

# GO by Spark - How to create a new content from the Feed Editor? GO Version: v1.18.0

Scribe

This guide provides step-by-step instructions on how to create new content using the Feed Editor in GO software.

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.

Miami	--	05:00pm	<a href="#">— Events</a>	<a href="#">— Venue</a>	<a href="#">— Print</a>	No markers				
At Sea	--	--	<a href="#">— Events</a>	<a href="#">— Venue</a>	<a href="#">— Print</a>	No markers				
San Juan	11:00am	07:00pm	<a href="#">— Events</a>	<a href="#">— Venue</a>	<a href="#">— Print</a>	No markers				
At Sea	--	--	<a href="#">— Events</a>	<a href="#">— Venue</a>	<a href="#">— Print</a>	No markers				
Nassau	10:00am	04:00pm	<a href="#">— Events</a>	<a href="#">— Venue</a>	<a href="#">— Print</a>	No markers				
Miami	07:00am	--	Events	Venue	Print	No markers				
Miami	--	07:00pm	<a href="#">— Events</a>	<a href="#">— Venue</a>	<a href="#">— Print</a>	No markers				
At Sea	--	--	<a href="#">— Events</a>	<a href="#">— Venue</a>	<a href="#">— Print</a>	No markers				
Ocho Ríos	09:00am	05:00pm	<a href="#">— Events</a>	<a href="#">— Venue</a>	<a href="#">— Print</a>	No markers				
George Town	08:00am	04:00pm	<a href="#">— Events</a>	<a href="#">— Venue</a>	<a href="#">— Print</a>	No markers				

### 3 Click "Add New Content"

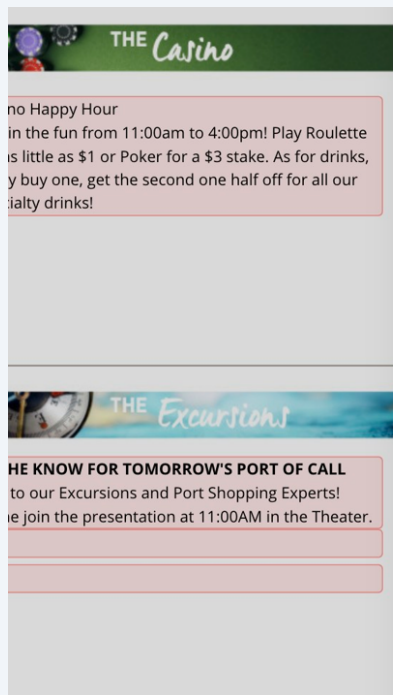
The screenshot shows the Miami event management interface. At the top, it displays the date '8/9/2024' and location 'Miami'. Below this, there are tabs for 'Events', 'Venue', and 'Print'. The main content area is divided into three columns: 'THE Casino', 'the AVENIR', and 'DAILY'. The 'THE Casino' column contains a 'Casino Happy Hour' event. The 'the AVENIR' column contains a 'FROM THE Bridge' event. The 'DAILY' column contains a 'TODAY:' event. On the right side, there is a sidebar with a menu. The 'Content' menu item is highlighted, and the 'Add New Content' button is circled in orange.

### 4 In the "Name" field, write an internal name to identify the Content Blurb.

The screenshot shows the 'Edit Content Template' form. The form has a title 'Content Template Details' and a close button. Below the title, there is a 'PROPERTIES' section with a dropdown menu set to 'THE AVENIR'. The 'NAME' field is highlighted with an orange circle. Below the 'NAME' field, there is a 'CONTENT' section with a rich text editor. The rich text editor has a toolbar with various formatting options (Paragraph, Bold, Italic, Underline, Strikethrough, Bulleted List, Numbered List, Indent, Outdent, Link, Table) and a 'Show HTML' checkbox.

5

In description section, write exactly what should populate including a title if needed. Users have the ability to change the style of the text.



## Content Template Details

### PROPERTIES

THE AVENIR

### NAME \*

Welcome - Test

### CONTENT \*

Heading 1



B

I

U

I<sub>x</sub>

☰

☰

☰

☰

☰

☰

☰

☰



**WELCOME**

- To our test

### TAGS

Search by tag name...

