

# GO by Spark - How the program populates Scribe<sup>®</sup> in the DDP?

This guide explains how the Daily Program populates in the DDP and how to access specific information within it. The specific area from which the digital program pulls information can vary depending on the client.

1 Navigate to your GO URL and go to the Feed Editor (Print Program).

2 Build the program according to your needs. For example:

- Add the promotions, messages, disclaimers, and other information you want your guests to know.

The screenshot displays the Scribe Feed Editor interface for 'The Avenir Resort'. The top navigation bar includes the date '6/5/2024', the property name 'The Avenir Resort', and tabs for 'Events', 'Venue', and 'Print'. A user profile 'Admin User' is visible in the top right. The main content area is a grid of promotional cards for different resort sections: 'THE Spa', 'THE Casino', 'THE Entertainment', 'THE Excursions', 'THE Food', and 'THE Shops'. Each card contains text and a green plus icon for editing. A right-hand sidebar features a 'FROM THE Manager' section with a message from the 'Hotel Manager' and an 'Important TIP' section. A left-hand sidebar contains navigation and editing tools such as 'Export', 'Undo Last Change', 'Pages', 'View Options', and 'Zoom'.

3 • Add events in the Canvas in order to populate in the program.

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- Add the hours of operations in the Canvas in order to display in the Feed Editor.

The Avenir Resort [Events](#) [Venue](#) [Print](#) Admin User

## ENJOY IT *All*

Location	Times	Activities	Location
Tennis Courts Deck 1	04:00pm	Aqua Aerobics Class	Adult Pool Deck 1
Lobby Deck 1	04:00pm	Sugar Rush	Cooking School Deck 4
Café Deck 3	05:30pm	BBQ Picnic and Fun!	Café Deck 3
Theater Deck 2	06:00pm	Cooking School	Cooking School Deck 4
Sports Court Deck 1	07:00pm	Movie	Lobby Bar Deck 1
Theater Deck 2	07:00pm	Sweat N' Soul Music	Lobby Deck 1
Teen Club Deck 5	07:00pm	Amatory Delights	Signature Bar
Sports Court	07:00pm	Amatory Delights	Signature Bar

## OPEN *Hours*

### IN THE *Ki*

**GUEST SERVICES**  
Guest Services desk is open 24 hours located on Deck 4.

**EATS**

07:00am - 10:00pm	Café	3	
07:00am - 11:00am	Restaurant2		
11:30am - 02:00pm			
05:45pm - 10:00pm			

**BARS**

12:00pm - 06:00am	Lobby Bar	1	
06:00am - 05:45am	Signature Bar1		
09:00am - 08:00pm	Pool Bar	5	

**ACTIVITIES**

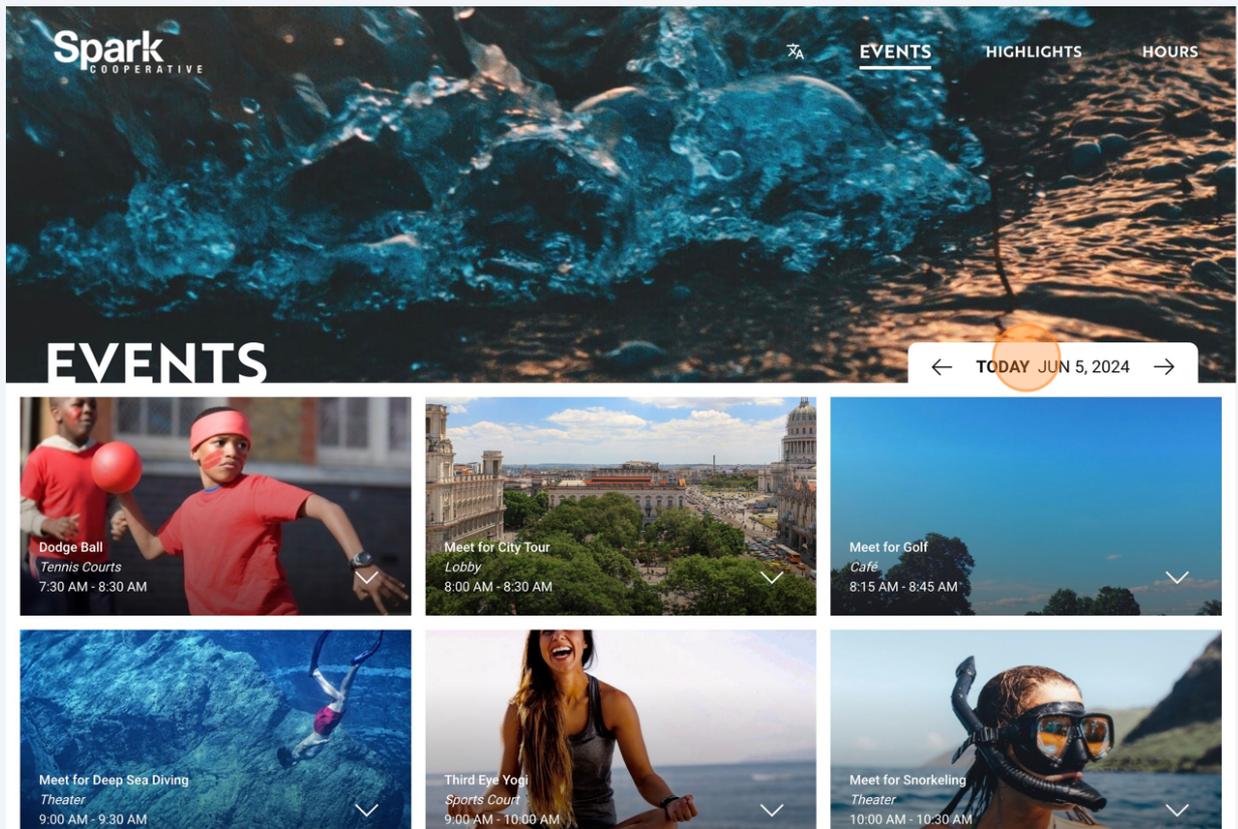
10:00pm - 02:00am	Boutique	1	
06:00am - 10:00pm	Fitness Center4		
08:30am - 11:30am	Kids Club	4	
12:30pm - 05:30pm			
06:30pm - 01:00am			
07:00am - 02:00am	Main Pool	5	
06:00am - 05:45am	Sports Court	1	

