

Itinerary management - "How to" Guide

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

[scribehow.com/embed-preview/Itinerary managemen...](https://scribehow.com/embed-preview/Itinerary%20managemen...)

This feature is intended for itinerary adjustments on the fly but not major itinerary deployments. We will still manually load those when they are released.

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

Click "Edit Itineraries"

SAILING	DATE	DAY	LOCATION	ARRIVAL	DEPARTURE	TEMPLATES
7 Night West Caribbean 90	5/29/2024	1	Miami	--	07:00pm	— Events — Venue — Prin
	5/30/2024	2	At Sea	--	--	— Events — Venue — Prin
	5/31/2024	3	Ocho Rios	09:00am	05:00pm	— Events — Venue — Prin
	6/1/2024	4	George Town	08:00am	04:00pm	— Events — Venue — Prin
	6/2/2024	5	Cozumel	10:00am	06:00pm	— Events — Venue — Prin
	6/3/2024	6	At Sea	--	--	🔗 Events 🔗 Venue 🔗 Prin
	6/4/2024	7	Nassau	09:00am	08:00pm	🔗 Events 🔗 Venue 🔗 Prin
	6/5/2024	8	Miami	07:00am	--	— Events — Venue — Prin
5 Night East Caribbean 91	6/5/2024	1	Miami	--	05:00pm	— Events — Venue — Prin
	6/6/2024	2	At Sea	--	--	— Events — Venue — Prin

2 This is a summary of a sailing:

5 Night East Caribbean 90 ▾							
ORGANIZE	DATE	DAY	LOCATION	ARRIVAL	DEPARTURE	TEMPLATE	ACTIONS
	5/24/2024	1	Miami	--	05:00pm		
	5/25/2024	2	At Sea	--	--		
	5/26/2024	3	San Juan	11:00am	07:00pm		
	5/27/2024	4	At Sea	--	--		
	5/28/2024	5	Nassau	10:00am	04:00pm		
	5/29/2024	6	Miami	07:00am	--		

7 Night West Caribbean 90 ▾							
ORGANIZE	DATE	DAY	LOCATION	ARRIVAL	DEPARTURE	TEMPLATE	ACTIONS
	5/29/2024	1	Miami	--	07:00pm		



If a template is assigned to that day you will see it with the link indicators. You can navigate to that day by clicking the Canvas or Feed buttons.

3 To edit a day, click the "edit icon".

The screenshot shows a web application interface for managing travel itineraries. At the top, there are tabs for 'Itinerary', 'Templates', and 'Settings'. Below these, a dropdown menu shows '5 Night East Caribbean 90'. The main content is a table with columns: ORGANIZE, DATE, DAY, LOCATION, ARRIVAL, DEPARTURE, TEMPLATE, and ACTIONS. The first row of the table is highlighted, and an orange circle is drawn around the edit icon (a pencil) in the ACTIONS column. Below this table, there is another section for '7 Night West Caribbean 90' with a similar table structure.

ORGANIZE	DATE	DAY	LOCATION	ARRIVAL	DEPARTURE	TEMPLATE	ACTIONS
	5/24/2024	1	Miami	--	05:00pm	E VD P	
	5/25/2024	2	At Sea	--	--	E VD P	
	5/26/2024	3	San Juan	11:00am	07:00pm	E VD P	
	5/27/2024	4	At Sea	--	--	E VD P	
	5/28/2024	5	Nassau	10:00am	04:00pm	E VD P	
	5/29/2024	6	Miami	07:00am	--	E VD P	

ORGANIZE	DATE	DAY	LOCATION	ARRIVAL	DEPARTURE	TEMPLATE	ACTIONS
	5/29/2024	1	Miami	--	07:00pm	E VD P	

4 You can edit the following:

- Type of day (port or sea)
- Enter the location
- Arrival and/or departure time

Click "Save Changes" when finished.

(This is the most used functionality among our clients.)

5 Night East Caribbean 90 (Day: 1)

Day Details

TYPE

port

LOCATION

Miami

ARRIVAL

05:00 PM

DEPARTURE

05:00 PM

+ Add Locations

Reset

Save Changes

ORGANIZE	DATE
	5/24/2024
	5/25/2024
	5/26/2024
	5/27/2024
	5/28/2024
	5/29/2024

ORGANIZE	DATE
	5/29/2024

5 Icons under the "Organize" column:

- **Link icon:** it will create a new sailing - duplicating the day for an embark/debark experience and starting a new sailing from the day.
- **Plus and minus signs:** will pull a day from the previous or add a day to the next sailing
- **Up/down arrow:** used to switch ports around. If for example you go to one port instead of another but will return to the original port, you may want to move a day up or down. This will keep all the event information committed to the day but switch the date so it's happening earlier or later.
- **Garbage icon:** only available for the sailing's last day and it will delete the day completely.

