




























GO by Spark - How to add hours of operations and Meal Periods in the Print Program?

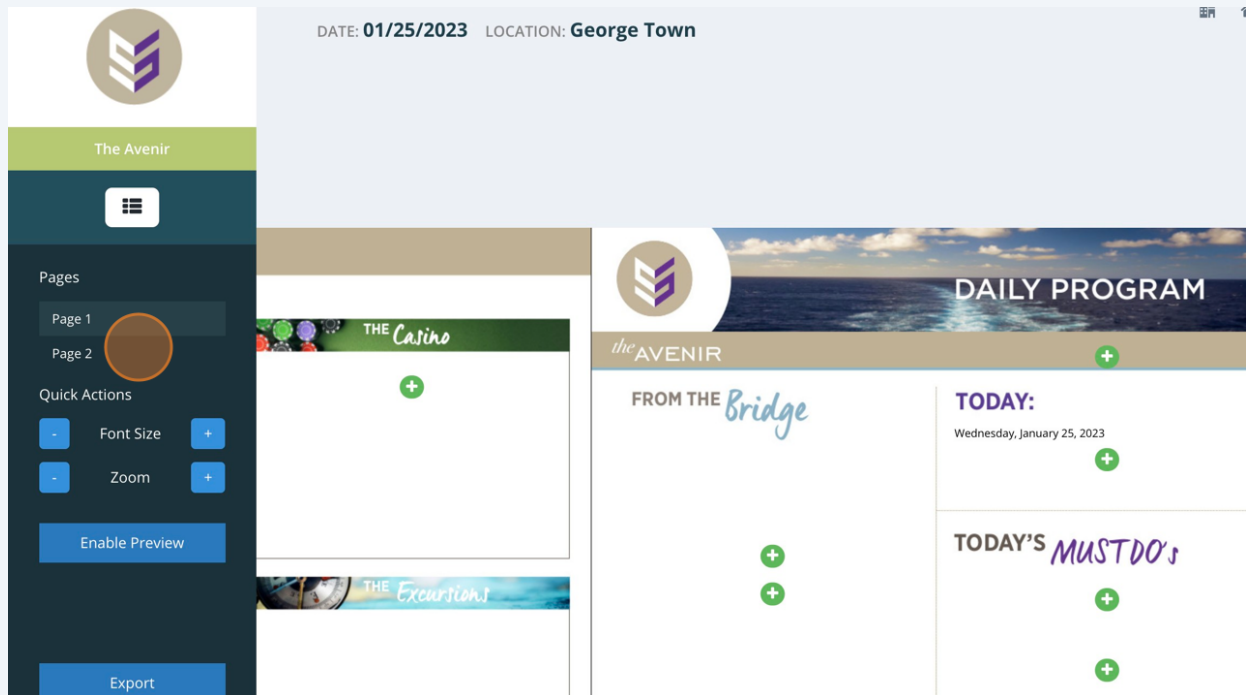
The Feed Editor provides the ability for users to organize and make changes to the print program. After a print program is created, users can download it into PDF. The design and layout of the print program is pre-approved by the client.

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

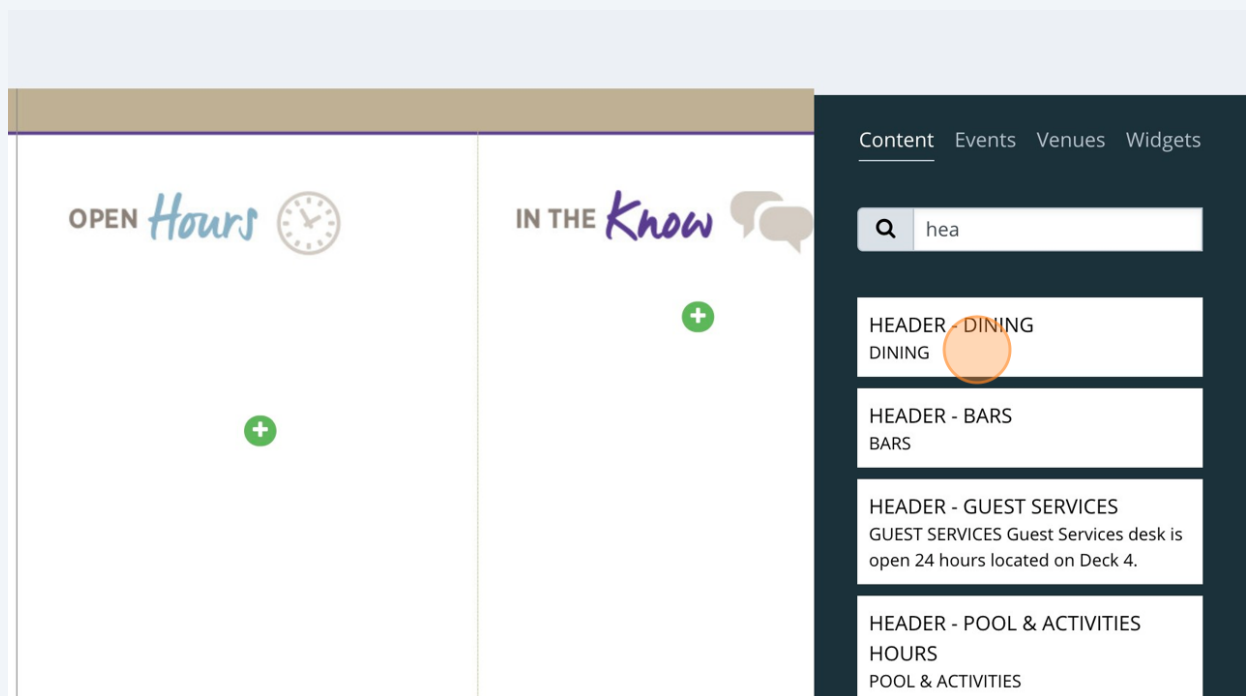
2 Click on the "Newspaper Icon" to open the feed editor for the specific day.