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- After you've build the program, navigate to your DDP URL.

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Select the date that corresponds to the day you created the program. For the purpose of this guide, we built the program on 06/05/2024.

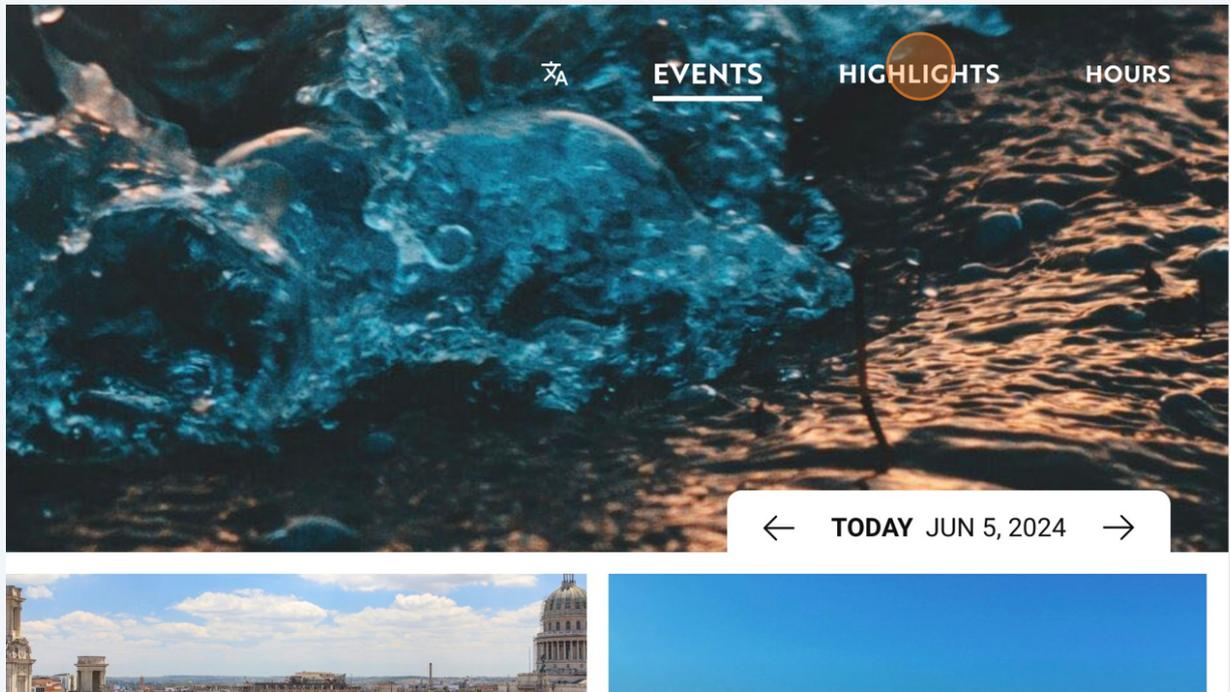


The timeframe for guests to view the DDP in the past or future is determined by each client.

