

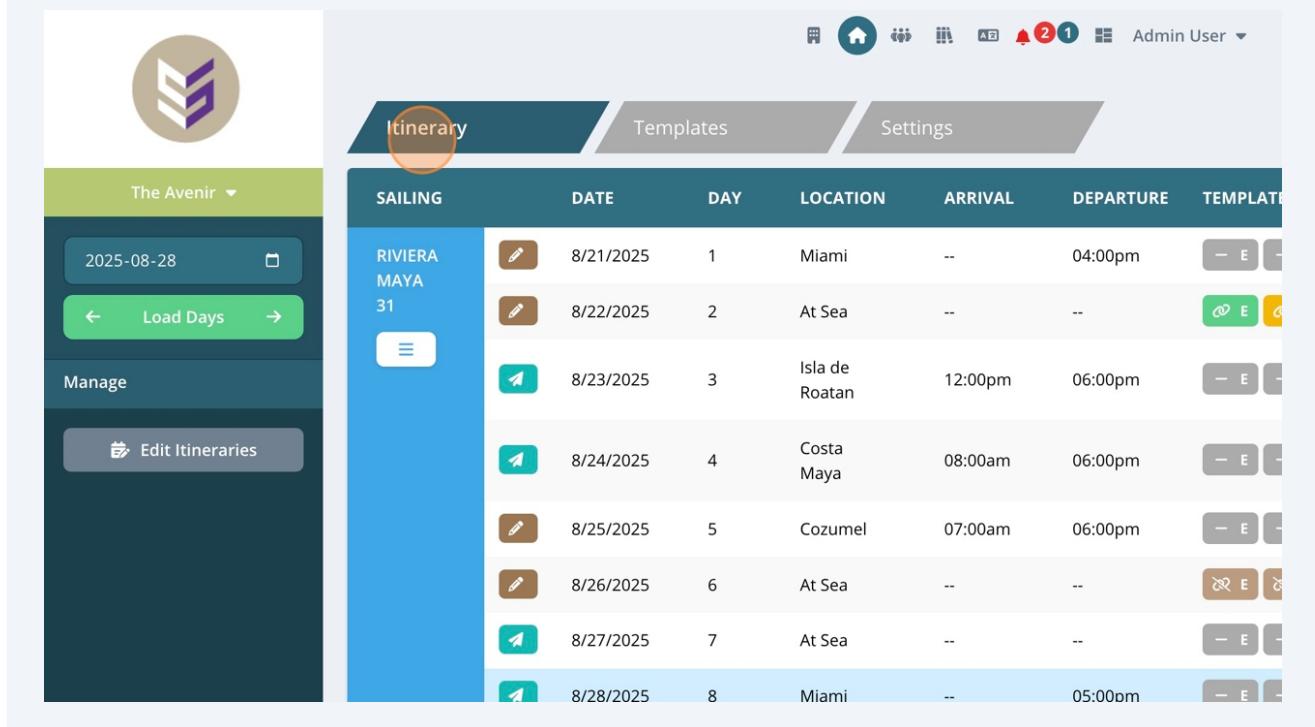
How to assign a Theme Night on a Template Level?

This guide is also available as a video. Click the link below to watch:

scribehow.com/embed-preview/How_to_assign_a_Theme_Night_on_a_Template_Level

This guide provides step-by-step instructions on how to add a theme night on a template level. Following these steps will help users easily customize their itinerary templates, making it a valuable resource for those seeking to enhance their event planning and organization process.