LOCATION	ARRIVAL	DEPARTURE	TEMPLATES	ACTIONS
Miami	--	07:00pm	Events Venue Data	  
At Sea	--	--	Events Venue Data	  
Ocho Ríos	09:00am	05:00pm	Events Venue Data	  
George Town	08:00am	04:00pm	Events Venue Data	  
Cozumel	10:00am	06:00pm	Events Venue Data	  
At Sea	--	--	Events Venue Data	  
Nassau	09:00am	08:00pm	Events Venue Data	  
Miami	07:00am	--	Events Venue Data	  
Miami	--	05:00pm	Events Venue Data	  

3 Select the page by clicking on the left side of the screen.



4 On the content menu located on the right side of the screen, find the content blurb to add a heading for the hours of operation.





FYI! All content blurbs from the Content Library will be accessible here.

5

Drag and drop the header.

The screenshot displays a website editor interface. On the left is a sidebar with a 'Location' section containing a list of items: Avenir Restaurant Deck 4, Azul Restaurant Deck 2, Atrium Deck 6, Sports Court Deck 5, Pool Deck 5, Fitness Center Deck 5, Comedy Club Deck 6, and Reception, Tour Deck. The main workspace is divided into two columns. The left column features the text 'OPEN Hours' with a clock icon, and below it, a green-bordered box labeled 'DINING' with a green plus icon underneath. An orange circle highlights the 'DINING' box, and a green line with an arrow indicates it is being dragged towards the right column. The right column features the text 'IN THE Know' with a speech bubble icon and a green plus icon below it. On the far right is a dark sidebar with a search bar containing the text 'hea'. Below the search bar are four header options: 'HEADER - DINING DINING', 'HEADER - BARS BARS', 'HEADER - GUEST SERVICES Guest Services open 24 hours located on', and 'HEADER - POOL & ATRIA HOURS'.

6 Add an additional content box to create space.

JOY IT *All*

Activities	Location
1 Cooking School	Avenir Restaurant Deck 4
1 TBD The Loyalists	Azul Restaurant Deck 2
1 Musical Appreciation: A Duet	Atrium Deck 6
1 Noche de los Perdidos	Sports Court Deck 5
1 Teen Pool Party	Pool Deck 5
1 TBD The Loyalists	Fitness Center Deck 5
1 Stand Up Comedy	Comedy Club Deck 6
1 Lazor Focus Theatrics	Reception, Tour Desk

