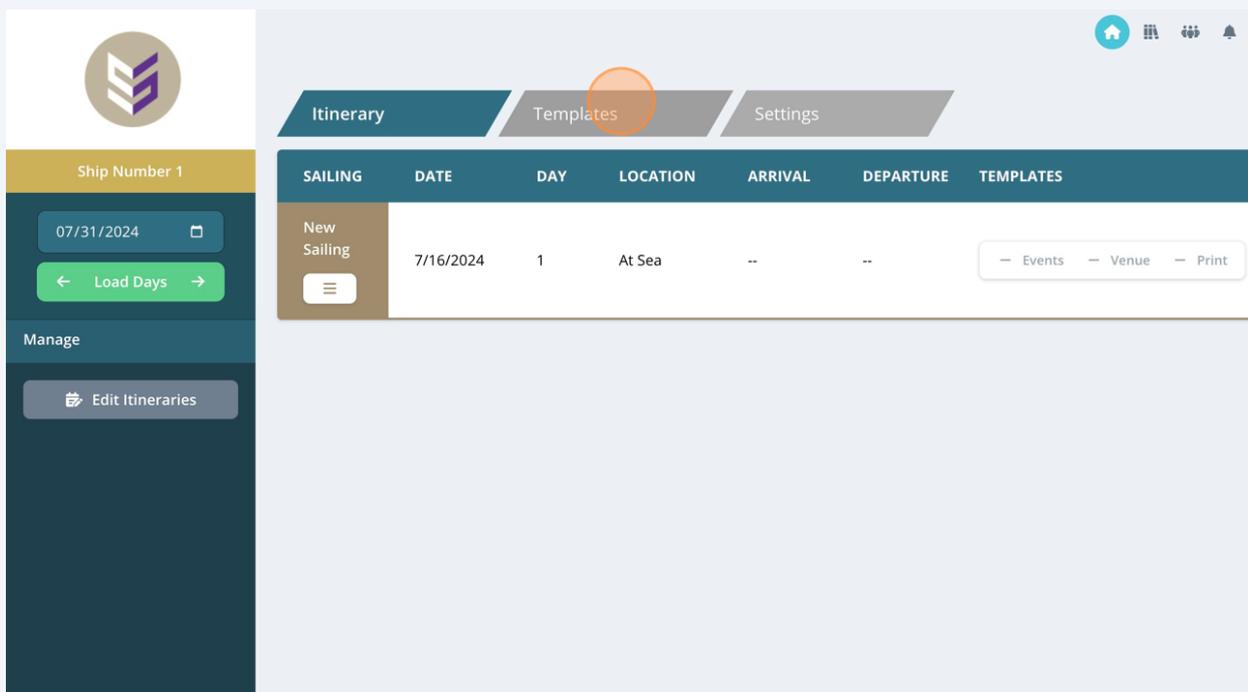


GO by Spark - How to assign a Theme Night Scribe[®] on a Template Level?

This guide provides step-by-step instructions on how to add a theme night on a template level. Following these steps will help users easily customize their itinerary templates, making it a valuable resource for those seeking to enhance their event planning and organization process.

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

2 Click on "Templates" to view the Template Library.



3 Click here to edit an existing template.

Templates Settings

ID	TAGS	STATS	MARKERS	ACTIONS
1024 4		E: 1 VD: 0	No markers	  
1024 5		E: 30 VD: 73	No markers	  
1024 38		E: 42 VD: 73	No markers	  

SCANDANAVIAN THISISAREALLY LONG TITLE DEMOUSE

4 Click the dropdown menu and select the desired Theme Night.

Search by template name...

NAME	UPDATED	TAGS
Sample Print template	4/16/2024 7:59:44 PM	
UK4N- Day1 DeleteMe	3/22/2024 1:37:25 PM	
New UK 3N - Day 3 (Retros)	3/8/2024 11:05:38 PM	
This is my tagged template	5/17/2022 5:18:30 PM	S P S
Final 3N Windsor (Day 2) - Scarlet	5/9/2022 9:40:29 PM	
New 4N (Day 2) Lazars	5/9/2022 9:40:29 PM	

Daily Planner Feed Editor

NAME: Sample Print template

TAGS: Search by tag name (or create a new one)...

DAY THEME: None

Save Changes Reset

Future Days Linked to Template

VOYAGE	NAME	DATE	FRAGMENTS
No items to show			

5

Click here to save the changes made on the Template.

The screenshot shows a template management interface. On the left is a list of templates with columns for name and date. On the right is a configuration panel for a selected template. The configuration panel includes fields for NAME (Sample Print template), TAGS (Search by tag name (or create a new one)...), and DAY THEME (White Night). A 'Save Changes' button is highlighted with an orange circle, and a 'Reset' button is also visible. Below the configuration panel is a section titled 'Future Days Linked to Template' with a table header: VOYAGE, NAME, DATE. The table currently shows 'No items to show'.

NAME
Sample Print template

TAGS

Search by tag name (or create a new one)...

DAY THEME

White Night

Save Changes Reset

Future Days Linked to Template

VOYAGE	NAME	DATE
No items to show		



Note: Changes made at the Template Level will automatically populate on every day that this template is linked. (If it is unlinked, the changes will not apply.)

6 Click here to close.

Sample Print template

Template Details

Daily Planner Feed Editor

NAME

Sample Print template

TAGS

Search by tag name (or create a new one)...

DAY THEME

White Night

7 Now the Theme Night is populating based on the previous selection (under the "Markers" column).

Admin User

Itinerary Templates Settings

Search by template name...

NAME	UPDATED	TAGS	STATS	MARKERS	ACTIONS
Sample Print template	7/31/2024 2:14:32 PM		E: 1 VD: 0	White Night	
UK4N- Day1 DeleteMe	3/22/2024 1:37:25 PM		E: 30 VD: 73	No markers	
New UK 3N - Day 3 (Retros)	3/8/2024 11:05:38 PM		E: 42 VD: 73	No markers	
This is my tagged template	5/17/2022 5:18:30 PM	SCANDANAVIAN THISISAREALLY LONG TITILE DEMOUSE HEREISANOTHERTAGTOTESTHOWLONGWECANGO SOMETHINGSOMETHING SOMETHING THEREISMORE TESTING	E: 50 VD: 73	No markers	

8

Example of the Theme Night view from the Itinerary Page when this template is linked to a day:

The screenshot shows a web application interface with a top navigation bar containing a home icon, a list icon, a user icon, a notification bell, a settings icon, and the text 'Admin User'. Below this is a secondary navigation bar with three tabs: 'Itinerary' (active), 'Templates', and 'Settings'. The main content area features a table with the following columns: SAILING, DATE, DAY, LOCATION, ARRIVAL, DEPARTURE, TEMPLATES, MARKERS, and ACTION. The first row of the table is highlighted in a light blue color and contains the following data: 'New Sailing' (with a menu icon), '7/16/2024', '1', 'At Sea', '--', '--', 'Events', 'Venue', 'Print', 'White Night' (circled in orange), and a copy icon. A dark sidebar is visible on the left side of the screen.

SAILING	DATE	DAY	LOCATION	ARRIVAL	DEPARTURE	TEMPLATES	MARKERS	ACTION		
New Sailing	7/16/2024	1	At Sea	--	--	Events	Venue	Print	White Night	



Note: The Theme Night is populated from the Event Data, meaning that if a template is linked without the Event, the Theme Night will not populate.