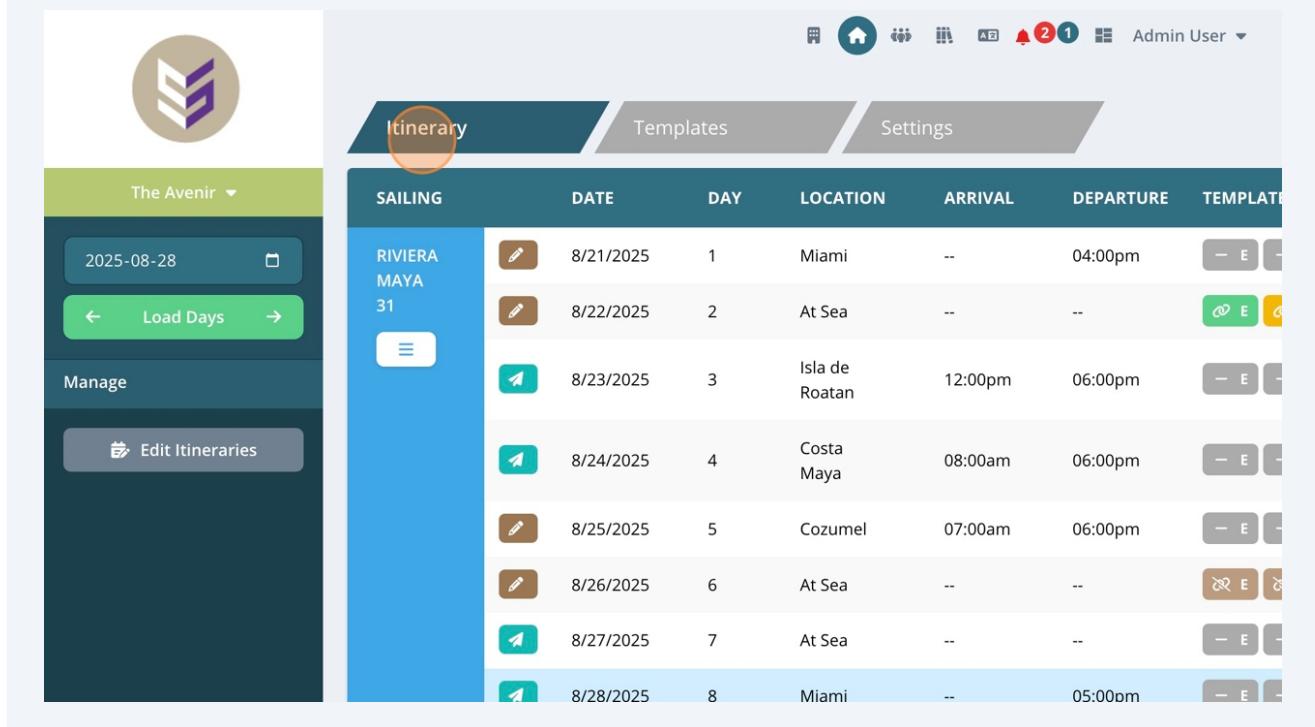# How to assign a Theme Night on a Template Level?

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

scribehow.com/embed-preview/How_to_assign_a_The...

