

GO by Spark - How to assign and unlink templates to a day?

A template provides the ability to copy a specific Daily Program that could include Print Program, Venue Hours, and Events in order to strategically assign it to future dates.

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

2 Click the Template Box on the Itinerary Page for a specific date to assign a template in.

DAY	LOCATION	ARRIVAL	DEPARTURE	TEMPLATES	ACTIONS
1	Miami	--	05:00pm	— Events — Venue — Print	☰ 📄 🔒
2	At Sea	--	--	🔗 Events 🔗 Venue 🔗 Print	☰ 📄 🔒
3	San Juan	11:00am	07:00pm	— Events — Venue — Print	☰ 📄 🔒
4	At Sea	--	--	— Events — Venue — Print	☰ 📄 🔒
5	Nassau	10:00am	04:00pm	— Events — Venue — Print	☰ 📄 🔒
6	Miami	07:00am	--	— Events — Venue — Print	☰ 📄 🔒
1	Miami	--	07:00pm	— Events — Venue — Print	☰ 📄 🔒
2	At Sea	--	--	— Events — Venue — Print	☰ 📄 🔒

3 Click "Link Template Fragments"

San Juan - 5 Night East Caribbean 80 (Day 3, 1/27/2024) ↗

Template Fragments

Events	Not linked to any
Venue Data	Not linked to any
Print Program	Not linked to any
Link Template Fragments	Create Template From Day Unlink All Fra

Itinerary

SAILING	DATE	DAY
5 Night East Caribbean 80	1/25/2024	1
	1/26/2024	2
	1/27/2024	3
	1/28/2024	4
	1/29/2024	5
	1/30/2024	6
7 Night West Caribbean 80	1/30/2024	1
	1/31/2024	2
	2/1/2024	3
	2/2/2024	4

4 Click the checkbox to choose up to 3 templates to assign to a day.

1. Select Templates

Search by template name...

Show Filters

<input type="checkbox"/>	NAME	TYPE	STAT
<input type="checkbox"/>	Test 1 - Print Program	PORT	E: 1
<input checked="" type="checkbox"/>	Test 1 - Venues	SEA	E: 1
<input checked="" type="checkbox"/>	Test 1 - Events	SEA	E: 1
<input type="checkbox"/>	Sea Day Caribbean Template	SEA	E: 2
<input type="checkbox"/>	Test Template	SEA	E: 1
<input type="checkbox"/>	core day programming option 2	SEA	E: 3

Itinerary

SAILING	DATE	DAY
5 Night East Caribbean 80	1/25/2024	1
	1/26/2024	2
	1/27/2024	3
	1/28/2024	4
	1/29/2024	5
	1/30/2024	6
7 Night West Caribbean 80	1/30/2024	1
	1/31/2024	2

5 Click "Next: Map Fragments To Day(s)"

Table with columns: NAME, TYPE, STATS, TAGS

NAME	TYPE	STATS	TAGS
Test 1 - Print Program	PORT	E: 1 VD: 0	
Test 1 - Venues	SEA	E: 1 VD: 1	
Test 1 - Events	SEA	E: 1 VD: 1	
Sea Day Caribbean Template	SEA	E: 24 VD: 15	WEATHER PERMITTING
Test Template	SEA	E: 18 VD: 15	
core day programming option 2	SEA	E: 35 VD: 28	

Sailing Selected: 5 Night East Caribbean 80 (Day 3)

Go Back Next: Map Fragments To Day(s)

6 Click the first checkbox to check all fragments at once.

Link Template Fragments

2. Map Fragments To Day(s)

San Juan - 5 Night East Caribbean 80 (Day 3, 1/27/2024)

FRAGMENT	TEMPLATE
<input type="checkbox"/> Events	Test 1 - Events
<input type="checkbox"/> Venue Data	Test 1 - Events
<input type="checkbox"/> Print Program	Test 1 - Events

Templates Selected: 3

Go I

*This c

7

By default the template section selects the first template chosen. Click the drop down to change the template and assign it to the corresponding fragment.

Link Template Fragments

2. Map Fragments To Day(s)

San Juan - 5 Night East Caribbean 80 (Day 3, 1/27/2024)

	<input checked="" type="checkbox"/>	FRAGMENT	TEMPLATE	UNLINKS
1	<input checked="" type="checkbox"/>			
2	<input checked="" type="checkbox"/>	Events	Test 1 - Events 	Not linked
3	<input checked="" type="checkbox"/>	Venue Data	Test 1 - Events  	Not linked
4	<input checked="" type="checkbox"/>	Print Program	Test 1 - Events 	Not linked
5				
6				
1				
2				

Templates Selected: 3

[Go Back](#) [Finish: Link Template Fragments*](#)

**This operation may take a long time (up to a minute)*



Tip! The "Venue Data" is the hours of operation.

8

Click "Finish: Link Template Fragments" to finalize assigning a template.