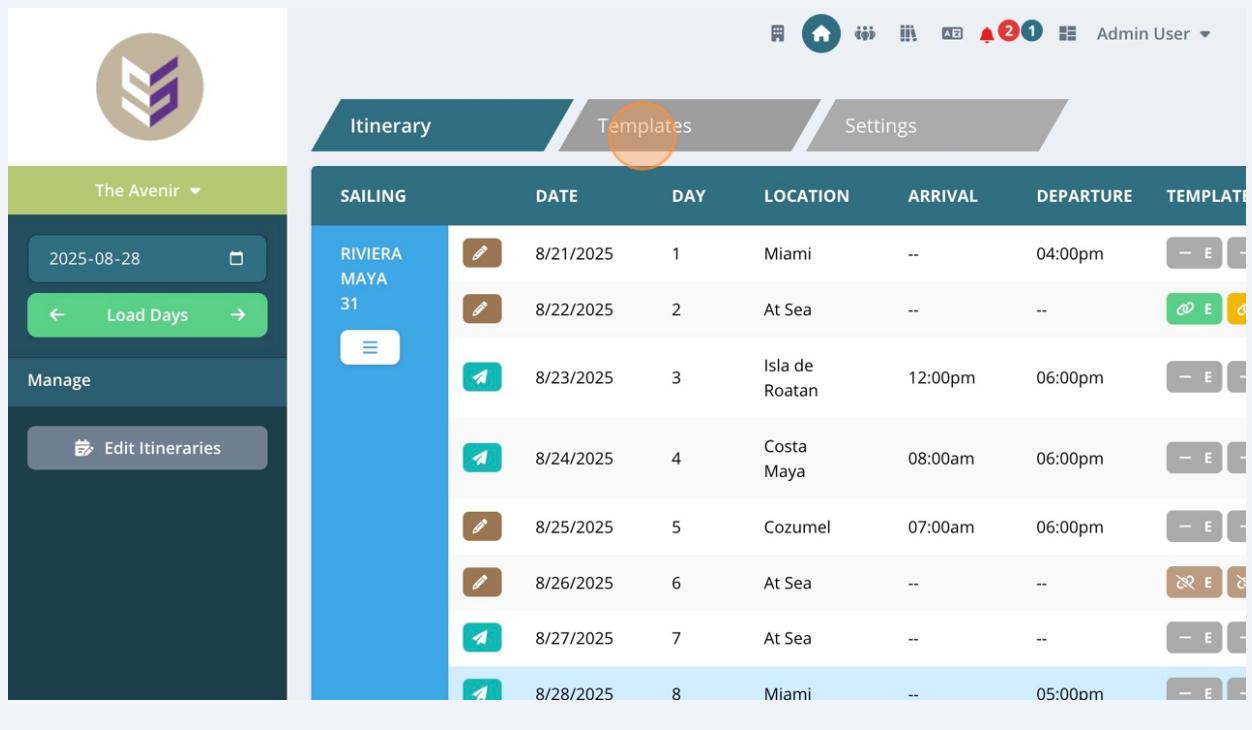
- 1 Navigate to your GO Software URL and open the Itinerary Page.



The screenshot shows the GO Software Itinerary Page. The top navigation bar includes a logo, a search bar, and various icons for navigation and notifications. The main header has tabs for 'Itinerary' (which is highlighted with an orange circle), 'Templates', and 'Settings'. The main content area displays a table of sailing days for a trip to Riviera Maya. The columns are labeled: SAILING, DATE, DAY, LOCATION, ARRIVAL, DEPARTURE, and TEMPLATE. The data is as follows:

