

Itinerary management - "How to" Guide

Scribe 

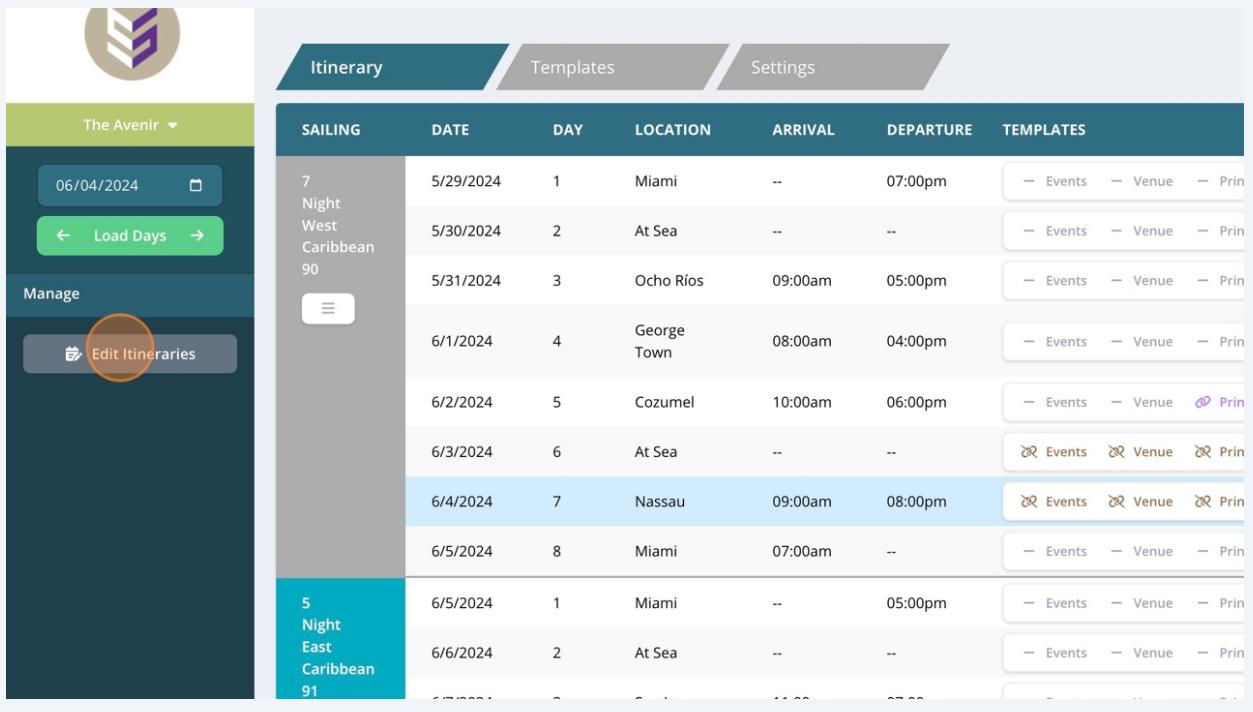
This guide is also available as a video. Click the link below to watch:

[scribehow.com/embed-preview/Itinerary_management...](https://scribehow.com/embed-preview/Itinerary_management)

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.