OPEN *Hours*

DINING

IN THE *Know*

7 Drag and drop the Venue Rundown into the content blurb.

DATE: 1/27/2024 LOCATION: San Juan

Events Venues Print

Events

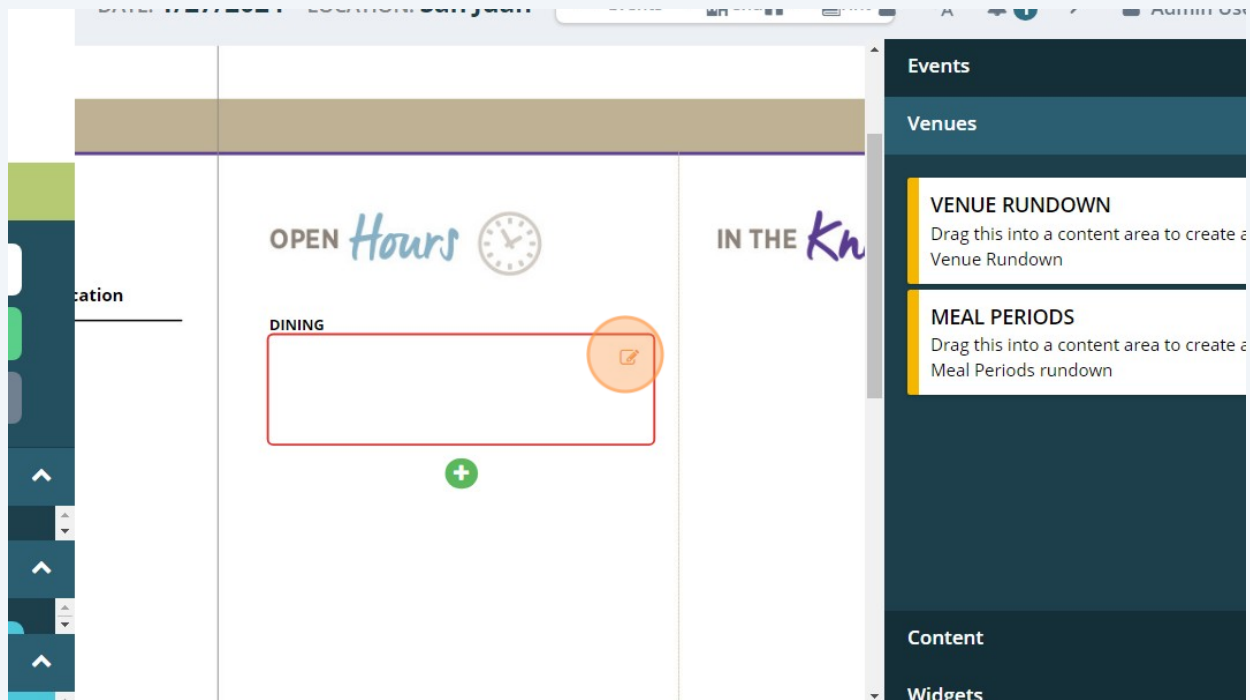
Venues

VENUE RUNDOWN
Drag this into a content area to create a Venue Rundown

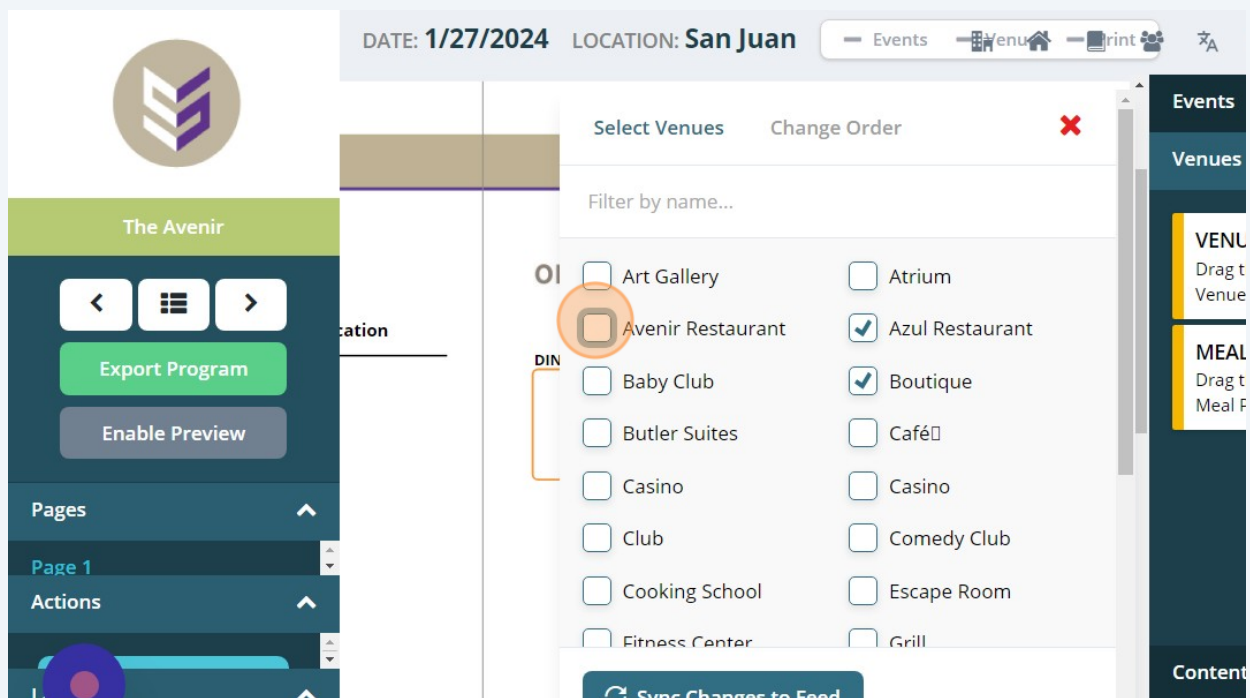
MEAL PERIODS
Drag this into a content area to create a Meal Periods rundown