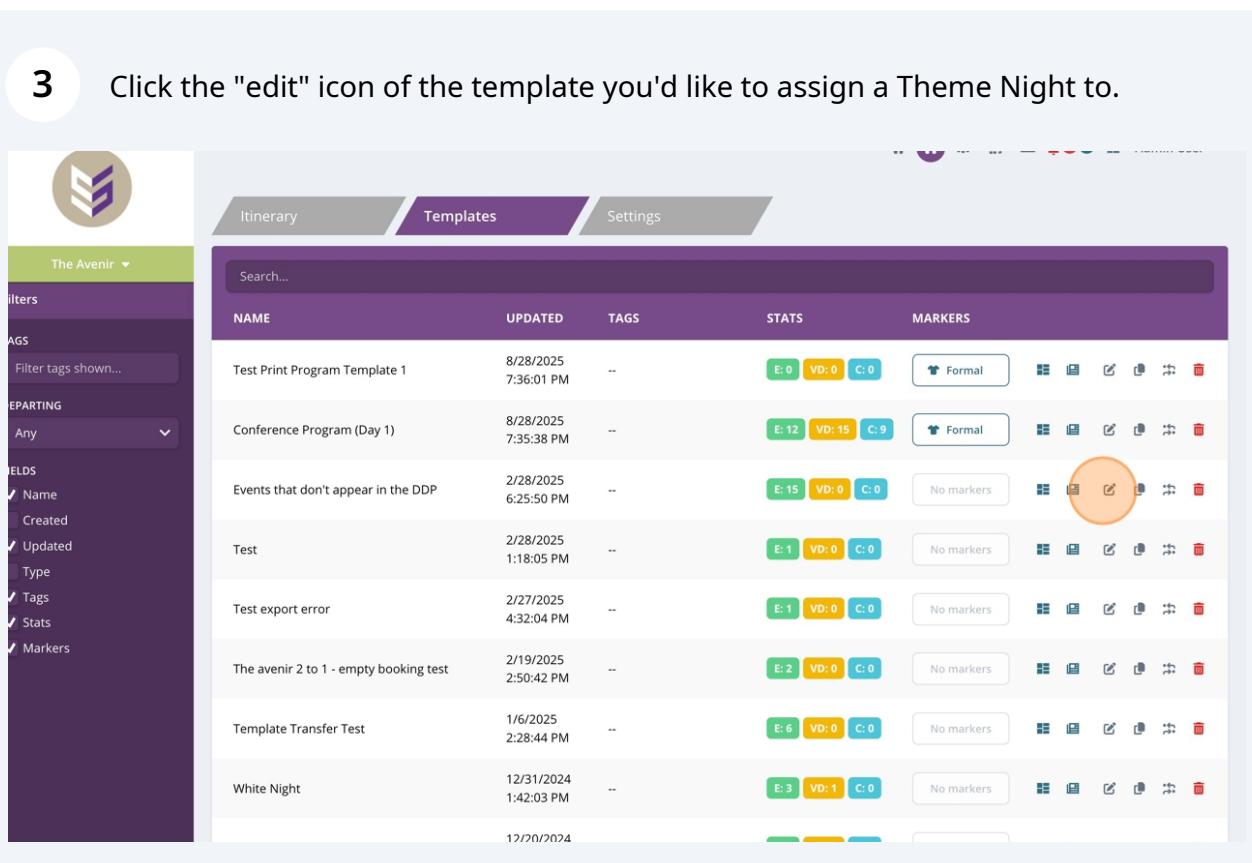
SAILING	DATE	DAY	LOCATION	ARRIVAL	DEPARTURE	TEMPLATE
RIVIERA MAYA 31	8/21/2025	1	Miami	--	04:00pm	 
	8/22/2025	2	At Sea	--	--	 
	8/23/2025	3	Isla de Roatan	12:00pm	06:00pm	 
	8/24/2025	4	Costa Maya	08:00am	06:00pm	 
	8/25/2025	5	Cozumel	07:00am	06:00pm	 
	8/26/2025	6	At Sea	--	--	 
	8/27/2025	7	At Sea	--	--	 
	8/28/2025	8	Miami	--	05:00pm	 

2 Click "Templates" to view the Template Library.



The screenshot shows the 'Itinerary' tab of a software interface. On the left, a sidebar for 'The Avenir' shows a date range from 2025-08-28 to 2025-08-29, with a 'Load Days' button. Below it are 'Manage' and 'Edit Itineraries' buttons. The main area displays a sailing itinerary for 'RIVIERA MAYA' on '31'. The itinerary consists of 8 days (1-8) starting from Miami, passing through At Sea, Isla de Roatan, Costa Maya, Cozumel, and At Sea again, before returning to Miami. Each day entry includes a date, day number, location, arrival time, departure time, and a template icon. The 'Templates' tab is highlighted with an orange circle.

3 Click the "edit" icon of the template you'd like to assign a Theme Night to.



The screenshot shows the 'Templates' tab of the software. On the left, a sidebar includes a 'Filters' section with 'TAGS' (Filter tags shown...), 'DEPARTING' (Any), and 'FIELDS' (Name, Created, Updated, Type, Tags, Stats, Markers). The main area shows a list of templates with columns for NAME, UPDATED, TAGS, STATS, and MARKERS. The 'Events that don't appear in the DDP' template is highlighted with an orange circle over its edit icon in the MARKERS column.

4 Click the dropdown arrow to select the Theme Night (Day Theme) you'd like to assign to the template.

Note: The dropdown list comes from the Brand Settings and can be adjusted as needed.

