

GO by Spark - How to Hide or Unhide Venues on Digital Platforms (Hours of Operation Only)

This guide provides a straightforward method for managing the visibility of venues on digital platforms, specifically focusing on hiding or unhiding them in the Hours of Operation section of the Digital Daily Program. It streamlines the process, ensuring users can easily control which venues are displayed.

1 Click on the GO libraries tab

The screenshot shows the Spark Admin interface with a navigation bar at the top containing icons for home, settings, and other functions, and the text "Spark Admin" with a dropdown arrow. Below the navigation bar are two tabs: "Templates" and "Settings". The main content area displays a table with the following data:

DATE	DAY	LOCATION	ARRIVAL	DEPARTURE	TEMPLATES	MARKERS
10/31/2024	1	Piraeus	07:00	18:00	— Events — Venue — Print	No mar
11/1/2024	2	Heraklion	09:00	19:00	— Events — Venue — Print	No mar
11/2/2024	3	At Sea	--	--	— Events — Venue — Print	No mar
11/3/2024	4	Malta (Valetta)	08:00	18:00	— Events — Venue — Print	No mar
11/4/2024	5	At Sea	--	--	<input checked="" type="checkbox"/> Events <input checked="" type="checkbox"/> Venue <input checked="" type="checkbox"/> Print	No mar
11/5/2024	6	Civitavecchia	08:00	20:00	<input checked="" type="checkbox"/> Events <input checked="" type="checkbox"/> Venue <input checked="" type="checkbox"/> Print	No mar

2 Click "Venues" to go to the Venue Library

The screenshot shows a navigation bar with 'Libraries' and 'Assets' tabs. Below it, a secondary navigation bar has 'Events', 'Venues', and 'Content' tabs. The 'Venues' tab is highlighted with an orange circle. The main content area displays a table with the following columns: Title, Access, Description, Segment, Levels, Attributes, and Private. Two rows of venue data are visible.

Title	Access	Description	Segment	Levels	Attributes	Private
PROPERTY Automated Event Creation Copy Event Template ID	THE AVENIR	Automated Description				
PROPERTY \$AUTOMERGE\$ Copy Event Template ID	THE AVENIR	Automated \$MERGEVAR\$ Description				

3 Click on a venue that you would like to hide from the Digital Daily Program

The screenshot shows a table listing various venues. The 'Medical Centre' row is highlighted in yellow, and an orange circle is placed over the 'Other' segment in that row.

Journeys Lounge	4	196	Entertainment F&B	
Explora Lounge	11	180	Entertainment F&B	
Conservatory Pool	11	147	Entertainment	
Medical Centre	3	0	Other	
Rolex	4	0	Retail	
The Journey Boutique	4	0	Retail	
Sakura	5	0	F&B	
The Spa	5	0	Ocean Wellness	

4 Click on "Hide from Digital Endpoints"

The screenshot shows a venue management interface. On the left is a dark sidebar with a list of venues: Medical Centre, Rolex, The Journey Boutique, Sakura, The Spa, Chef's Kitchen, Fitness Studio, Sports Court, and Sky Bar on 14. At the bottom of the sidebar is a blue button labeled 'Export to CSV'. The main content area is divided into two sections: 'Hours' and 'Display Options'. The 'Hours' section contains a table with columns 'Start', 'End', and 'State', and a trash icon. The 'Display Options' section contains three checkboxes: 'Not Bookable for Groups' (checked), 'Hide from External Systems' (unchecked), and 'Hide from Digital Endpoints' (unchecked). An orange circle highlights the 'Hide from Digital Endpoints' checkbox. At the bottom right of the main content area are two buttons: 'Archive' (red) and 'Submit' (green). Below the main content area is a table with columns for venue name, a number, another number, and a category.

Start	End	State	
06:00	06:00	Open	

Not Bookable for Groups
 Hide from External Systems
 Hide from Digital Endpoints

Archive Submit

Sports Court	14	0	Entertainment
Sky Bar on 14	14	0	F&B

5 After clicking, a yellow notification will appear, stating, "This venue is hidden from digital endpoints at the library level." Please note that this notification will remain on the venue until you unhide it again.

The screenshot shows the same venue management interface as in step 4, but with a yellow notification banner at the top of the 'Booking Hours' section. The notification text is: "This venue is hidden from digital endpoints at the library level". The 'Hide from Digital Endpoints' checkbox is now checked. The 'Display Options' section also includes a checked checkbox for 'Not Bookable for Groups'. The 'Hours' section and the table below it are the same as in step 4.

Show Archived

Other Retail F&B Nautilus Club

Location: Unassigned, Fwd, Mid, Aft, Unassigned, Prt, Stb

Booking Hours: This venue is hidden from digital endpoints at the library level

Start	End	State	
06:00	06:00	Open	

Not Bookable for Groups

6 If you agree with hiding the venue, Click "Submit"

This venue is hidden from digital endpoints at the library level

Hours

Start	End	State	
06:00	06:00	Open	🗑️

+ Add Period

Display Options

- Not Bookable for Groups
- Hide from External Systems
- Hide from Digital Endpoints

ID	Capacity	Name	Icon	Value
14	0	Entertainment	👤	0
14	0	F&B	👤	0



Alert! As soon as you submit, the venue will no longer populate in the hours of operations tab in the Digital Daily Program. To unhide it, follow the next step.

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Click on a venue that you would like to unhide from the Digital Daily Program

Journeys Lounge	4	196	Entertainment F&B	
Explora Lounge	11	180	Entertainment F&B	
Conservatory Pool	11	147	Entertainment	
Medical Centre	3	0	Other	
Rolex	4	0	Retail	
The Journey Boutique	4	0	Retail	
Sakura	5	0	F&B	
The Spa	5	0	Ocean Wellness	

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Click on "Hide from Digital Endpoints" and the yellow notification stating, "This venue is hidden from digital endpoints at the library level." will disappear.

Medical Centre

Rolex

The Journey Boutique

Sakura

The Spa

Chef's Kitchen

Fitness Studio

Sports Court

Sky Bar on 14

Export to CSV

Hours

Start	End	State	
06:00	06:00	Open	

+ Add Period

Display Options

- Not Bookable for Groups
- Hide from External Systems
- Hide from Digital Endpoints

Archive Submit

Sports Court	14	0	Entertainment
Sky Bar on 14	14	0	F&B

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Click "Submit"

Hours

Start	End	State	
06:00	06:00	Open	

+ Add Period

Display Options

- Not Bookable for Groups
- Hide from External Systems
- Hide from Digital Endpoints

Archive

Submit

14	0	Entertainment		0
14	0	F&B		0