Content

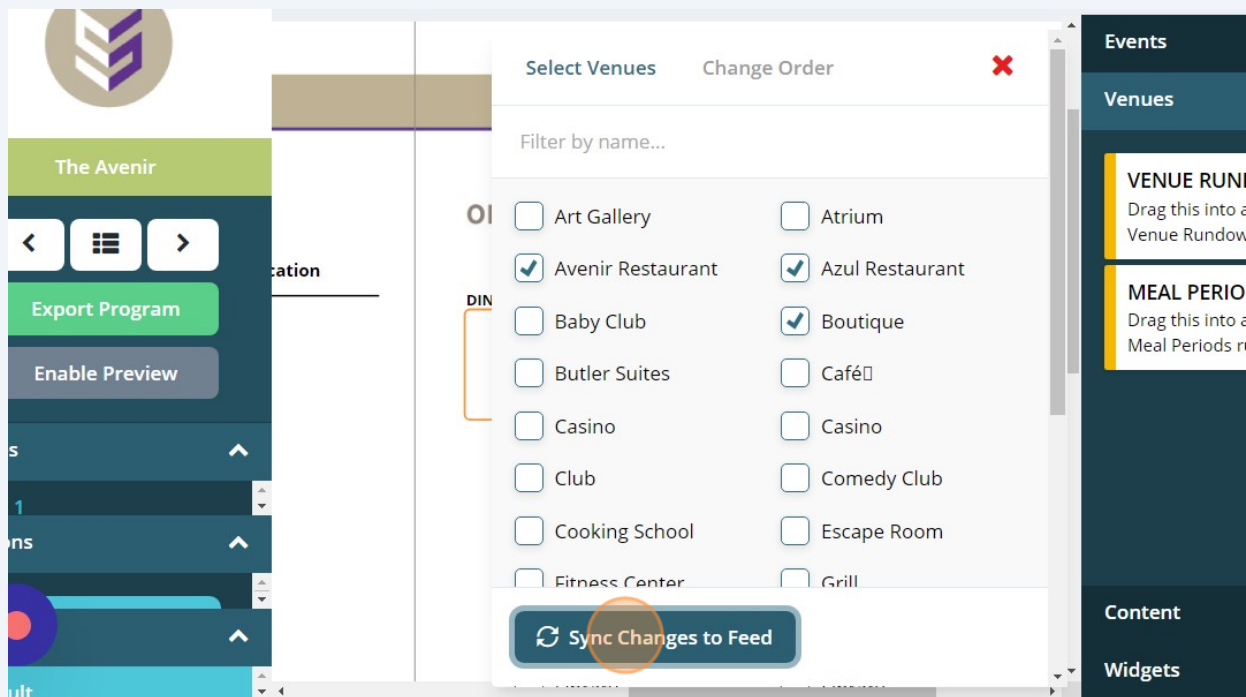
- 8 Click here in order to choose the venue that will display the hours of operation.



- 9 Click on the checkbox to select the venue or multiple venues.