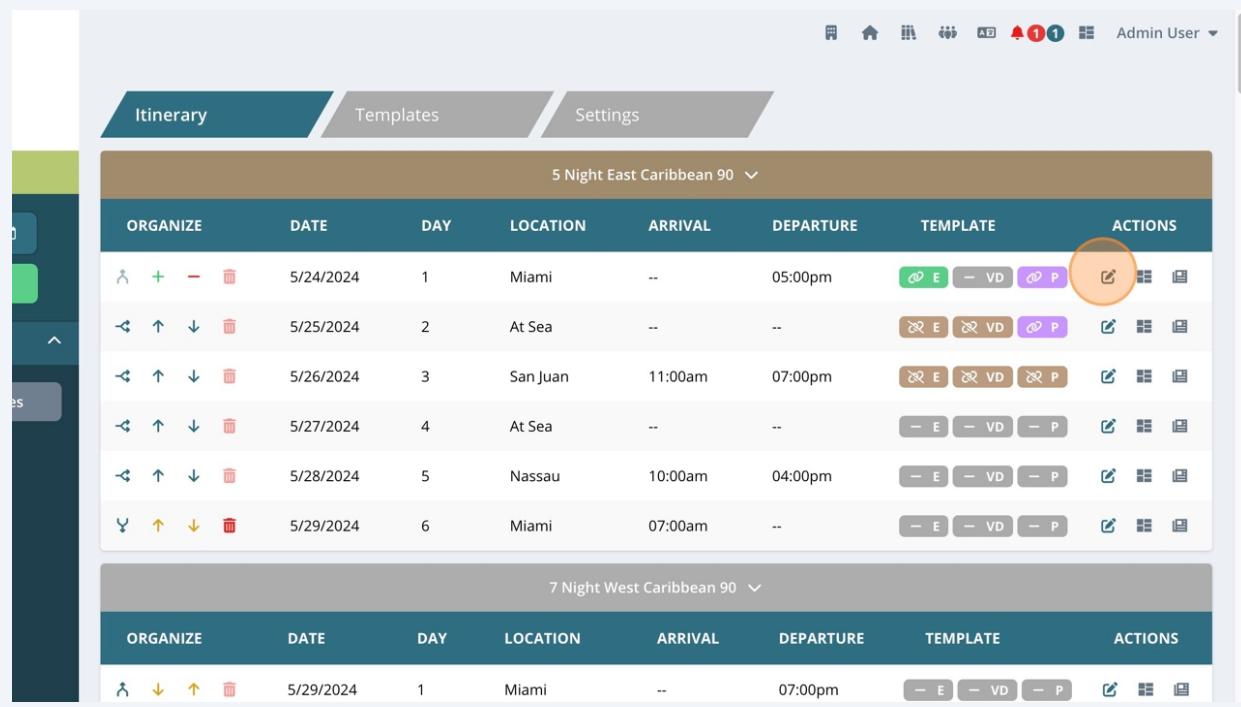
Click "Edit Itineraries"



Itinerary		Templates		Settings			
SAILING	DATE	DAY	LOCATION	ARRIVAL	DEPARTURE	TEMPLATES	
7 Night West Caribbean 90	5/29/2024	1	Miami	--	07:00pm	<input type="checkbox"/> Events <input type="checkbox"/> Venue <input type="checkbox"/> Print	
	5/30/2024	2	At Sea	--	--	<input type="checkbox"/> Events <input type="checkbox"/> Venue <input type="checkbox"/> Print	
	5/31/2024	3	Ocho Ríos	09:00am	05:00pm	<input type="checkbox"/> Events <input type="checkbox"/> Venue <input type="checkbox"/> Print	
		6/1/2024	4	George Town	08:00am	04:00pm	<input type="checkbox"/> Events <input type="checkbox"/> Venue <input type="checkbox"/> Print
		6/2/2024	5	Cozumel	10:00am	06:00pm	<input type="checkbox"/> Events <input type="checkbox"/> Venue <input checked="" type="checkbox"/> Print
		6/3/2024	6	At Sea	--	--	<input checked="" type="checkbox"/> Events <input checked="" type="checkbox"/> Venue <input checked="" type="checkbox"/> Print
		6/4/2024	7	Nassau	09:00am	08:00pm	<input checked="" type="checkbox"/> Events <input checked="" type="checkbox"/> Venue <input checked="" type="checkbox"/> Print
5 Night East Caribbean 91	6/5/2024	8	Miami	07:00am	--	<input type="checkbox"/> Events <input type="checkbox"/> Venue <input type="checkbox"/> Print	
		6/5/2024	1	Miami	--	05:00pm	<input type="checkbox"/> Events <input type="checkbox"/> Venue <input type="checkbox"/> Print
		6/6/2024	2	At Sea	--	--	<input type="checkbox"/> Events <input type="checkbox"/> Venue <input type="checkbox"/> Print
		6/7/2024	3	At Sea	--	--	<input type="checkbox"/> Events <input type="checkbox"/> Venue <input type="checkbox"/> Print

2

This is a summary of a sailing:



Itinerary Templates Settings

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".