6

Click here to add a URL for the content blurb. This URL will populate and be accessible when this piece of content is displayed in the Digital Daily Program.



## Content Template Details

### PROPERTIES

THE AVENIR

### NAME \*

Welcome - Test

### CONTENT \*

Heading 1



B

I

U

I<sub>x</sub>

☰

☰

☰

☰

☰

☰

☰

☰

☰

☰

☰

☰

☰



**WELCOME**

- To our test

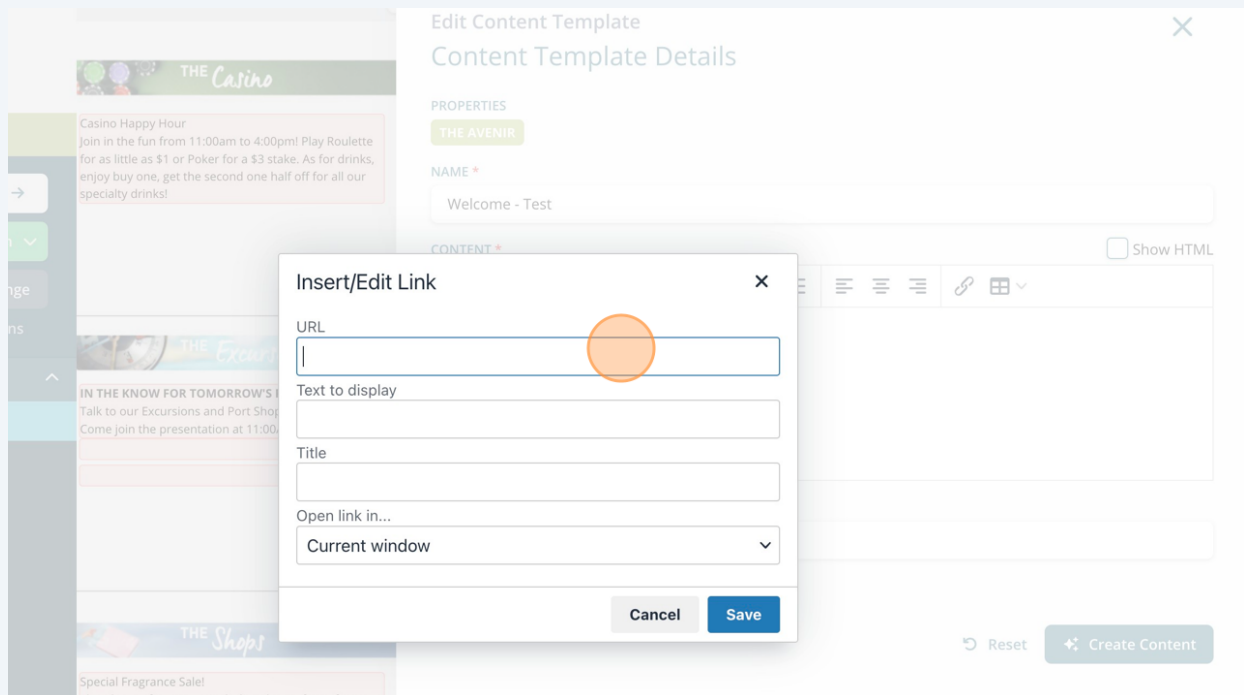
### TAGS

Search by tag name...