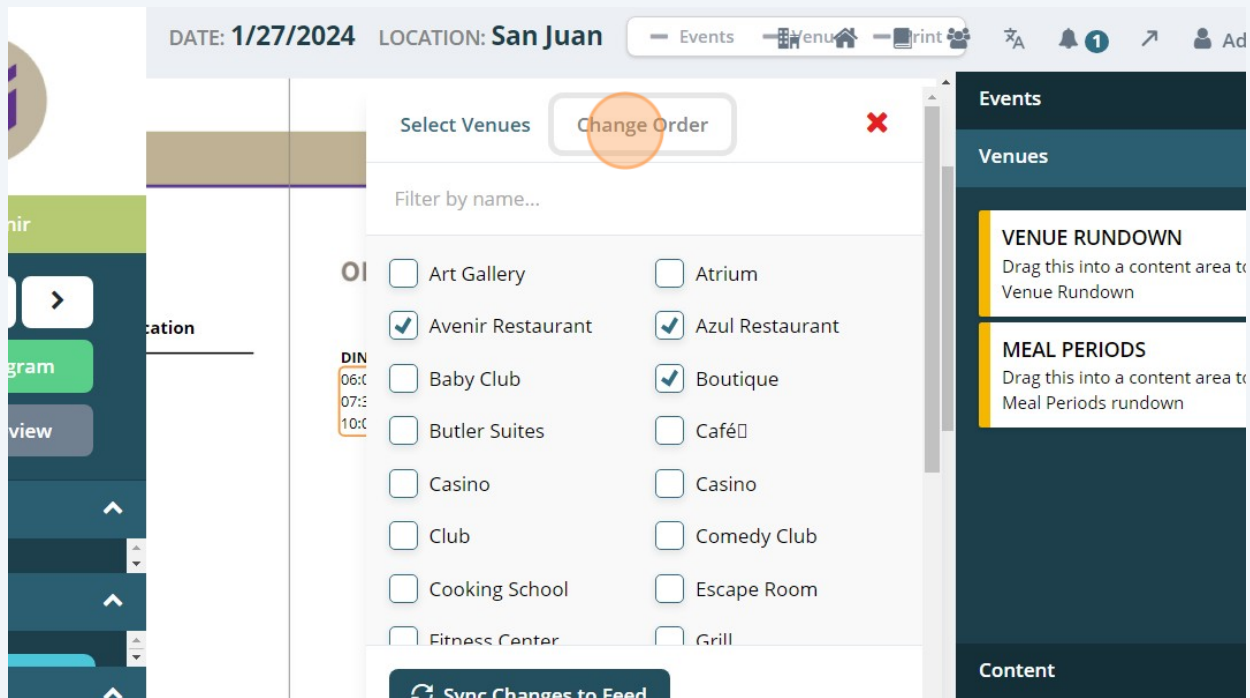


10 Click "Sync Changes to Feed".

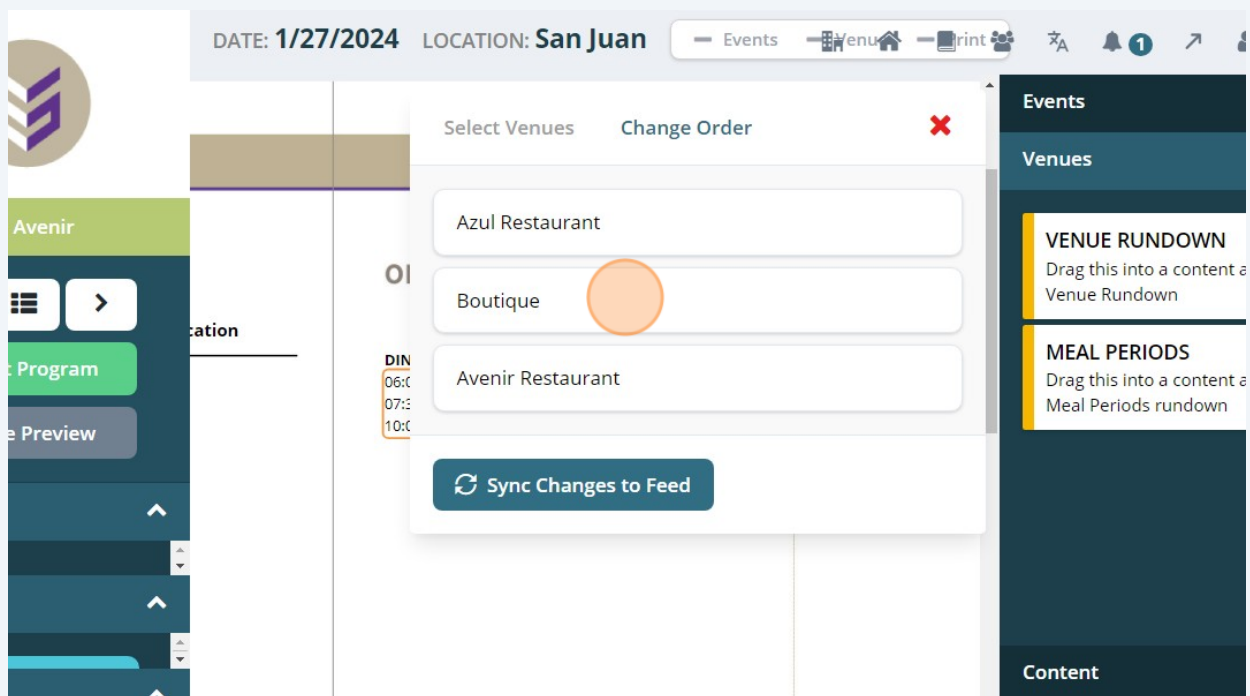


Alert! Keep in mind that if you don't click the "Sync Feed" icon after editing, the changes won't populate in the Print Program.