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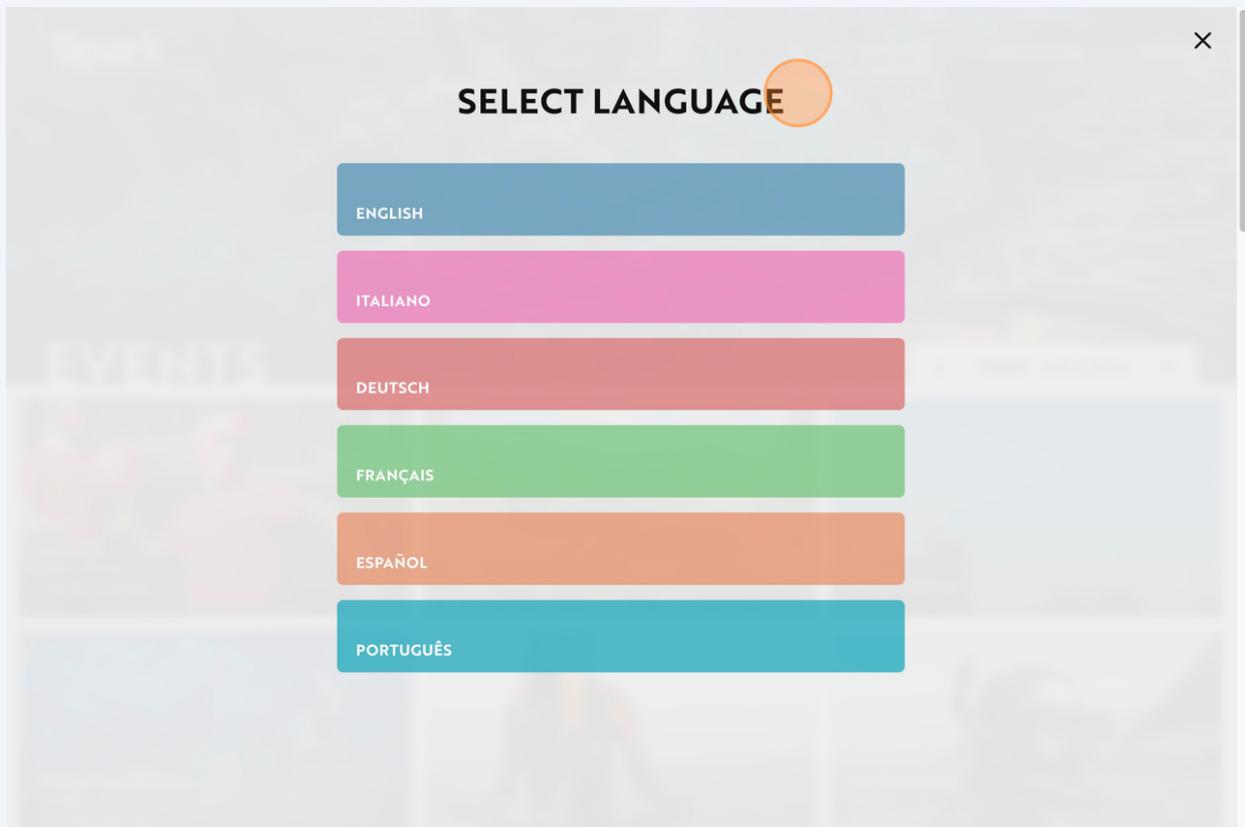
In the upper section, the guest will be able to select from the following options:

- Language
- Events
- Highlights
- Hours



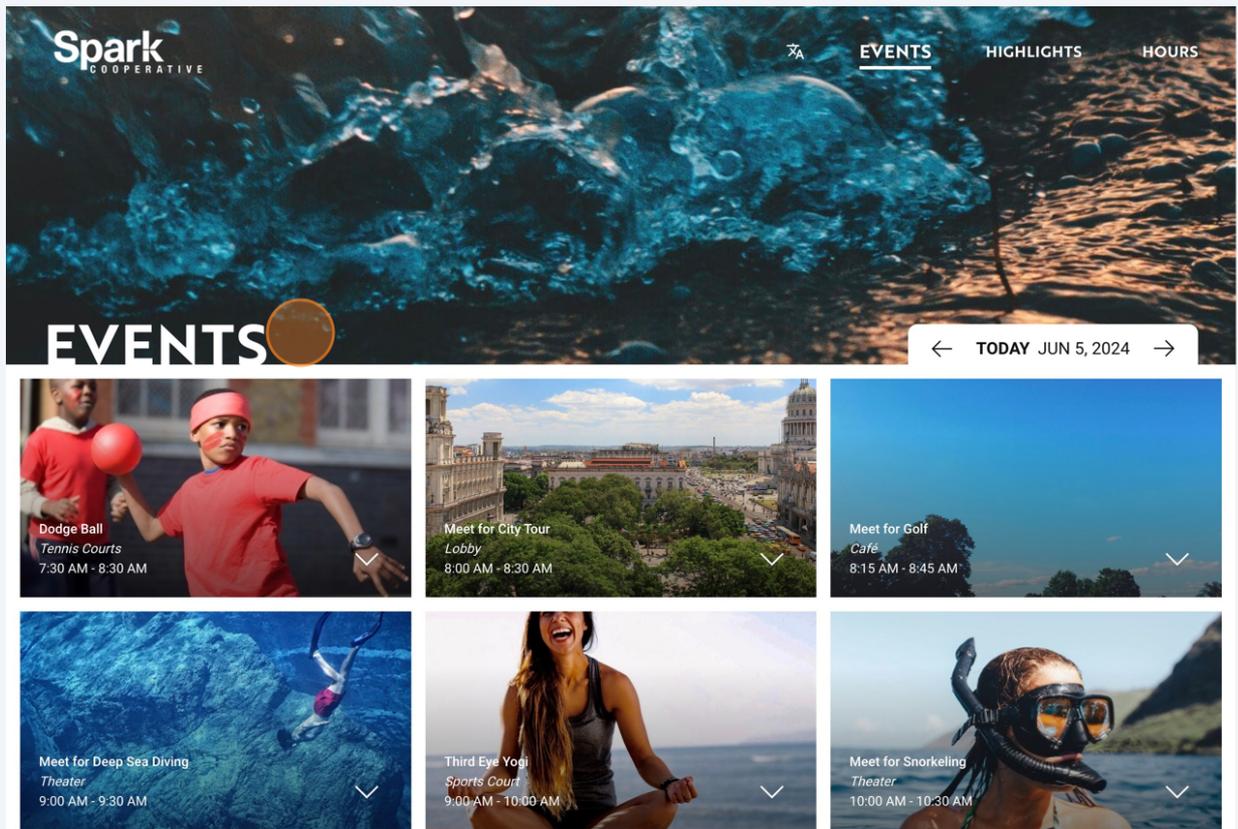
**8 Language tab:** The guests can select the preferred language.

*As long as the content is translated in the Translation Library it will populate here.*



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**Events tab:** The guest can view the daily events added in the Canvas.



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**Highlights tab:** The guest can view the content blurbs added in the Feed Editor such as promotions, activities highlights, messages, etc.

**Spark COOPERATIVE** EVENTS HIGHLIGHTS HOURS

**HIGHLIGHTS** ← TODAY JUN 5, 2024 →

**SPA TIPS**  
Weekends are typically the busiest in the spa. Try reserving during the week for the most relaxing time if you're looking for an appointment. Wednesday appointments receive a \$PERCENT\_OFFS.

Want an adrenaline rush? Come enjoy live table games in our casino including Blackjack, Poker, Indian Flush, Baccarat, Roulette & more.. Or, try your luck at our electronic roulette. Casino is open 24 hours.

**SALSA NIGHT**  
Join our entertainment team for a latin night under the start with our local band, featuring the classic latin vibes.

**Visit our Excursion Hut!**  
Don't forget to visit our excursion hut by the main pool to plan all your outdoor activities in advance including Deep Sea Diving, Kayaking, Snorkeling, and more! Open everyday from 9:00 AM till 4:00 PM.  
[www.excursions.com](http://www.excursions.com)

**Demonstration by Chef Victor!**  
Join us in Azul Restaurant at 5:30PM for a cooking demonstration from Chef Victor. Make a reservation for one of our speciality restaurant after the demonstration and receive a 10% savings.

**The Artisan Marketplace**  
The Marketplace is a vibrant shop offering locally-sourced food, drink, and artisan goods by independent makers. It is an open space to connect around what is handmade, sustainable, and local. Don't miss the perfect opportunity to take get an authentic souvenir!