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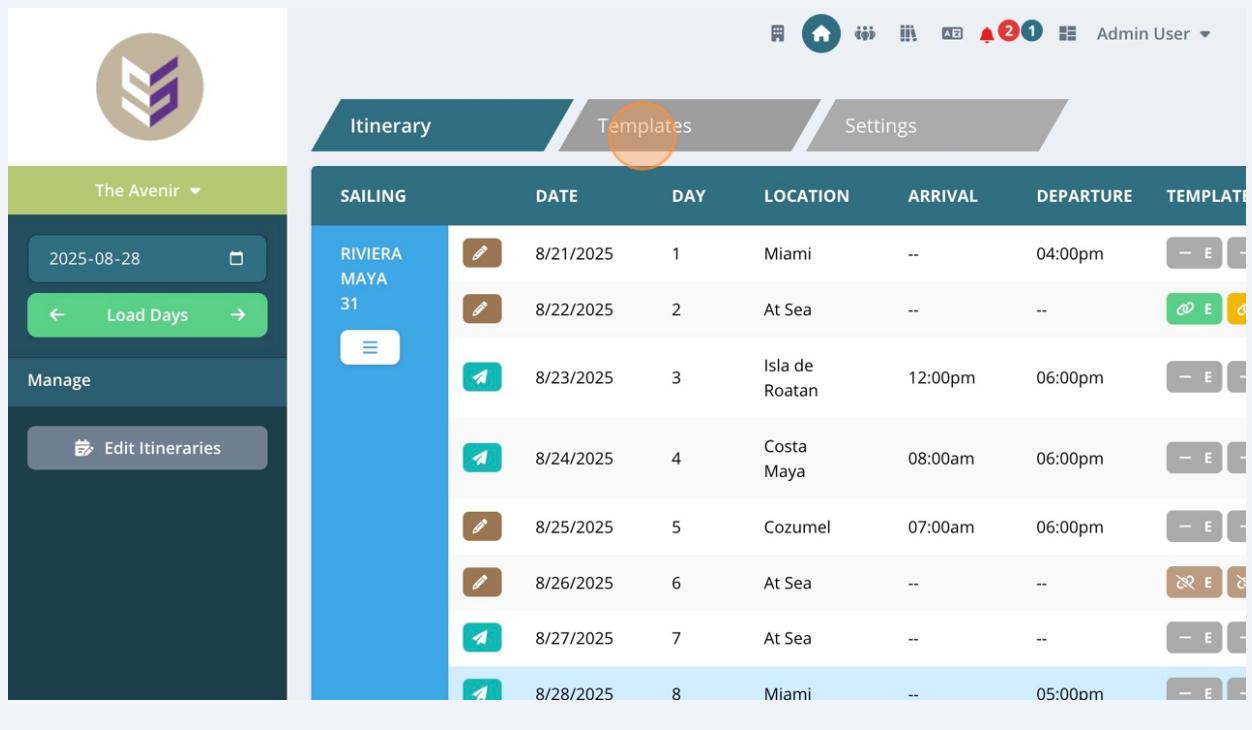
1 Navigate to your GO Software URL and open the Itinerary Page.

2   Click "Templates" to view the Template Library.

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

Itinerary   Templates   Settings

The Avenir ▾

2025-08-28

← Load Days →

Manage

Edit Itineraries

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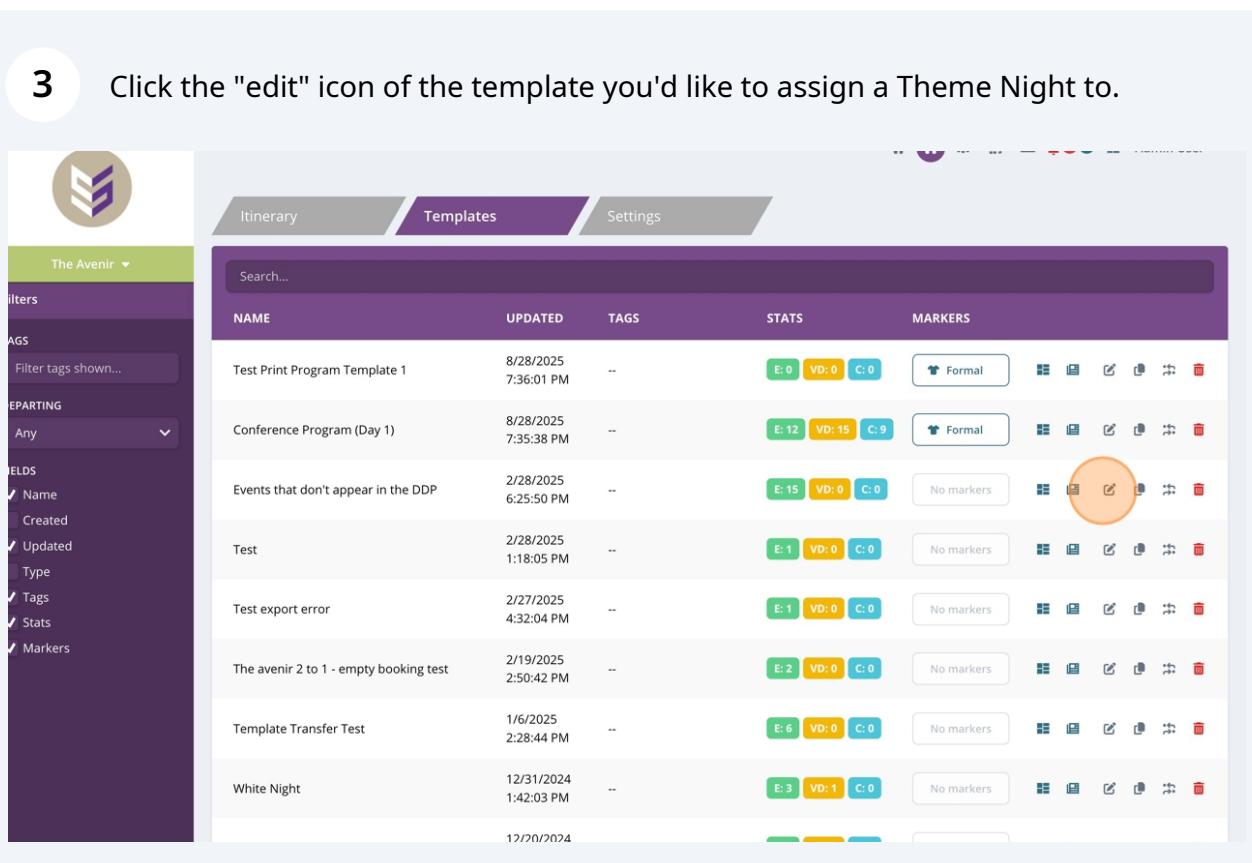
Itinerary   Templates   Settings