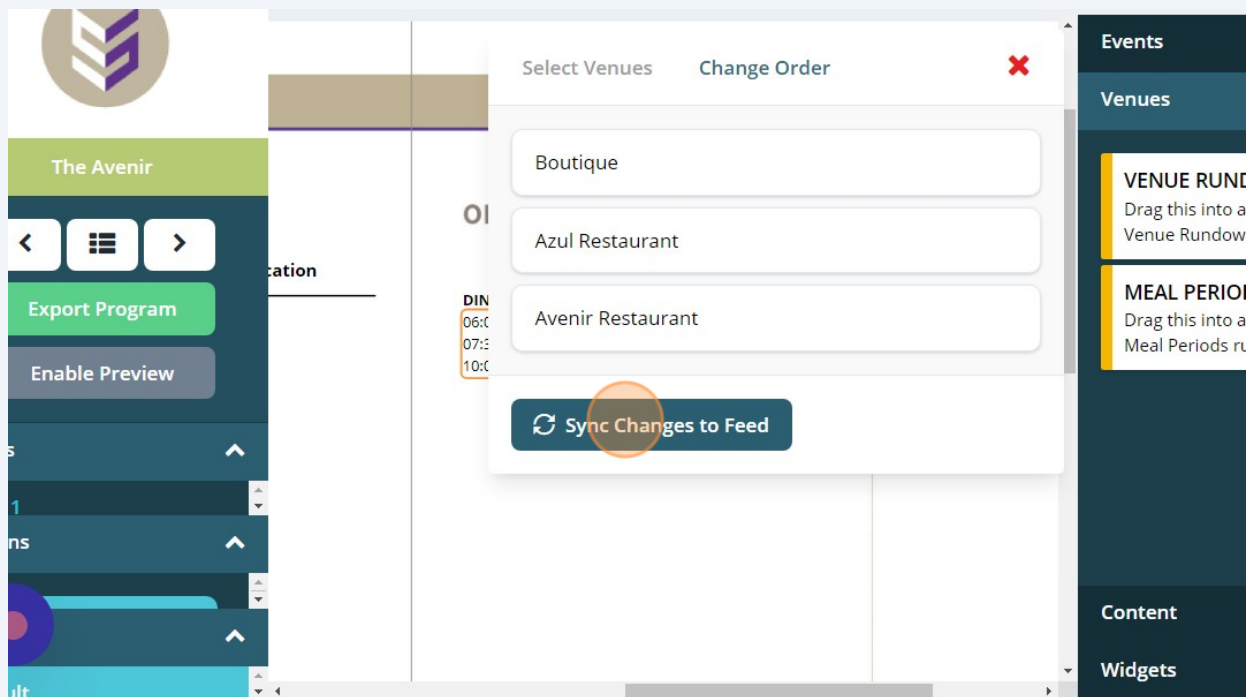
11 Click "Change Order" to reorganize the venue's order.



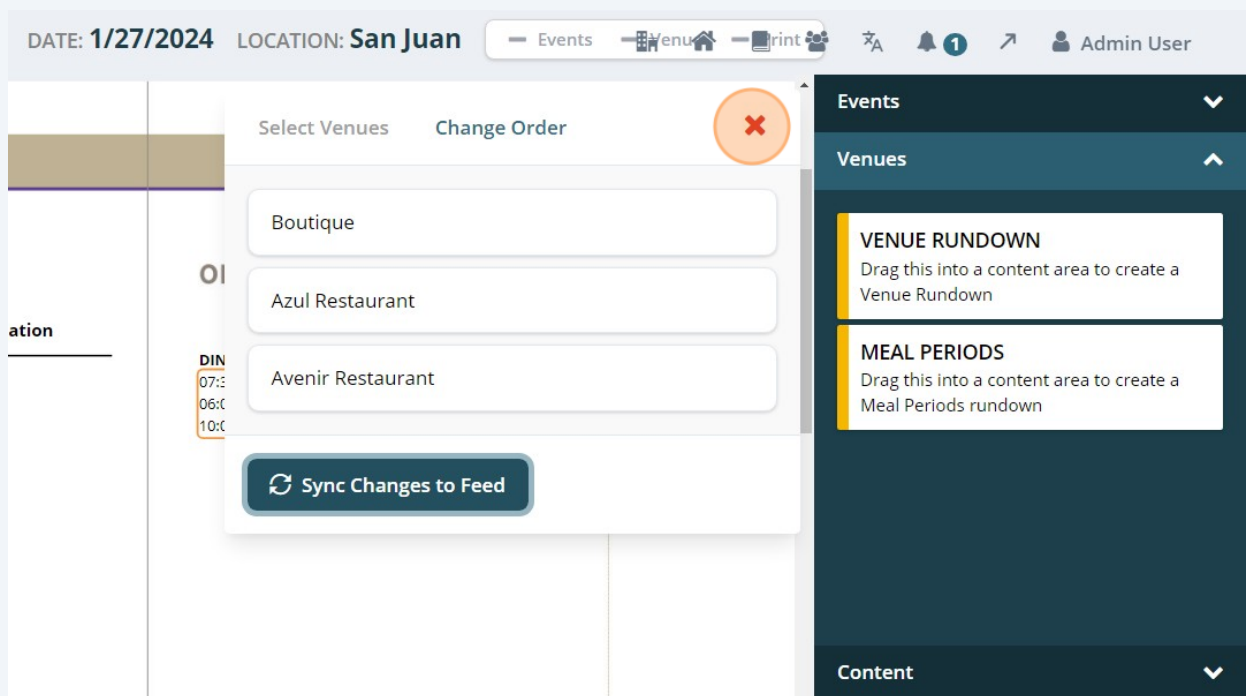
12 Click on the venue and drag the box to its new location.