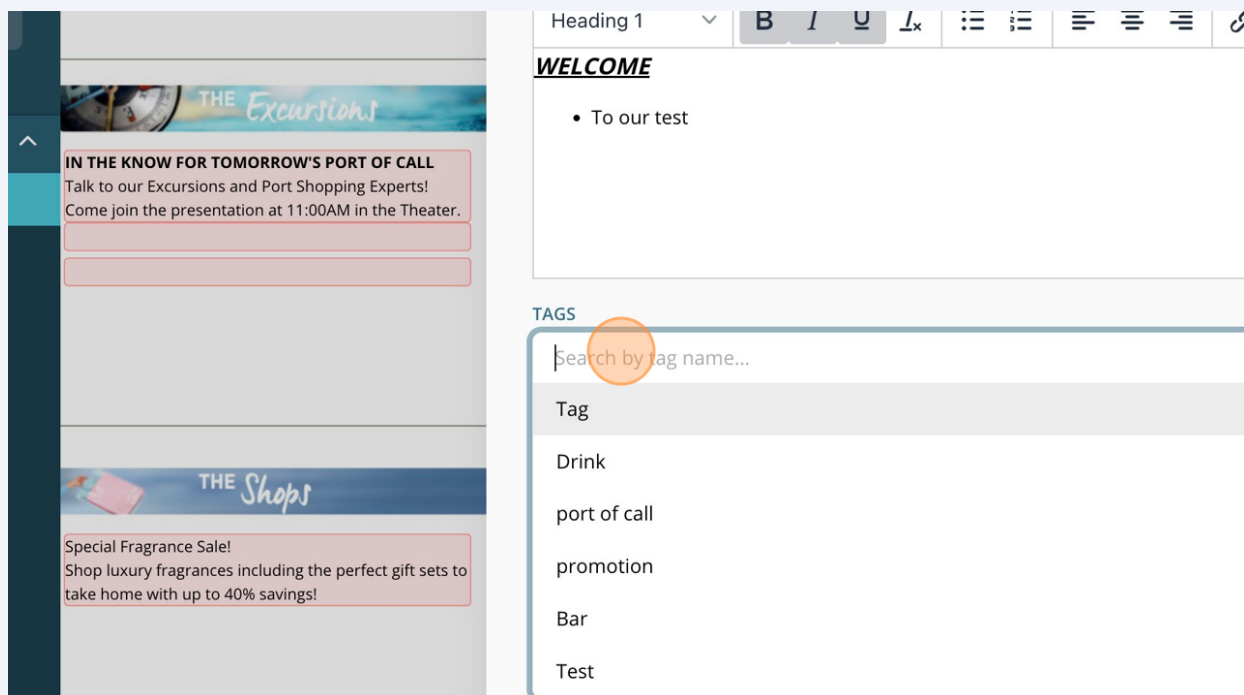
☐ Show HTML

## 7 Insert/Edit the URL link.

Click "Save" at the end.



## 8 Add "Tags" to the content to make it easier to identify when using the content in the future.





Tip! Tags are primarily used as a filter. You can search by tag from both the Feed Editor and the Content Library.

9

If this content should be hidden from the Digital Daily Program and only be displayed on the print program when added, choose "Hide from Digital Daily Program".

The screenshot displays a content editor interface. On the left is a preview of a program page. The top section is titled 'THE Excursions' and contains a red box with the text: 'IN THE KNOW FOR TOMORROW'S PORT OF CALL', 'Talk to our Excursions and Port Shopping Experts!', and 'Come join the presentation at 11:00AM in the Theater.' Below this is another red box. The bottom section is titled 'THE Shops' and contains a red box with the text: 'Special Fragrance Sale!', 'Shop luxury fragrances including the perfect gift sets to take home with up to 40% savings!'. On the right is a control panel. At the top, there is a list of tags: 'To our test'. Below this is a 'TAGS' section with a search bar containing the text 'Search by tag name...'. There are two buttons: 'X CLEAR ALL' and 'X TEST'. Below the search bar is a checkbox labeled 'Hide from Digital Daily Program', which is currently unchecked. An orange circle highlights this checkbox.

10 Click "Create Content" when finished.

The screenshot shows a web interface for content creation. On the left is a vertical sidebar with several red buttons, some of which have text like "CALL", "perts!", "ie Theater.", and "t gift sets to". The main area has a large white rectangular input field at the top. Below it is a "TAGS" section containing a search bar with the placeholder text "Search by tag name...". To the left of the search bar are two buttons: "× CLEAR ALL" and "× TEST". Below the search bar is a checkbox labeled "Hide from Digital Daily Program", which is currently checked. At the bottom right of the main area are two buttons: "Reset" and "Create Content". The "Create Content" button is dark blue with a star icon and is highlighted with an orange circle.

## 11 Users can search for a content blurb by:

- Tags
- Typing in the search box

The results will populate below.

