

# 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...](https://scribehow.com/embed-preview/How%20to%20assign%20a%20Theme%20Night%20on%20a%20Template%20Level%3F)

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.

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	--	05:00am	— E —

## 2 Click "Templates" to view the Template Library.

The screenshot shows the application interface with the 'Templates' tab selected. The left sidebar displays 'The Avenir' and a 'Manage' section with an 'Edit Itineraries' button. The main content area shows a table of sailing itineraries. An orange circle highlights the 'Templates' tab in the top navigation bar.

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 [C]
	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	--	--	[X] E [X]
	8/27/2025	7	At Sea	--	--	[-] E [-]
	8/28/2025	8	Miami	--	05:00pm	[-] E [-]

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

The screenshot shows the application interface with the 'Templates' tab selected. The left sidebar displays filters for 'The Avenir'. The main content area shows a table of templates. An orange circle highlights the 'edit' icon (pencil) for the 'Events that don't appear in the DDP' template.

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

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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.

The screenshot shows a sidebar on the left with filters for TAGS, DEPARTING, and FIELDS. The main area displays a form for configuring a template. The 'DAY THEME' dropdown is open, showing 'None' as the selected option. Below the form are buttons for 'Save Changes' and 'Reset'. At the bottom, there is a section titled 'Future Days Linked to Template' with a table that currently shows 'No items to show'.

VOYAGE	NAME	DATE	FRAGMENTS
No items to show			

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

The screenshot shows the same template configuration interface as before, but now the 'DAY THEME' dropdown is set to 'Formal'. The 'Save Changes' button is highlighted with an orange circle, indicating the next step in the process. The 'Future Days Linked to Template' section remains at the bottom.

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.)

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Click the "x" to close the section.

The screenshot shows a modal window titled "Events that don't appear in the DDP" with a close button (X) in the top right corner. Below the title is a purple header bar containing two buttons: "Daily Planner" and "Feed Editor". The main content area has three sections: "NAME" with a text input field containing "Events that don't appear in the DDP", "TAGS" with a text input field containing "Search... (or create a new one)", and "DAY THEME" which is currently empty.

Events that don't appear in the DDP

Template Details

Search

NAME

Events that don't appear in the DDP

TAGS

Search... (or create a new one)

DAY THEME

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

The Avenir ▾

Filters

TAGS

Filter tags shown...

DEPARTING

Any ▾

FIELDS

☒ Name

☐ Created

☒ Updated

☐ Type

☒ Tags

☒ Stats

☒ Markers

Itinerary Templates Settings

Search...

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
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 Avenir ▾

2025-08-28

← Load Days →

Manage

Edit Itineraries

Itinerary Templates Settings

SAILING	DATE	DAY	LOCATION	ARRIVAL	DEPARTURE	TEMPLATES	MARKERS
	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
RIVIERA MAYA 31	8/28/2025	1	Miami	--	05:00pm	🔍 E 🔍 VD 🔍 C 🔍 P	No markers
	8/29/2025	2	At Sea	--	--	🔍 E 🔍 VD 🔍 C 🔍 P	Formal
	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.