Itinerary Templates Settings

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		

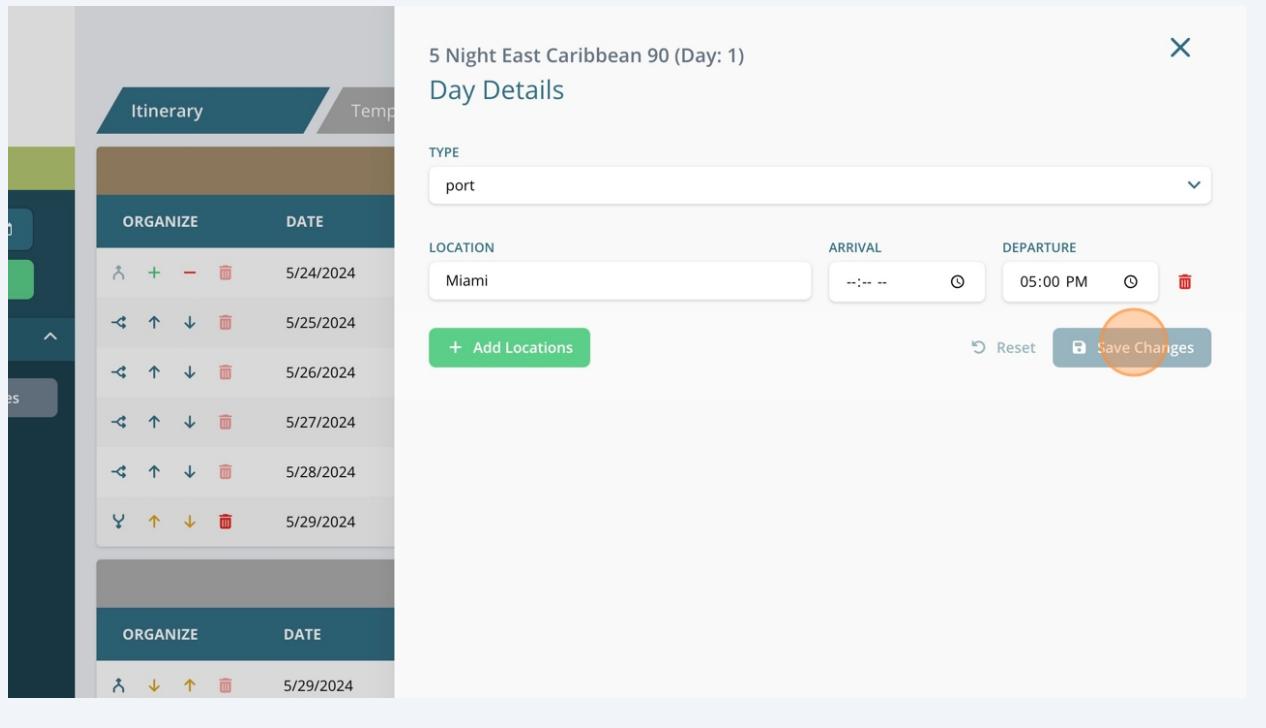
4

You can edit the following:

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

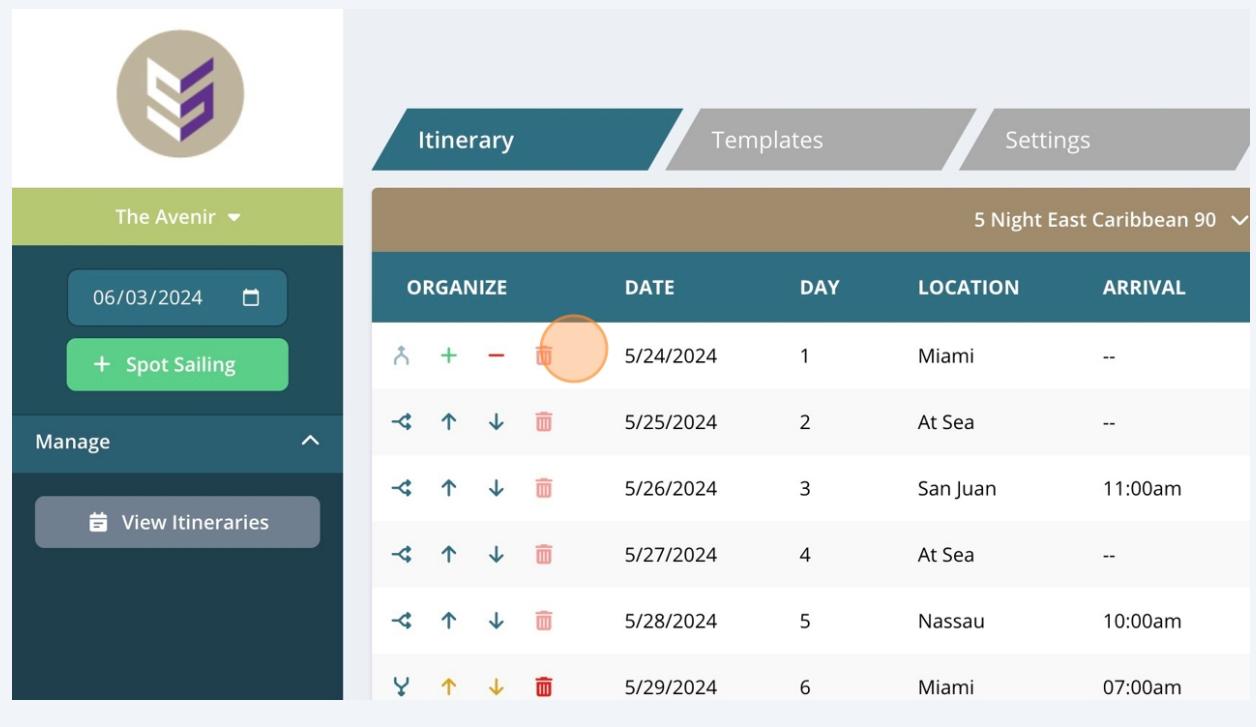
Click "Save Changes" when finished.

