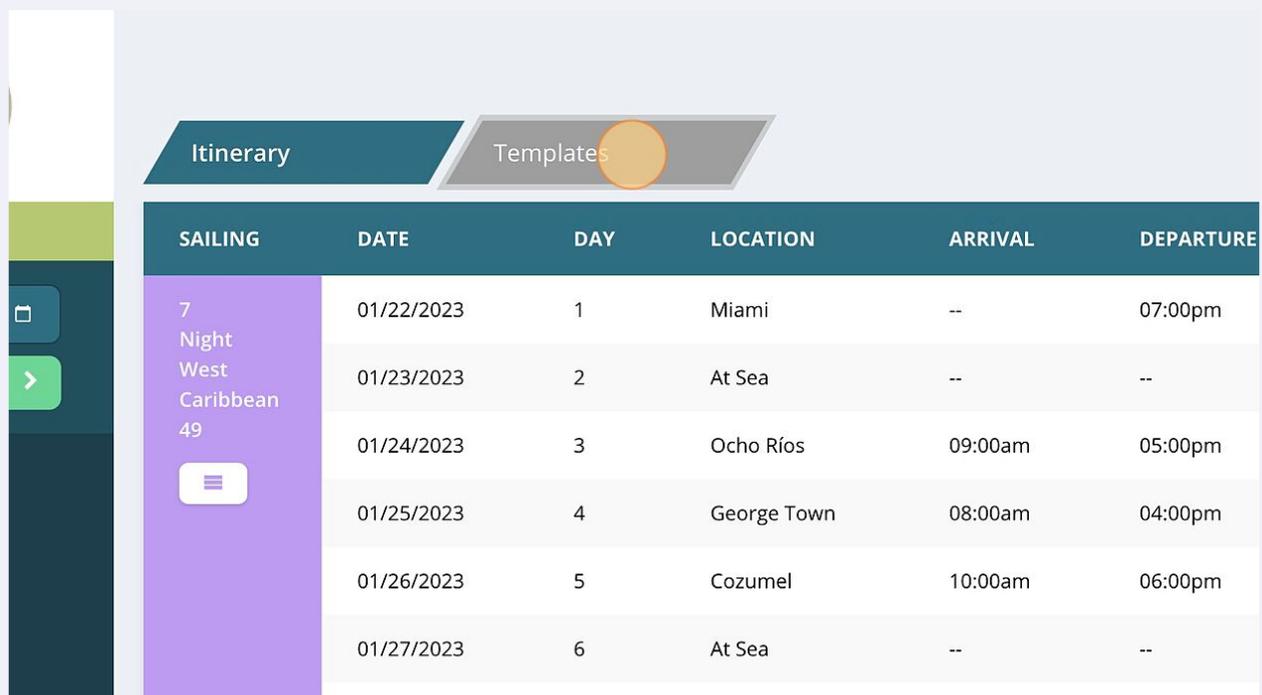


# GO by Spark - How to duplicate, delete, and edit existing templates?

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 on "Templates" to view the Template Library.



SAILING	DATE	DAY	LOCATION	ARRIVAL	DEPARTURE
7 Night West Caribbean 49	01/22/2023	1	Miami	--	07:00pm
	01/23/2023	2	At Sea	--	--
	01/24/2023	3	Ocho Ríos	09:00am	05:00pm
	01/25/2023	4	George Town	08:00am	04:00pm
	01/26/2023	5	Cozumel	10:00am	06:00pm
	01/27/2023	6	At Sea	--	--

3

The most updated template will populate first and you can search for other templates by Name or Tag.

Itinerary Templates

Search by template name...

NAME	CREATED	UPDATED
Test Template 2	02/06/2023 23:19:30	02/06/2023 23:19:30
Test	02/06/2023 08:43:53	02/06/2023 08:43:53
Sea Day Caribbean Template	07/11/2022 16:28:22	11/18/2022 13:06:52
Test	09/07/2022 11:40:55	09/07/2022 11:40:55
Boarding Day 1 Template	06/23/2022 17:27:22	08/31/2022 17:19:09

4

The "Actions" section will include the "Garbage" Icon to delete a template, the "Duplicate" Icon to duplicate a template, and finally, the "Edit" Icon to edit an existing template. Now, click here to edit an existing template.

ID	UPDATED	TAGS	ACTIONS
02/06/2023 23:19:30	02/06/2023 23:19:30	WEATHER PERMITTING	  
02/06/2023 08:43:53	02/06/2023 08:43:53		  
11/18/2022 13:06:52	11/18/2022 13:06:52	WEATHER PERMITTING	  
09/07/2022 11:40:55	09/07/2022 11:40:55		  
08/31/2022 17:19:09	08/31/2022 17:19:09		  

5 Click "View Template Planner"

Test Template 2  
Template Details

by template name...

View Template Planner

Name  
Test Template 2

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

template 2 02

Caribbean Template 07

z Dav 1 Template 06

6 Add, delete, and change events as well as hours of operation on a template level Canvas. Any day that has the template assigned will be automatically updated.

TEMPLATE: **Test Template 2**

The Avenir

+ Add Event

Venues

- All Hotel
- All Bar
- All Dining
- All Revenue
- All Entertainment
- All Recreation
- Reception, Tour Desk

	Reception, Tour...	Butler Suites	Azul Restaurant	Boutique	Café
6:00 AM					
6:15 AM					
6:30 AM					
6:45 AM					
7:00 AM					
7:15 AM					
7:30 AM					
7:45 AM					
8:00 AM					