






































GO by Spark - How to create a template?

A template provides the ability to copy a specific Daily Program that could include Print Program, Venue Hours, and Events in order to strategically assign it to future dates.

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

2 Click the Template Box on the Itinerary Page for a specific date that you want to create a template out of.

3	Ocho Ríos	09:00am	05:00pm	— Events — Venue — Print	  
4	George Town	08:00am	04:00pm	— Events — Venue — Print	  
5	Cozumel	10:00am	06:00pm	— Events — Venue  Print	  
6	At Sea	--	--	 Events  Venue  Print	  
7	Nassau	09:00am	08:00pm	 Events  Venue  Print	  
8	Miami	07:00am	--	— Events — Venue — Print	  
1	Miami	--	05:00pm	— Events — Venue — Print	  
2	At Sea	--	--	— Events — Venue — Print	  
3	San Juan	11:00am	07:00pm	— Events — Venue — Print	  
4	At Sea	--	--	— Events — Venue — Print	  

3 Click "Create Template From Day".

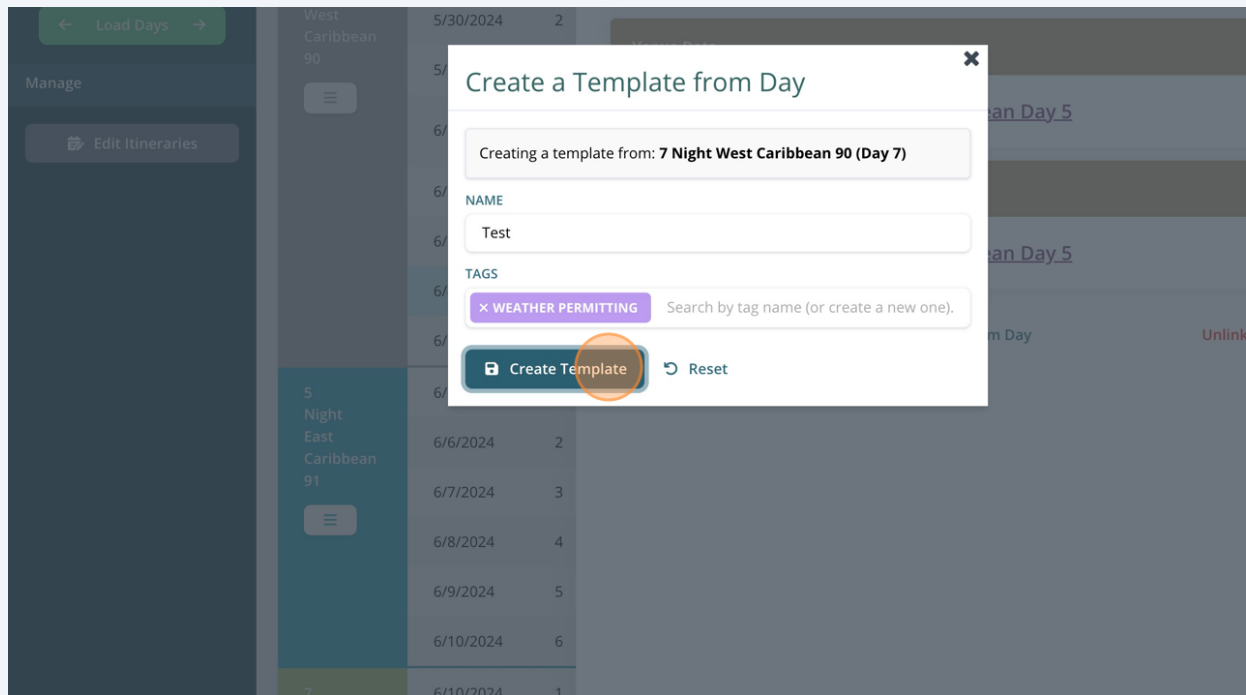
The screenshot shows a user interface for creating a template from a specific day. On the left, a sidebar lists days with dates and counts. The main area displays 'Venue Data' and 'Print Program' sections, both indicating they were sourced from '5 Night East Caribbean Day 5'. At the bottom, the 'Create Template From Day' button is highlighted with an orange circle.

Day	Date	Count
Night West Caribbean 90	5/30/2024	2
	5/31/2024	3
	6/1/2024	4
	6/2/2024	5
	6/3/2024	6
	6/4/2024	7
	6/5/2024	8
5 Night East Caribbean 91	6/5/2024	1
	6/6/2024	2
	6/7/2024	3
	6/8/2024	4
	6/9/2024	5
	6/10/2024	6

4 When creating a template, name it and add tags that will make it easier to identify when using the template for future dates.