The Avenir ▾

Filters

Tags

Filter tags shown...

Departing

Any

Fields
- ✓ Name
- Created
- ✓ Updated
- Type
- ✓ Tags
- ✓ Stats
- ✓ Markers

Search...

NAME	UPDATED	TAGS	STATS	MARKERS	
Test Print Program Template 1	8/28/2025 7:36:01 PM	--	E: 0 VD: 0 C: 0	⚐ Formal	
Conference Program (Day 1)	8/28/2025 7:35:38 PM	--	E: 12 VD: 15 C: 9	⚐ Formal	
Events that don't appear in the DDP	2/28/2025 6:25:50 PM	--	E: 15 VD: 0 C: 0	No markers	
Test	2/28/2025 1:18:05 PM	--	E: 1 VD: 0 C: 0	No markers	
Test export error	2/27/2025 4:32:04 PM	--	E: 1 VD: 0 C: 0	No markers	
The avenir 2 to 1 - empty booking test	2/19/2025 2:50:42 PM	--	E: 2 VD: 0 C: 0	No markers	
Template Transfer Test	1/6/2025 2:28:44 PM	--	E: 6 VD: 0 C: 0	No markers	
White Night	12/31/2024 1:42:03 PM	--	E: 3 VD: 1 C: 0	No markers	
	12/20/2024				

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.

5 Once the Theme Night is selected, Click "Save Changes" to save the changes to the template.
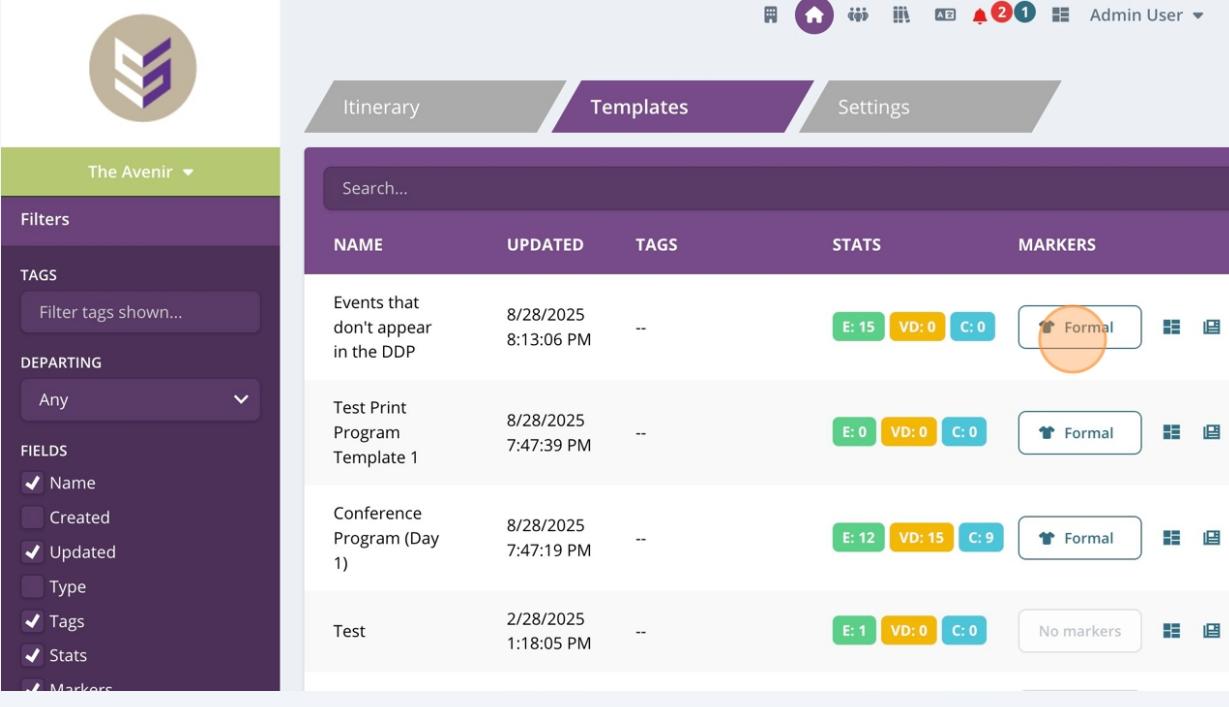
Note: Changes made at the Template Level will automatically populate on every day that this template is linked to. (If it is unlinked, the changes will not apply.)

