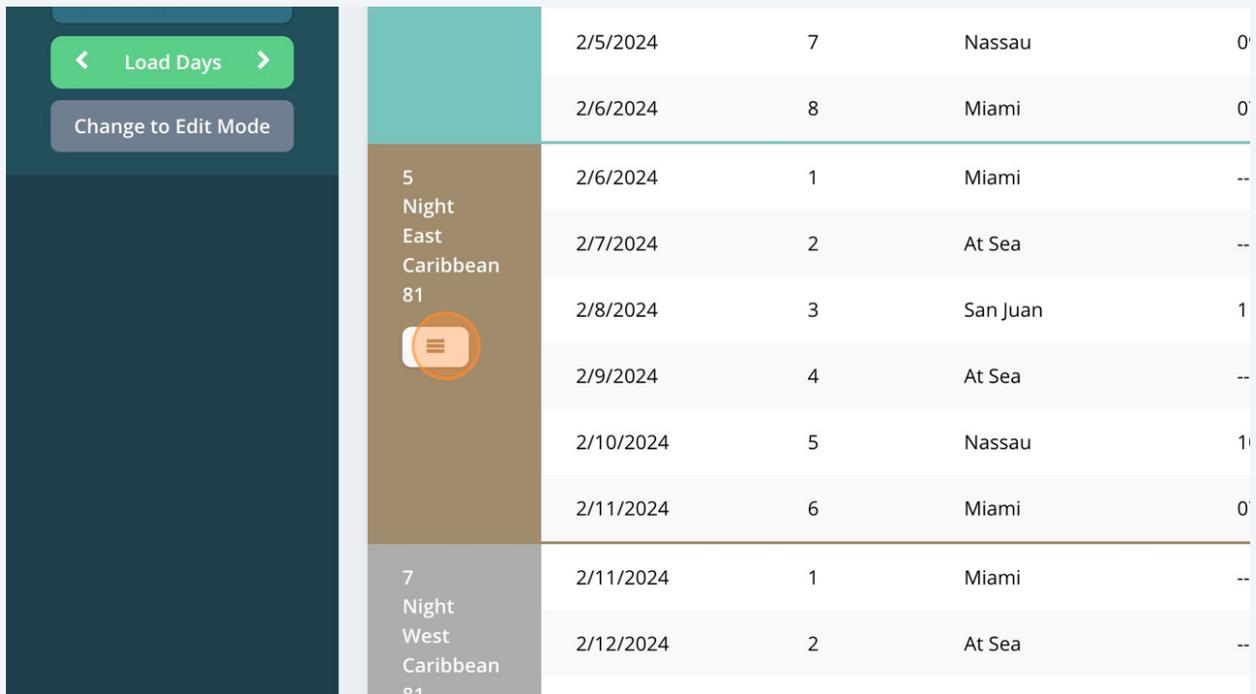


# GO by Spark - How to assign multiple templates for a sailing at once?

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 this button.



The screenshot shows a software interface with a dark sidebar on the left containing a green 'Load Days' button and a grey 'Change to Edit Mode' button. The main area displays a table of sailing dates and venues. The table has columns for date, day number, and venue. The data is as follows:

2/5/2024	7	Nassau	0	
2/6/2024	8	Miami	0	
5 Night East Caribbean 81	2/6/2024	1	Miami	--
	2/7/2024	2	At Sea	--
	2/8/2024	3	San Juan	1
	2/9/2024	4	At Sea	--
	2/10/2024	5	Nassau	1
	2/11/2024	6	Miami	0
7 Night West Caribbean 81	2/11/2024	1	Miami	--
	2/12/2024	2	At Sea	--

3 Click "Template Summary" to view all templates that are assigned to the sailing.

The screenshot shows a sailing management interface. On the left, there is a sidebar with a 'Load Days' button and a 'Change to Edit Mode' button. The main area displays a list of sailings. A menu is open for the sailing '5 Night East Caribbean 81', showing options: 'Template Summary' (highlighted with an orange circle), 'Export Sailing', and 'Bulk Link Template Fragments'. The background shows a table of sailing dates and locations.

Sailing	Date	Day	Location	Count
5 Night East Caribbean 81	2/6/2024	8	Miami	0
	2/6/2024	1	Miami	--
	2/7/2024	2	At Sea	--
	2/8/2024	3	San Juan	1
	2/9/2024	4	At Sea	--
7 Night West Caribbean 81	2/10/2024	5	Nassau	1
	2/11/2024	6	Miami	0
	2/11/2024	1	Miami	--
	2/12/2024	2	At Sea	--
	2/13/2024	3	Ocho Ríos	0

4 In this example, no templates have been assigned to the sailing. Click "Bulk Link Template Fragments" to assign templates to the sailing.