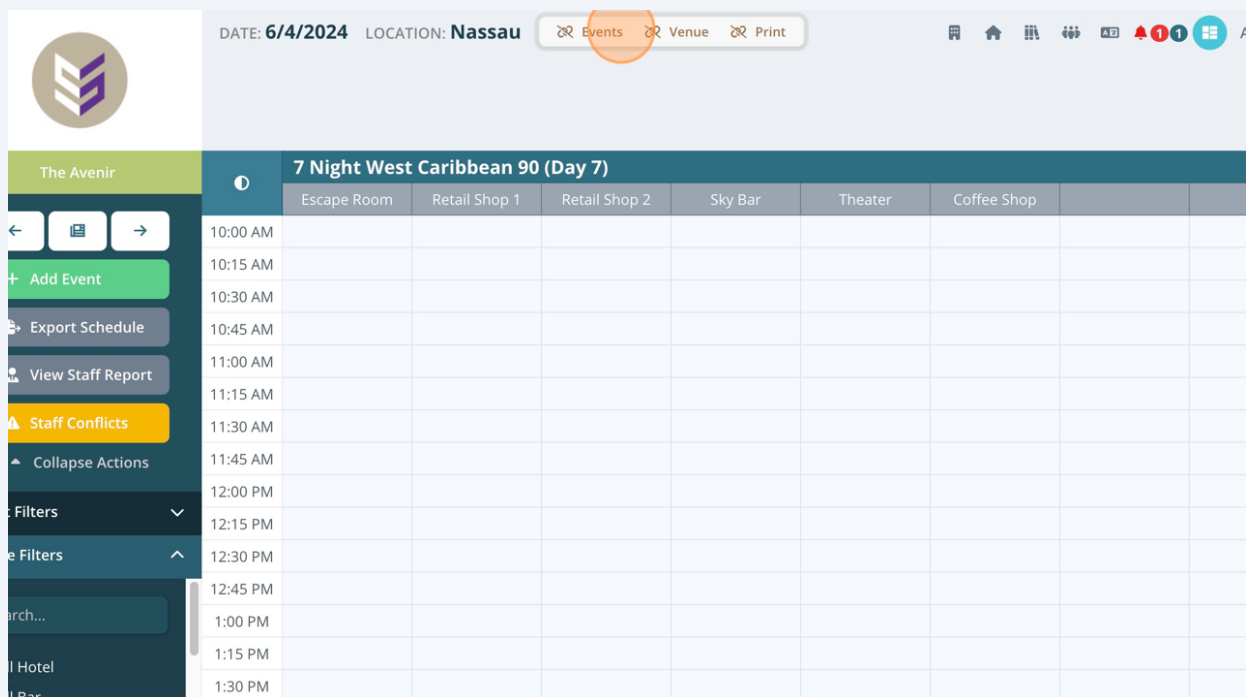
The screenshot shows a modal dialog titled 'Create a Template from Day'. It displays the source day as '7 Night West Caribbean 90 (Day 7)'. The 'NAME' field is pre-filled with 'Copy of 7 Night West Caribbean 90 (Day 7)' and is highlighted with an orange circle. The 'TAGS' field has a search bar with the placeholder text 'Search by tag name (or create a new one)...'. At the bottom, there are 'Create Template' and 'Reset' buttons.

5 Click "Create Template" to finalize creating the new template.



6 Additionally, a template can be created:

- In the Canvas (Daily Planner), click on the template box in the upper section.



7

- In the Feed Editor (Print Program), click on the template box in the upper section.

The screenshot displays the 'Feed Editor (Print Program)' interface for 'the AVENIR'. The top navigation bar includes the date '6/4/2024', location 'Nassau', and tabs for 'Events', 'Venue' (which is highlighted), and 'Print'. A left sidebar contains a logo, the name 'The Avenir', and buttons for 'Export', 'Undo Last Change', and 'Collapse Actions'. The main content area shows a preview of the feed with four sections: 'THE Spa' (featuring 'DRINK OF THE DAY'), 'THE Casino', 'THE Entertainment', and 'THE Excursions'. A right sidebar lists various content items: 'Event Test Event', 'BAD WEATHER \$WEATHERS', 'DRINK OF THE DAY' (with a truncated description), 'EXCURSION - TEST CONT' (with a truncated description), 'FAREWELL MESSAGE 1', and 'FIRST DAY SPA' (with a truncated description).