NAME

Test

TAGS

Search... (or create a new one)

DAY THEME

None

Save Changes

Reset

Future Days Linked to Template

VOYAGE	NAME	DATE	FRAGMENTS
No items to show			

5 Once the Theme Night is selected, Click "Save Changes" to save the changes to the template.

NAME

Events that don't appear in the DDP

TAGS

Search... (or create a new one)

DAY THEME

Formal

Save Changes

Reset

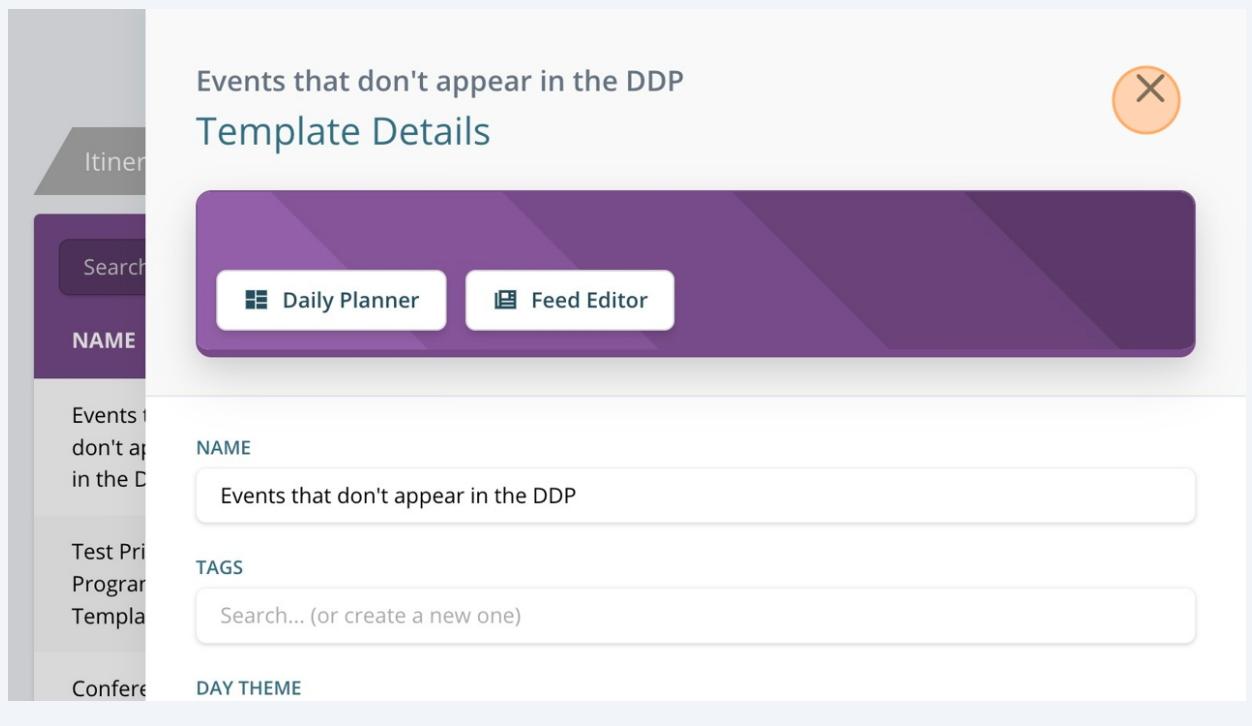
Future Days Linked to Template