The screenshot shows a sailing management interface. On the left is a sidebar with a logo, a dropdown menu 'The Avenir', a date selector '06/03/2024', a '+ Spot Sailing' button, a 'Manage' section with a 'View Itineraries' button, and a 'View Itineraries' button. The main area has tabs for 'Itinerary', 'Templates', and 'Settings'. Below the tabs is a table for '5 Night East Caribbean 90'. The table has columns: 'ORGANIZE', 'DATE', 'DAY', 'LOCATION', and 'ARRIVAL'. The 'ORGANIZE' column contains icons: a person icon, a plus sign, a minus sign, and a trash can icon. The trash can icon is highlighted with an orange circle. The table data is as follows:

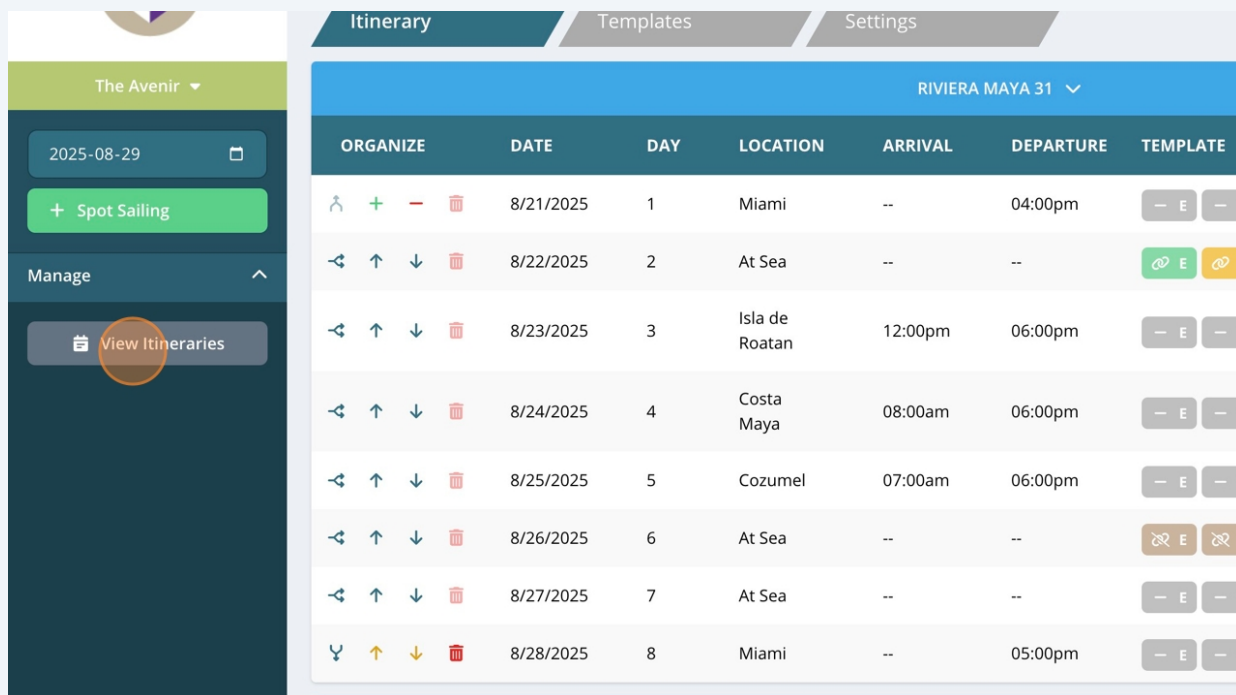
ORGANIZE	DATE	DAY	LOCATION	ARRIVAL
	5/24/2024	1	Miami	--
	5/25/2024	2	At Sea	--
	5/26/2024	3	San Juan	11:00am
	5/27/2024	4	At Sea	--
	5/28/2024	5	Nassau	10:00am
	5/29/2024	6	Miami	07:00am



IMPORTANT:

If you remove a day you will remove all the content, data, hours of operation for that day. To save that information turn it into a template so you can copy it to new days.