The screenshot shows the same sailing management interface as in step 3, but with a 'Template Summary' modal open for the sailing '5 Night East Caribbean 81'. The modal has a close button (X) in the top right. It contains a table with columns: DAY, EVENTS, VENUE DATA, and PRINT PROGRAM. All cells in the table are empty, indicating no templates are assigned. Below the table, there is a note: '\*Bulk operation may take a long time (up to a minute)'. At the bottom of the modal, there is a button labeled 'Bulk Link Template Fragments' (highlighted with an orange circle).

DAY	EVENTS	VENUE DATA	PRINT PROGRAM
1	Not linked	Not linked	Not linked
2	Not linked	Not linked	Not linked
3	Not linked	Not linked	Not linked
4	Not linked	Not linked	Not linked
5	Not linked	Not linked	Not linked
6	Not linked	Not linked	Not linked

5

All templates available from the template library will populate. Please use the "Search" functionality or the filters to find the templates you would like to assign to the sailing.

The screenshot displays a sailing management interface. On the left, an 'Itinerary' table lists sailing dates and locations. On the right, a 'Templates' panel is open, showing a search bar and a list of templates with checkboxes, names, types, and stats.

SAILING	DATE	DAY	LOCATIONS
5 Night East Caribbean 81	2/4/2024	6	At Sea
	2/5/2024	7	Nassau
	2/6/2024	8	Miami
7 Night West Caribbean 81	2/6/2024	1	Miami
	2/7/2024	2	At Sea
	2/8/2024	3	San Juan
	2/9/2024	4	At Sea
	2/10/2024	5	Nassau
	2/11/2024	6	Miami

NAME	TYPE	STATS
<input type="checkbox"/> Day 1 7 Night W.Caribbean	PORT	E: 0 VD
<input type="checkbox"/> New Dec. - Test	PORT	E: 34 V
<input type="checkbox"/> NEW December 18	PORT	E: 34 V
<input type="checkbox"/> Core Day 1 Programming	PORT	E: 33 V
<input type="checkbox"/> Sea Day Caribbean Template	SEA	E: 23 V
<input type="checkbox"/> NEW CREATE TEMPLATE	PORT	E: 34 V
<input type="checkbox"/> test 1	PORT	E: 7 VD
<input type="checkbox"/> Copy of test	PORT	E: 3 VD
<input type="checkbox"/> test	PORT	E: 3 VD
<input type="checkbox"/> Boarding Day 1 Template	PORT	E: 18 V
<input type="checkbox"/> Sea Day Template 2	SEA	E: 2 VD

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You can select multiple templates at once with this feature. Template data can be copied by:

- Event data (Daily Activities);
- Venue data (Hours of Operations);
- and/or Print Program data (Print Program Layout).

The screenshot displays a software interface with two main components. On the left is an 'Itinerary' table with columns for SAILING, DATE, DAY, and LOCATION. On the right is a 'Templates' modal window with a search bar and a list of templates.

SAILING	DATE	DAY	LOCAT
	2/4/2024	6	At Sea
	2/5/2024	7	Nassau
	2/6/2024	8	Miami
5 Night East Caribbean 81	2/6/2024	1	Miami
	2/7/2024	2	At Sea
	2/8/2024	3	San Jua
	2/9/2024	4	At Sea
	2/10/2024	5	Nassau
	2/11/2024	6	Miami
7 Night West	2/11/2024	1	Miami
	2/12/2024	2	At Sea

NAME	TYPE	STATS
<input type="checkbox"/> Day 1 7 Night W.Caribbean	PORT	E: 0 V
<input type="checkbox"/> New Dec. - Test	PORT	E: 34 V
<input type="checkbox"/> NEW December 18	PORT	E: 34 V
<input type="checkbox"/> Core Day 1 Programming	PORT	E: 33 V
<input checked="" type="checkbox"/> Sea Day Caribbean Template	SEA	E: 23 V
<input type="checkbox"/> NEW CREATE TEMPLATE	PORT	E: 34 V
<input type="checkbox"/> test 1	PORT	E: 7 V
<input type="checkbox"/> Copy of test	PORT	E: 3 V
<input type="checkbox"/> test	PORT	E: 3 V
<input type="checkbox"/> Boarding Day 1 Template	PORT	E: 18 V

**7** After selecting the templates, click "Next: Map Fragments to Day(s)"

NEW CREATE TEMPLATE	PORT	E: 34	VD: 28	
test 1	PORT	E: 7	VD: 0	WEATHER PERMITTING
Copy of test	PORT	E: 3	VD: 0	WEATHER PERMITTING
test	PORT	E: 3	VD: 0	WEATHER PERMITTING
Boarding Day 1 Template	PORT	E: 18	VD: 15	
Sea Day Template 2	SEA	E: 2	VD: 1	WEATHER PERMITTING
5 Night East Caribbean Day 5	SEA	E: 29	VD: 16	
5 Night East Caribbean Day	PORT	E: 33	VD: 28	
5 Night East Caribbean 81				Go Back <b>Next: Map Fragments To Day(s)</b>

**8** In order to make the process faster, you can use the Quick Actions options to populate the templates in the right order.

