

GO by Spark - How to create a template?

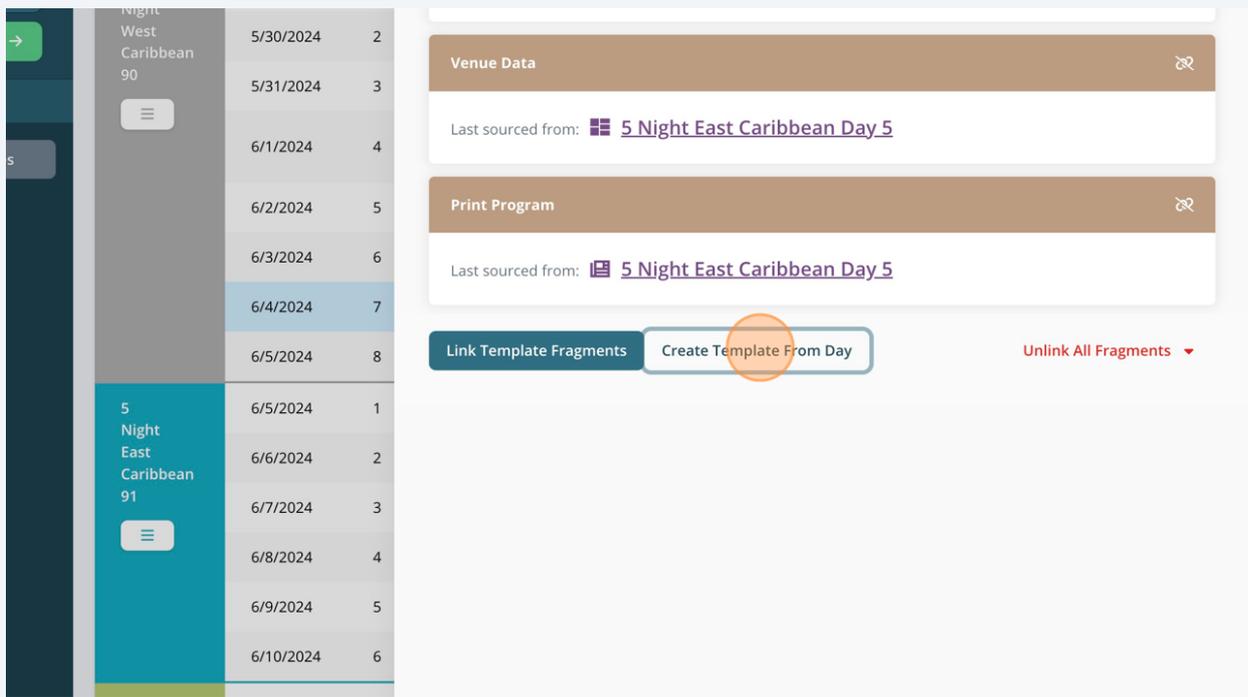
A template provides the ability to copy a specific Daily Program that could include Print Program, Venue Hours, and Events in order to strategically assign it to future dates.

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

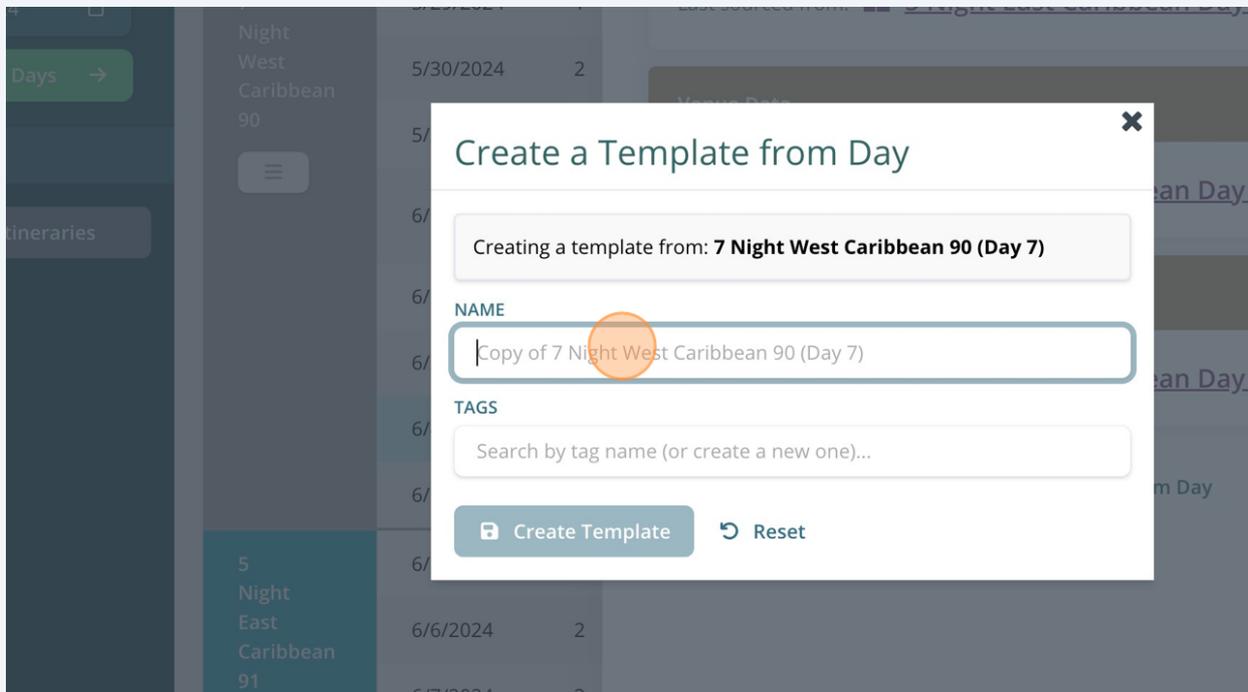
2 Click the Template Box on the Itinerary Page for a specific date that you want to create a template out of.