VOYAGE	NAME	DATE	FRAGMENTS
No items to show			



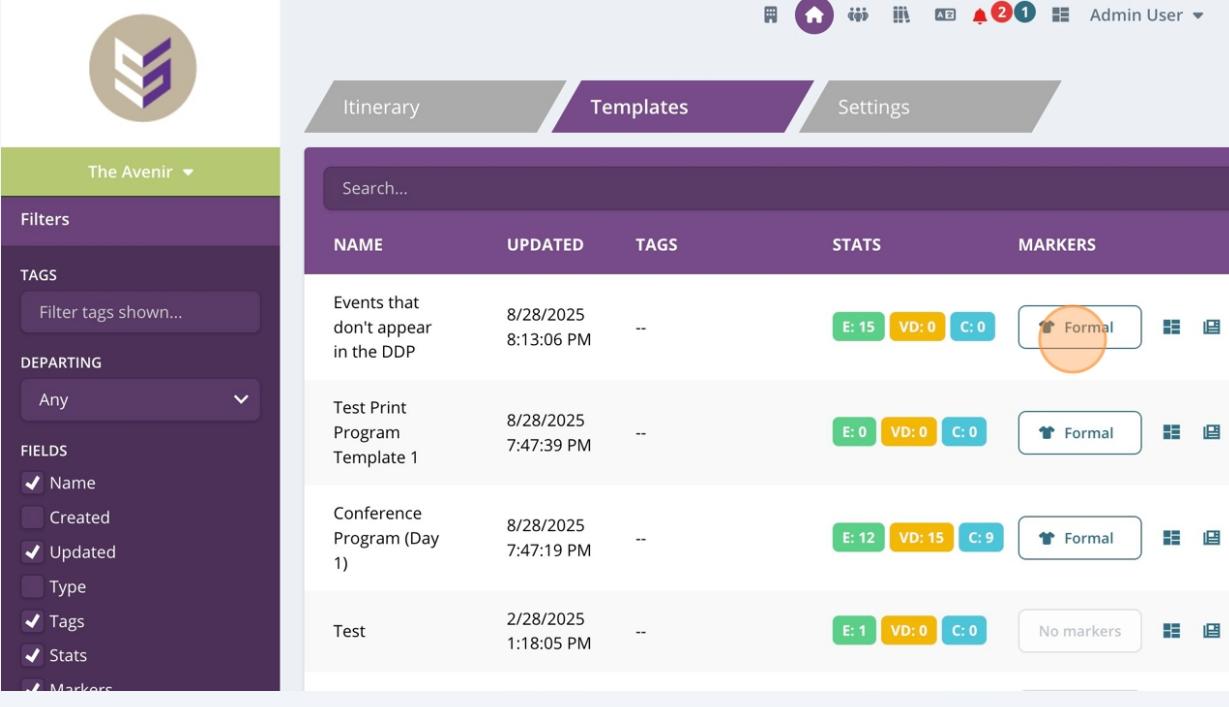
Note: Changes made at the Template Level will automatically populate on every day that this template is linked to. (If it is unlinked, the changes will not apply.)

- 6 Click the "x" to close the section.



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Now the Theme Night is populating based on the previous selection (under the "Markers" column).