	FRAGMENT	TEMPLATE	UNLINKS
1	<input checked="" type="checkbox"/>		
2	<input checked="" type="checkbox"/> Events	Test 1 - Events	Not linked
3	<input checked="" type="checkbox"/> Venue Data	Test 1 - Venues	Not linked
4	<input checked="" type="checkbox"/> Print Program	Test 1 - Print Program	Not linked

Templates Selected: 3

Go Back **Finish: Link Template Fragments***

**This operation may take a long time (up to a minute)*

9

To make changes to a day without affecting the template, click on the Template Box to unlink templates.

ARRIVAL	DEPARTURE	TEMPLATES	ACTIONS
--	05:00pm	Events Venue Print	[Icons]
--	--	Events Venue Print	[Icons]
11:00am	07:00pm	Events Venue Print	[Icons]
--	--	Events Venue Print	[Icons]
10:00am	04:00pm	Events Venue Print	[Icons]
07:00am	--	Events Venue Print	[Icons]
--	07:00pm	Events Venue Print	[Icons]
--	--	Events Venue Print	[Icons]

10

Click "Unlink Only" to unlink the template from a day, preserving the data and enabling modifications without impacting the original template. This allows users to utilize the template data while making individual adjustments to the designated day.

San Juan - 5 Night East Caribbean 80 (Day 3, 1/27/2024) ✕

Template Fragments

Events

Currently linked to:
[Test 1 - Events](#)

Unlink Fragment ▼

Unlink Only

Unlink & Clear

Venue Data

Currently linked to:
[Test 1 - Venues](#)

Unlink Fragment ▼

Print Program

11

Click "Unlink & Clear" to disassociate the link between the day and the template AND remove all the data on the current day. This is equivalent to deleting all the data in a day. This is useful if a user made a mistake and applied the wrong template.

from: [Test 1 - Events](#)

Venue Data

Currently linked to:
[Test 1 - Venues](#)

Unlink Fragment ▼

Unlink Only

Unlink & Clear

Venues

Currently linked to:
[Test 1 - Venues](#)

Unlink Fragment ▼

Print Program

Currently linked to:
[Test 1 - Venues](#)

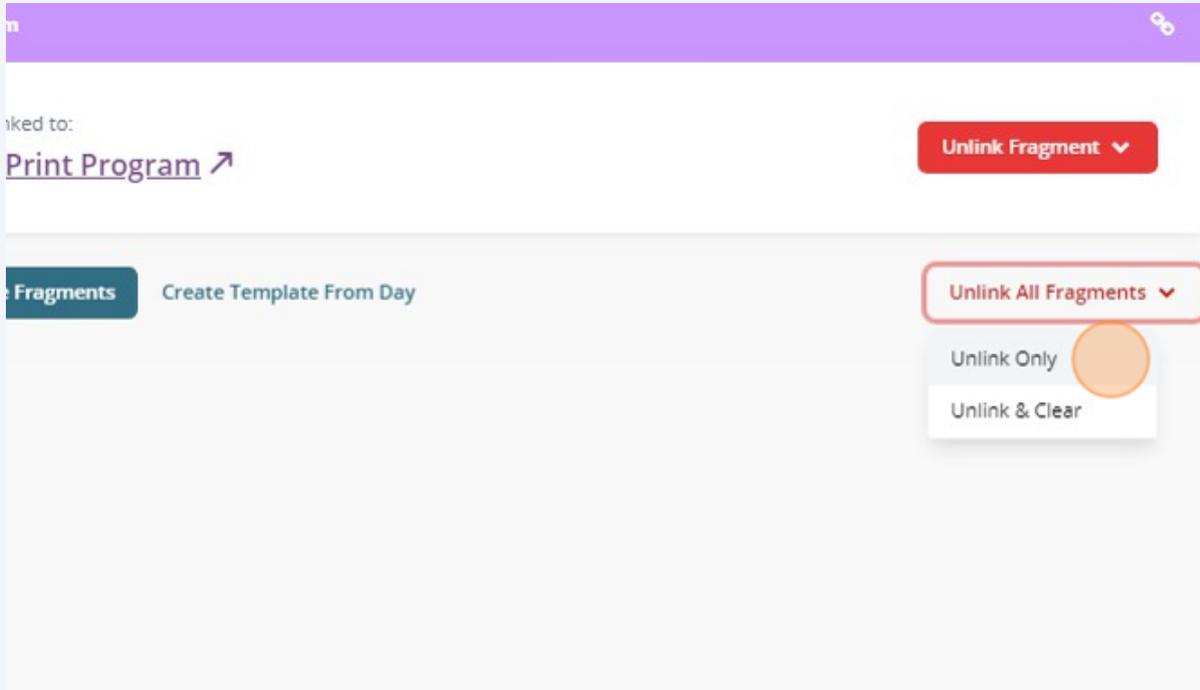
Unlink Fragment ▼

Fragments

Create Template From Day

Unlink All Fragments ▼

12 The user also have the ability to "Unlink All Fragments" at once.



13 Click this "X" to close.