3	Ocho Ríos	09:00am	05:00pm	— Events — Venue — Print	📅 📄 🔒
4	George Town	08:00am	04:00pm	— Events — Venue — Print	📅 📄 🔒
5	Cozumel	10:00am	06:00pm	— Events — Venue Print	📅 📄 🔒
6	At Sea	--	--	🔗 Events 🔗 Venue 🔗 Print	📅 📄 🔒
7	Nassau	09:00am	08:00pm	🔗 Events 🔗 Venue 🔗 Print	📅 📄 🔒
8	Miami	07:00am	--	— Events — Venue — Print	📅 📄 🔒
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	📅 📄 🔒

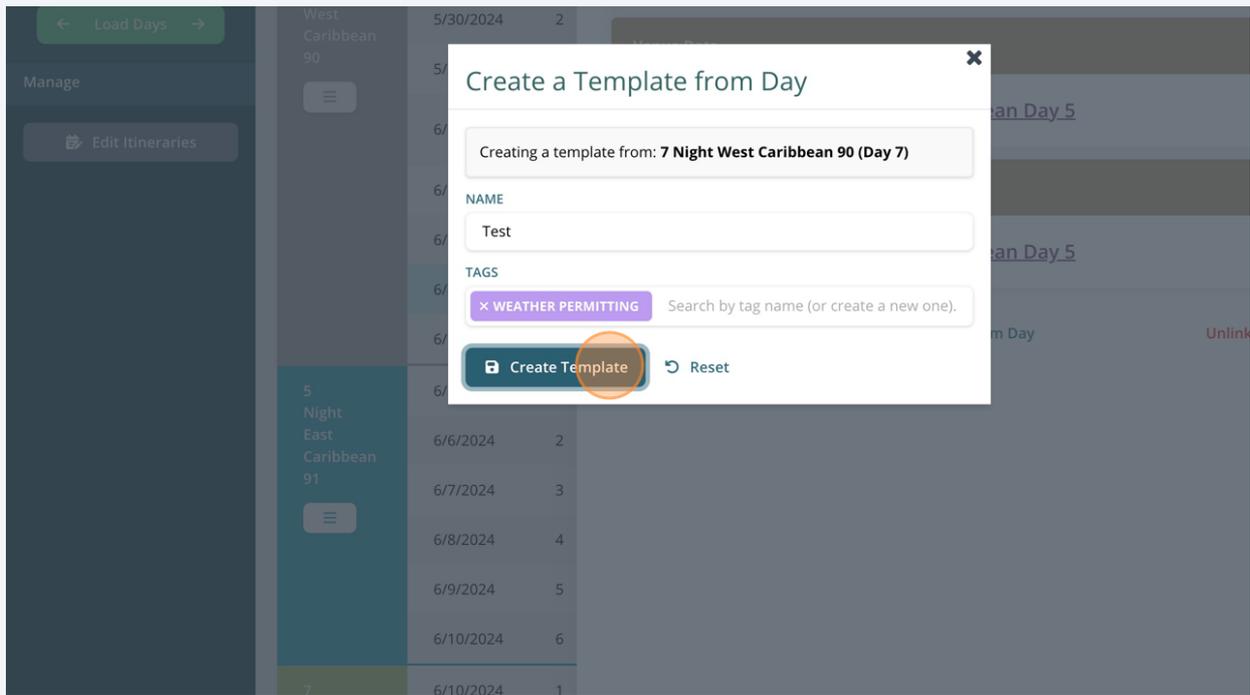
3 Click "Create Template From Day".