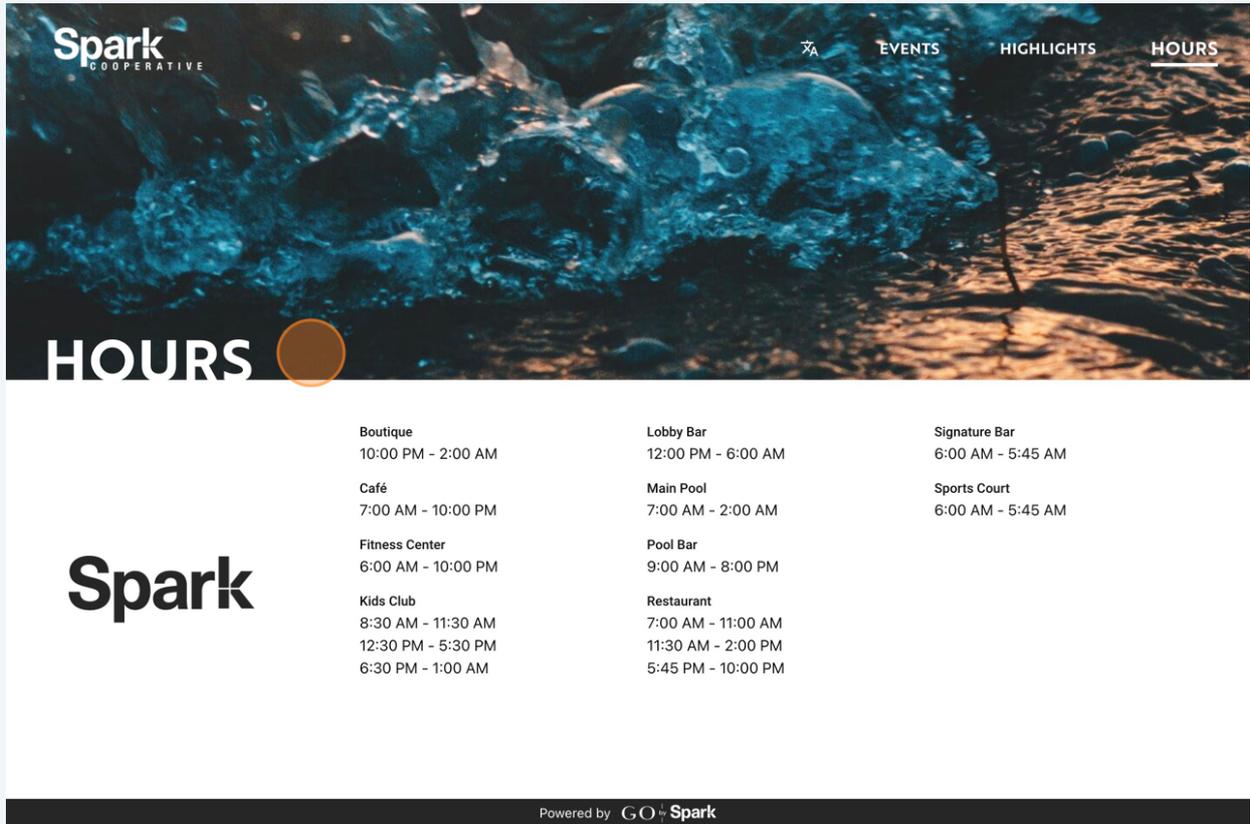
Today is a full day!

**Special Delivery for a Special Day!**  
Make your occasion a day to remember by ordering one of our fresh baked cakes for your family. Place your order by contacting Guest Services in the Main Lobby or Dial #99.

**Meet for Golf**  
The Meet for Golf experience features deluxe accommodations, 18 holes of championship golf across four newly renovated golf courses. Get out there and

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**Hours tab:** The guest can view venues opening hours that were added in the Canvas and the Feed Editor.



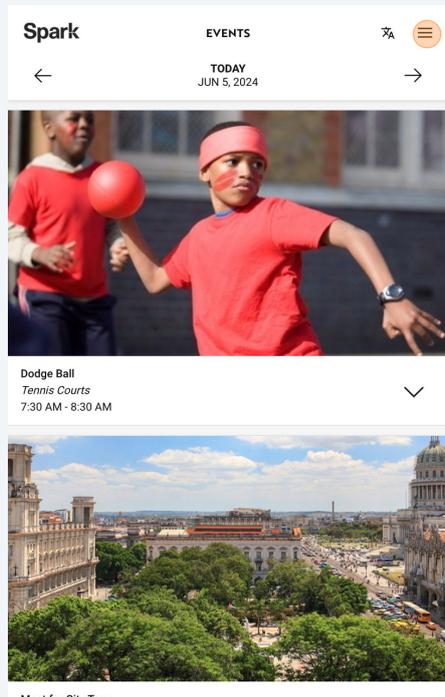
### **Important to Know:**

The specific area from which the digital program pulls information can vary depending on the client.

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**DDP Mobile View:** It contains the same information but features a different layout.

Click on the 3-line icon



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This is how guests will navigate the DDP.