DATE	DAY	LOCATION
2/4/2024	6	At Sea
2/5/2024	7	Nassau
2/6/2024	8	Miami
2/6/2024	1	Miami
2/7/2024	2	At Sea
2/8/2024	3	San Juan
2/9/2024	4	At Sea

### Bulk Link Template Fragments

## 2. Map Fragments To Day(s)

Quick Actions

**Events** **Venue Data** **Print Program**

Miami - 5 Night East Caribbean 81 (Day 1, 2/6/2024)

FRAGMENT	TEMPLATE
<input type="checkbox"/> Events	Sea Day Caribbean
<input type="checkbox"/> Venue Data	Sea Day Caribbean
<input type="checkbox"/> Print Program	Sea Day Caribbean

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If you click "Check all" for Events data, the first template you selected in the previous page will automatically be applied for the sailing.

**Bulk Link Template Fragments**  
**2. Map Fragments To Day(s)**

Quick Actions

Events
  Venue Data
  Print Program

Check all

Uncheck all  
 Set all to first  
 Set all to last  
 Increment all by one  
 Decrement all by one

Print Program

DATE	DAY	LOCATION	FRAGMENT	TEMPLATE
2/4/2024	6	At Sea		
2/5/2024	7	Nassau		
2/6/2024	8	Miami		
2/6/2024	1	Miami		Sea Day Caribbean
2/7/2024	2	At Sea		Sea Day Caribbean
2/8/2024	3	San Juan		Sea Day Caribbean
2/9/2024	4	At Sea		Sea Day Caribbean

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If you click "Alternate all" for Venue data, the templates you selected in the previous page will be organized by the order they were clicked.

This is the most common option used by our GO users.

**Bulk Link Template Fragments**

Quick Actions

Events
  Venue Data
  Print Program

Uncheck all  
 Set all to first  
 Set all to last  
 Increment all by one  
 Decrement all by one  
 Alternate all

Print Program

DAY	LOCATION	FRAGMENT	TEMPLATE
6	At Sea		
7	Nassau		
8	Miami		
1	Miami		Sea Day Caribbean Template
2	At Sea		Sea Day Caribbean Template
3	San Juan		Sea Day Caribbean Template
4	At Sea		
5	Nassau		
6	Miami		
1	Miami	Events	Sea Day Caribbean Template

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If you click "Set all to last" for Print Program data, the last template that you selected on the previous page will automatically be applied for the sailing.

### Bulk Link Template Fragments

## 2. Map Fragments To Day(s)

Quick Actions

⚡ Events ⚡ Venue Data ⚡ Print Program

Miami - 5 Night East Caribbean (Day 2) (4)

<input type="checkbox"/>	FRAGMENT	
<input checked="" type="checkbox"/>	Events	Caribbean Template ▾
<input checked="" type="checkbox"/>	Venue Data	Caribbean Template ▾
<input type="checkbox"/>	Print Program	Sea Day Caribbean Template ▾

At Sea - 5 Night East Caribbean 81 (Day 2) 2/7/2024



Tip! You are able to go through the sailing and change the templates using the dropdown feature. Remember, if the template "Fragment" is not "checked", the template will not be updated.

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When you have finalized selecting all the template and ensuring the information is correct, click on "Finish: Bulk Link Template Fragments".

Nassau - 5 Night East Caribbean 81 (Day 5, 2/10/2024)

FRAGMENT	TEMPLATE	UNLINKS
<input checked="" type="checkbox"/> Events	Sea Day Caribbean Template	Not linked
<input checked="" type="checkbox"/> Venue Data	Sea Day Caribbean Template	Not linked
<input checked="" type="checkbox"/> Print Program	Core Day 1 Programming	Not linked

Miami - 5 Night East Caribbean 81 (Day 6, 2/11/2024)

FRAGMENT	TEMPLATE	UNLINKS
<input checked="" type="checkbox"/> Events	Sea Day Caribbean Template	Not linked
<input checked="" type="checkbox"/> Venue Data	Core Day 1 Programming	Not linked
<input checked="" type="checkbox"/> Print Program	Core Day 1 Programming	Not linked

Templates Selected: 2

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

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

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All templates will be applied to the sailing as shown below

ARRIVAL	DEPARTURE	TEMPLATES	ACTIONS
--	--	Events Venue Print	Grid, List, Lock
09:00am	08:00pm	Events Venue Print	Grid, List, Lock
07:00am	--	Events Venue Print	Grid, List, Lock
--	05:00pm	Events Venue Print	Grid, List, Lock
--	--	Events Venue Print	Grid, List, Lock
11:00am	07:00pm	Events Venue Print	Grid, List, Lock
--	--	Events Venue Print	Grid, List, Lock
10:00am	04:00pm	Events Venue Print	Grid, List, Lock
07:00am	--	Events Venue Print	Grid, List, Lock
--	07:00pm	Events Venue Print	Grid, List, Lock