4 When creating a template, name it and add tags that will make it easier to identify when using the template for future dates.

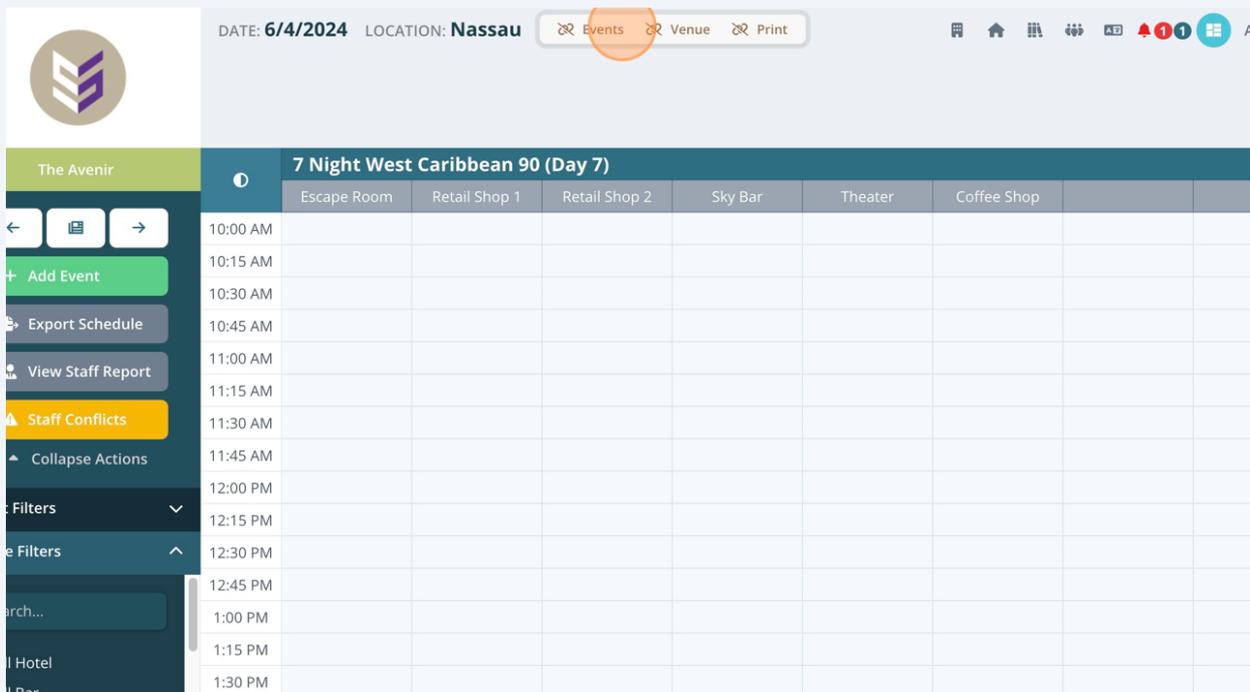


5 Click "Create Template" to finalize creating the new template.



6 Additionally, a template can be created:

- In the Canvas (Daily Planner), click on the template box in the upper section.



7

• In the Feed Editor (Print Program), click on the template box in the upper section.

The screenshot displays the 'Feed Editor (Print Program)' interface. At the top, it shows the date '6/4/2024' and location 'Nassau'. Navigation tabs for 'Events', 'Venue', and 'Print' are visible, with 'Venue' currently selected. The main workspace contains a grid of content blocks for 'the AVENIR'. The top row includes 'THE Spa' with a 'DRINK OF THE DAY' promotion and 'THE Casino'. The bottom row includes 'THE Entertainment' and 'THE Excursions'. On the right, a sidebar menu lists various content templates such as 'Event Test Event', 'BAD WEATHER SWEATHERS', 'DRINK OF THE DAY', 'EXCURSION - TEST CONT', 'FAREWELL MESSAGE 1', and 'FIRST DAY SPA'. The left sidebar shows the 'The Avenir' logo and various action buttons like 'Export', 'Undo Last Change', and 'Collapse Actions'.