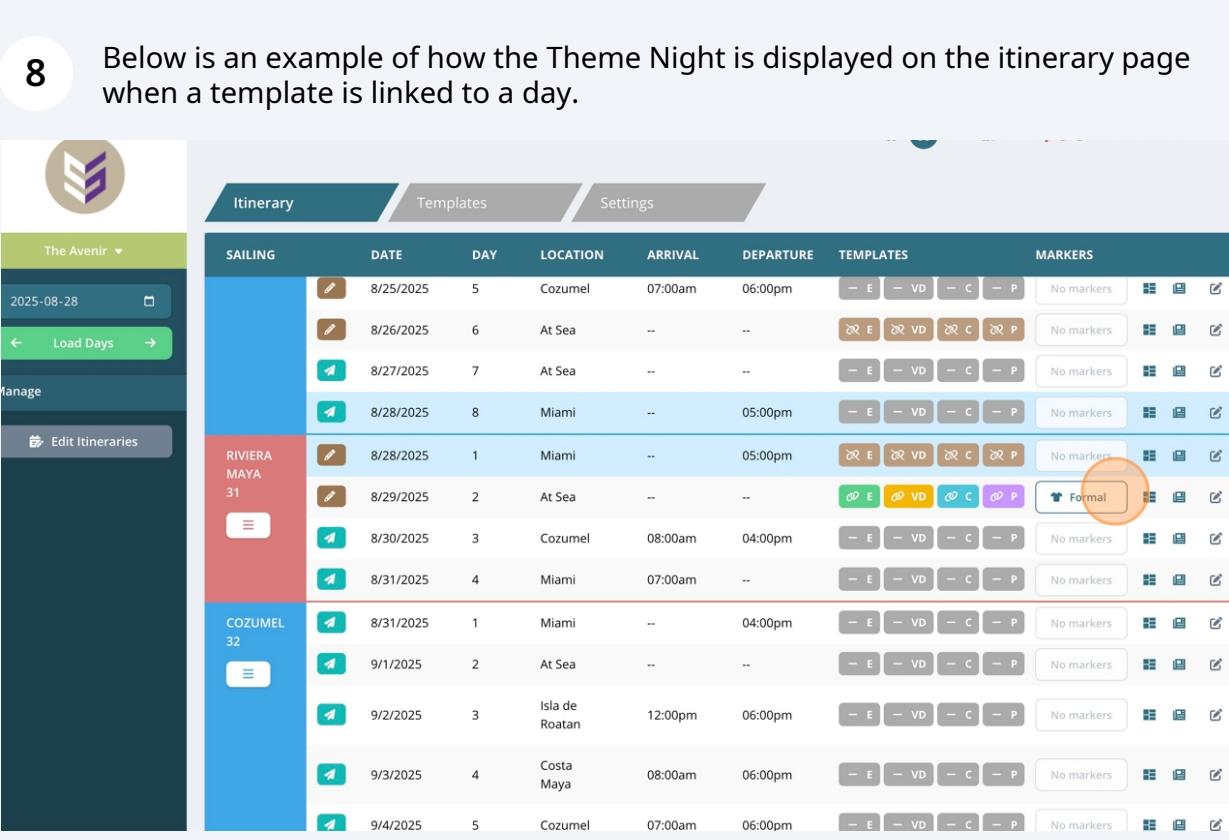


The screenshot shows the 'Templates' section of the software. On the left, there's a sidebar with 'The Avenir' selected, 'Filters', 'TAGS' (with a 'Filter tags shown...' button), 'DEPARTING' (set to 'Any'), 'FIELDS' (with checkboxes for Name, Created, Updated, Type, Tags, Stats, and Markers), and 'The Avenir' again. The main area has tabs for 'Itinerary', 'Templates' (which is selected and highlighted in purple), and 'Settings'. A search bar says 'Search...'. A table lists four templates:

NAME	UPDATED	TAGS	STATS	MARKERS
Events that don't appear in the DDP	8/28/2025 8:13:06 PM	--	E: 15 VD: 0 C: 0	Formal (highlighted with an orange circle)
Test Print Program Template 1	8/28/2025 7:47:39 PM	--	E: 0 VD: 0 C: 0	Formal
Conference Program (Day 1)	8/28/2025 7:47:19 PM	--	E: 12 VD: 15 C: 9	Formal
Test	2/28/2025 1:18:05 PM	--	E: 1 VD: 0 C: 0	No markers

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Below is an example of how the Theme Night is displayed on the itinerary page when a template is linked to a day.



The screenshot shows the 'Itinerary' section of the software. On the left, there's a sidebar with 'The Avenir' selected, a date range '2025-08-28' with a 'Load Days' button, 'Manage', and 'Edit Itineraries'. The main area has tabs for 'Itinerary', 'Templates' (selected and highlighted in purple), and 'Settings'. A table lists sailing days grouped by location:

SAILING	DATE	DAY	LOCATION	ARRIVAL	DEPARTURE	TEMPLATES	MARKERS
RIVIERA MAYA 31	8/25/2025	5	Cozumel	07:00am	06:00pm	— E — VD — C — P	No markers
	8/26/2025	6	At Sea	--	--	— E — VD — C — P	No markers
	8/27/2025	7	At Sea	--	--	— E — VD — C — P	No markers
	8/28/2025	8	Miami	--	05:00pm	— E — VD — C — P	No markers
COZUMEL 32	8/28/2025	1	Miami	--	05:00pm	— E — VD — C — P	No markers
	8/29/2025	2	At Sea	--	--	— E — VD — C — P	No markers
	8/30/2025	3	Cozumel	08:00am	04:00pm	— E — VD — C — P	No markers
	8/31/2025	4	Miami	07:00am	--	— E — VD — C — P	No markers
COZUMEL 32	8/31/2025	1	Miami	--	04:00pm	— E — VD — C — P	No markers
	9/1/2025	2	At Sea	--	--	— E — VD — C — P	No markers
	9/2/2025	3	Isla de Roatan	12:00pm	06:00pm	— E — VD — C — P	No markers
	9/3/2025	4	Costa Maya	08:00am	06:00pm	— E — VD — C — P	No markers
	9/4/2025	5	Cozumel	07:00am	06:00pm	— E — VD — C — P	No markers



Note: A Theme Night can also be applied on the day level from the itinerary page.