13 Click here to save the changes made.

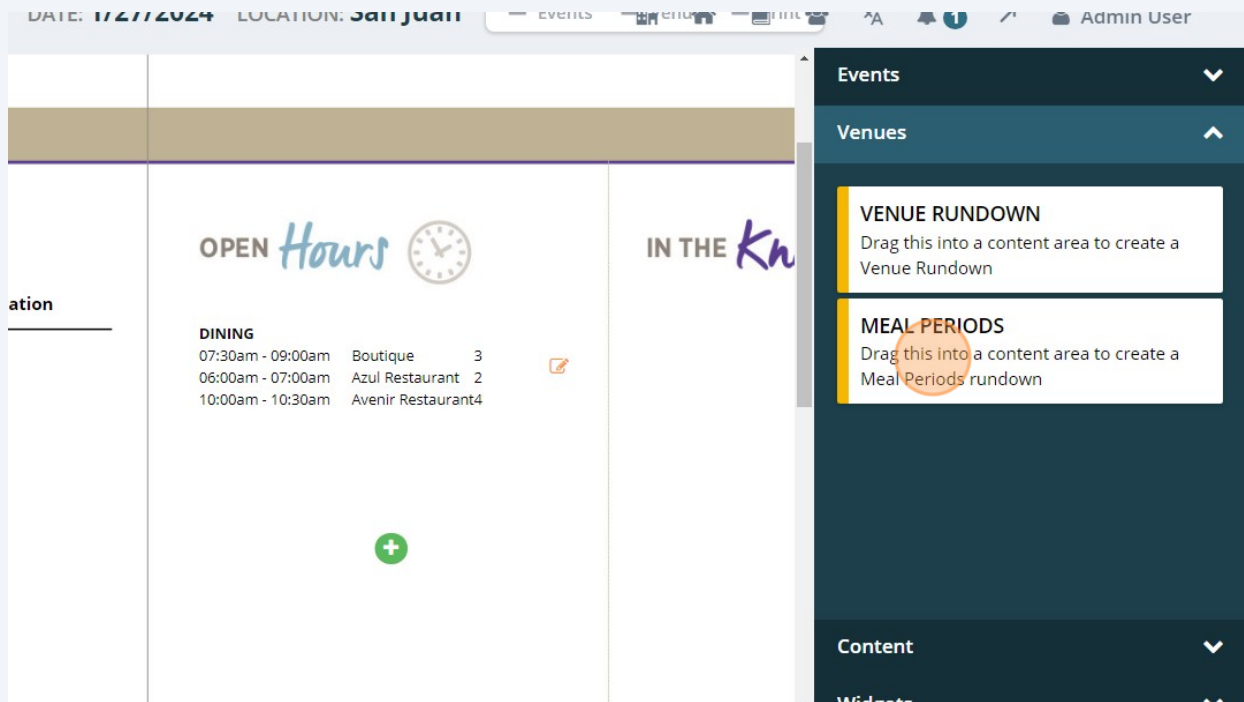


14 Click here to exit the tab.

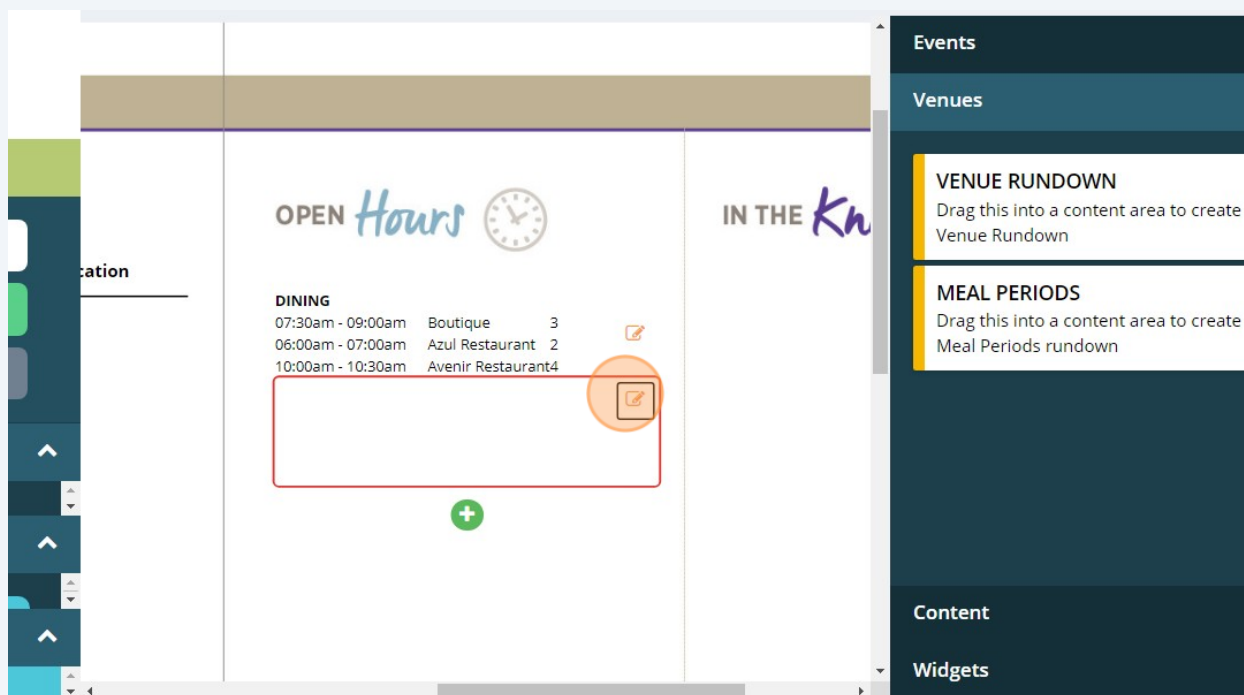


15 Users can also add the "Meal Periods".

Add a content box by using the green "+" icon in order to create space to drag and drop the "Meal Periods".

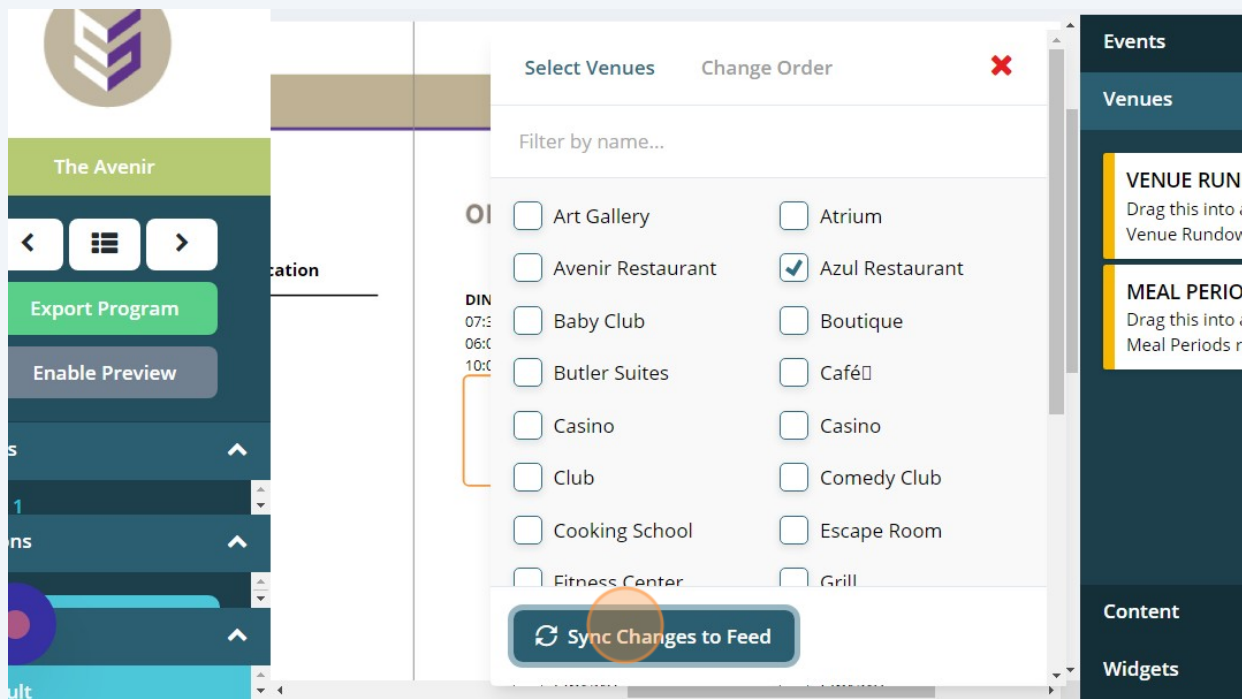


16 Under the same concept used to edit the hours of operation, click here to choose the venue that you want to display the Meal hours.



- 17 Select the venues by clicking the checkbox. (Use the "Change Order" button to check the order and reorganize it if necessary.)

Click "Sync Changes to Feed" when finished editing.



- 18 Below is an example of how the hours of operation and the meal periods will display.