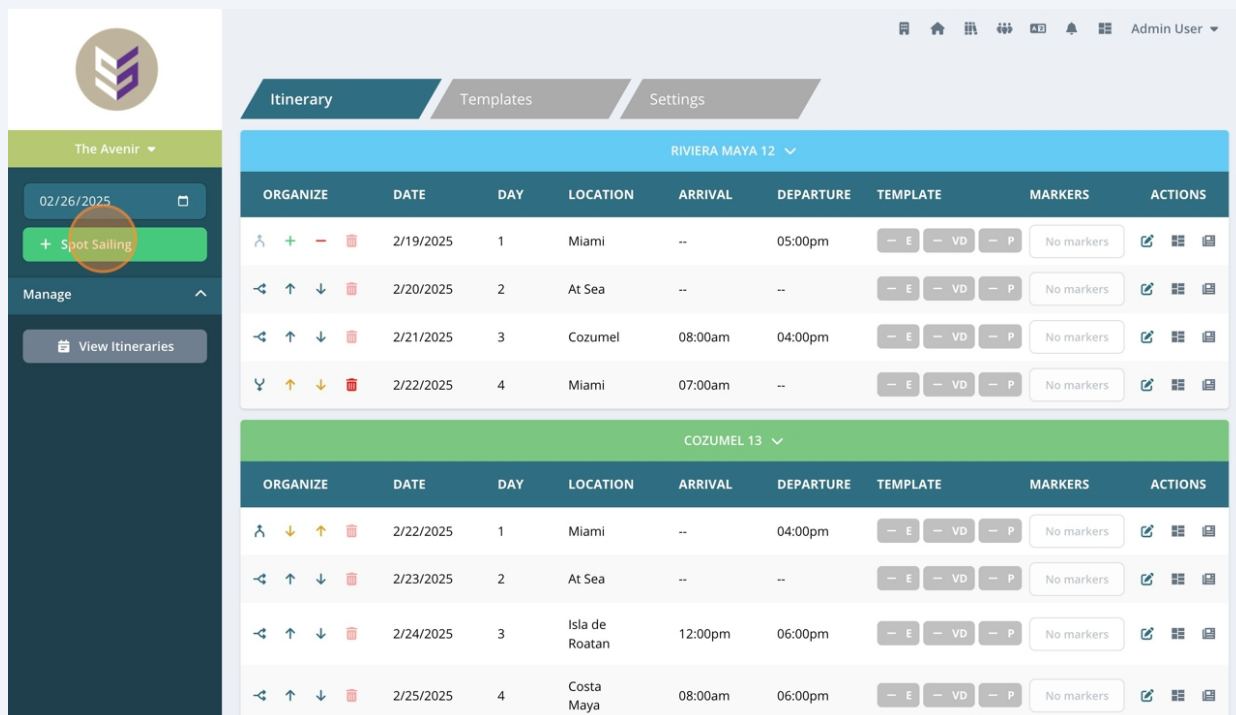
6 Click "View Itineraries" to return the regular itinerary view.



The screenshot shows the Spark Cooperative interface. On the left sidebar, under the 'Manage' section, the 'View Itineraries' button is highlighted with a red circle. The main content area displays a table of itineraries for 'RIVIERA MAYA 31'.

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

7 The "Spot Sailing" feature is only available to Super Admins, who are typically users from Spark Cooperative. If you need assistance with adding sailings or days in between, kindly reach out to us at support@sparkcooperative.zendesk.com



The screenshot shows the Spark Cooperative interface. On the left sidebar, under the 'Manage' section, the 'Spot Sailing' button is highlighted with a red circle. The main content area displays two tables of itineraries: 'RIVIERA MAYA 12' and 'COZUMEL 13'.

ORGANIZE	DATE	DAY	LOCATION	ARRIVAL	DEPARTURE	TEMPLATE	MARKERS	ACTIONS
	2/19/2025	1	Miami	--	05:00pm		No markers	
	2/20/2025	2	At Sea	--	--		No markers	
	2/21/2025	3	Cozumel	08:00am	04:00pm		No markers	
	2/22/2025	4	Miami	07:00am	--		No markers	

ORGANIZE	DATE	DAY	LOCATION	ARRIVAL	DEPARTURE	TEMPLATE	MARKERS	ACTIONS
	2/22/2025	1	Miami	--	04:00pm		No markers	
	2/23/2025	2	At Sea	--	--		No markers	
	2/24/2025	3	Isla de Roatan	12:00pm	06:00pm		No markers	
	2/25/2025	4	Costa Maya	08:00am	06:00pm		No markers	