6 Click the "x" to close the section.

Events that don't appear in the DDP
Template Details

Daily Planner   Feed Editor

NAME
Events that don't appear in the DDP

TAGS
Search... (or create a new one)

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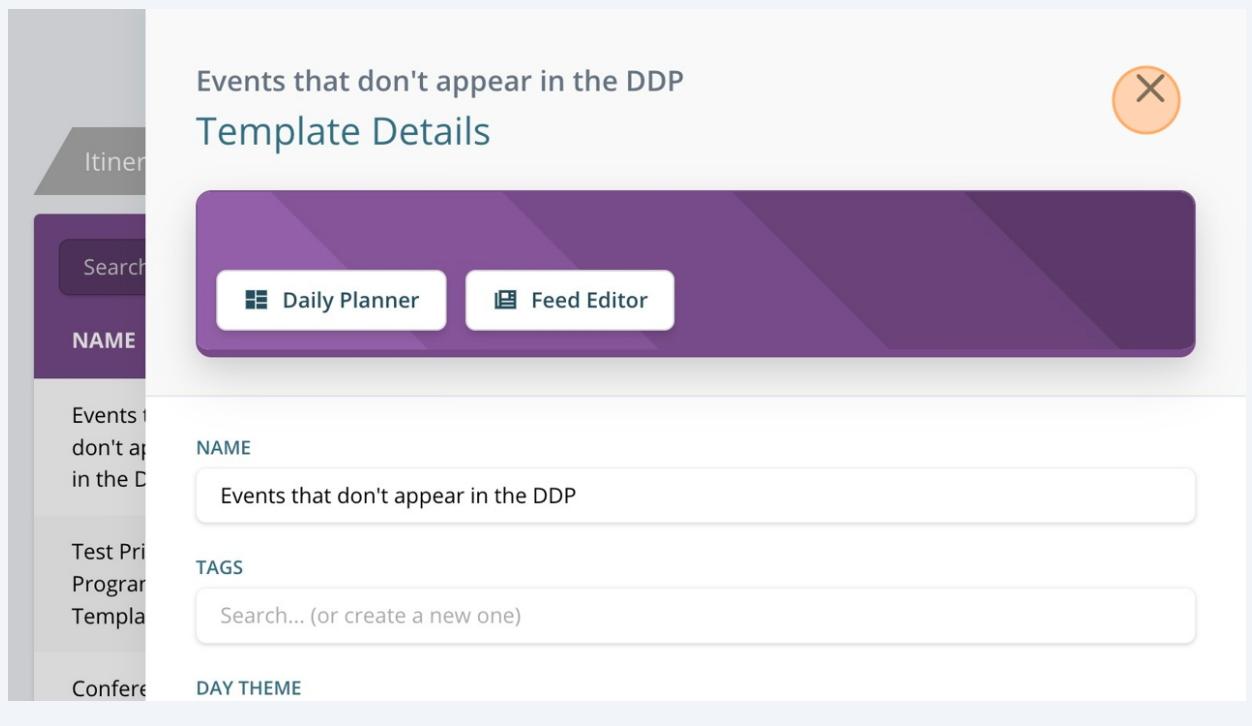
7 Now the Theme Night is populating based on the previous selection (under the "Markers" column).

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

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