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



5 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 the Scribe app interface. On the left is a sidebar with a logo, the name 'The Avenir', a date '06/03/2024', and a green button '+ Spot Sailing'. Below that is a 'Manage' section with a 'View Itineraries' button. The main area is the 'Itinerary' tab, which shows a table of sailing days:

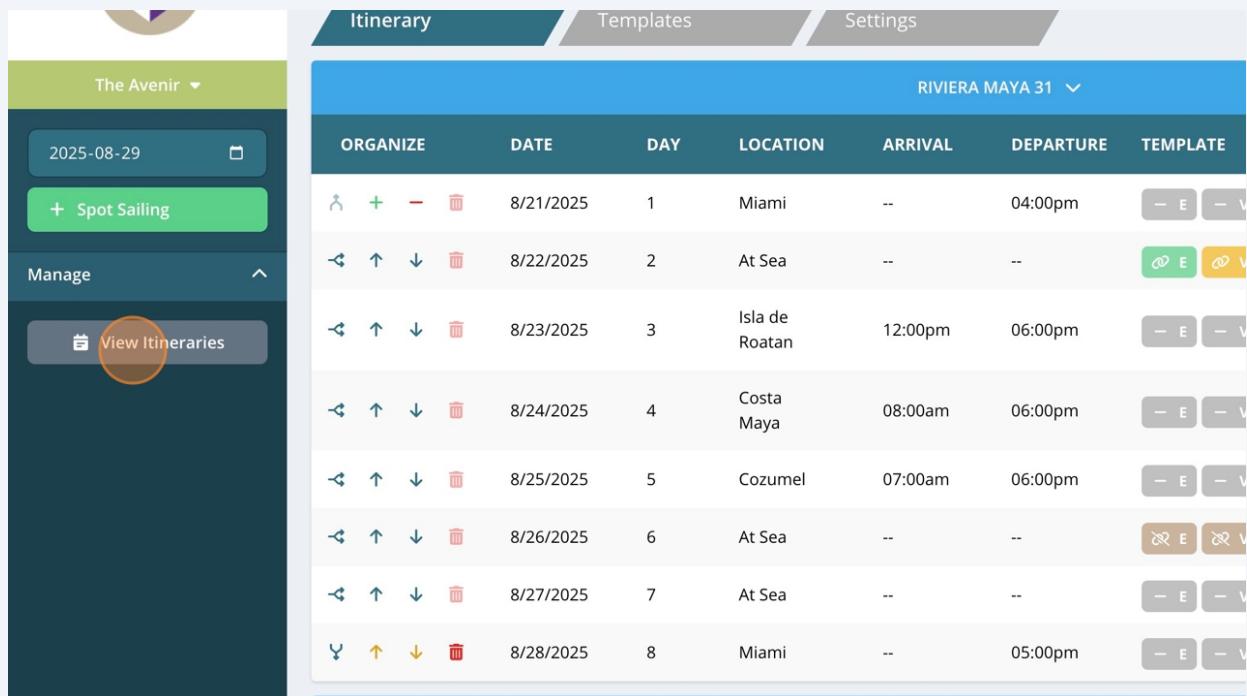
ORGANIZE	DATE	DAY	LOCATION	ARRIVAL
	5/24/2024	1	Miami	--
	5/25/2024	2	At Sea	--
	5/26/2024	3	San Juan	11:00am
	5/27/2024	4	At Sea	--
	5/28/2024	5	Nassau	10:00am
	5/29/2024	6	Miami	07:00am



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.

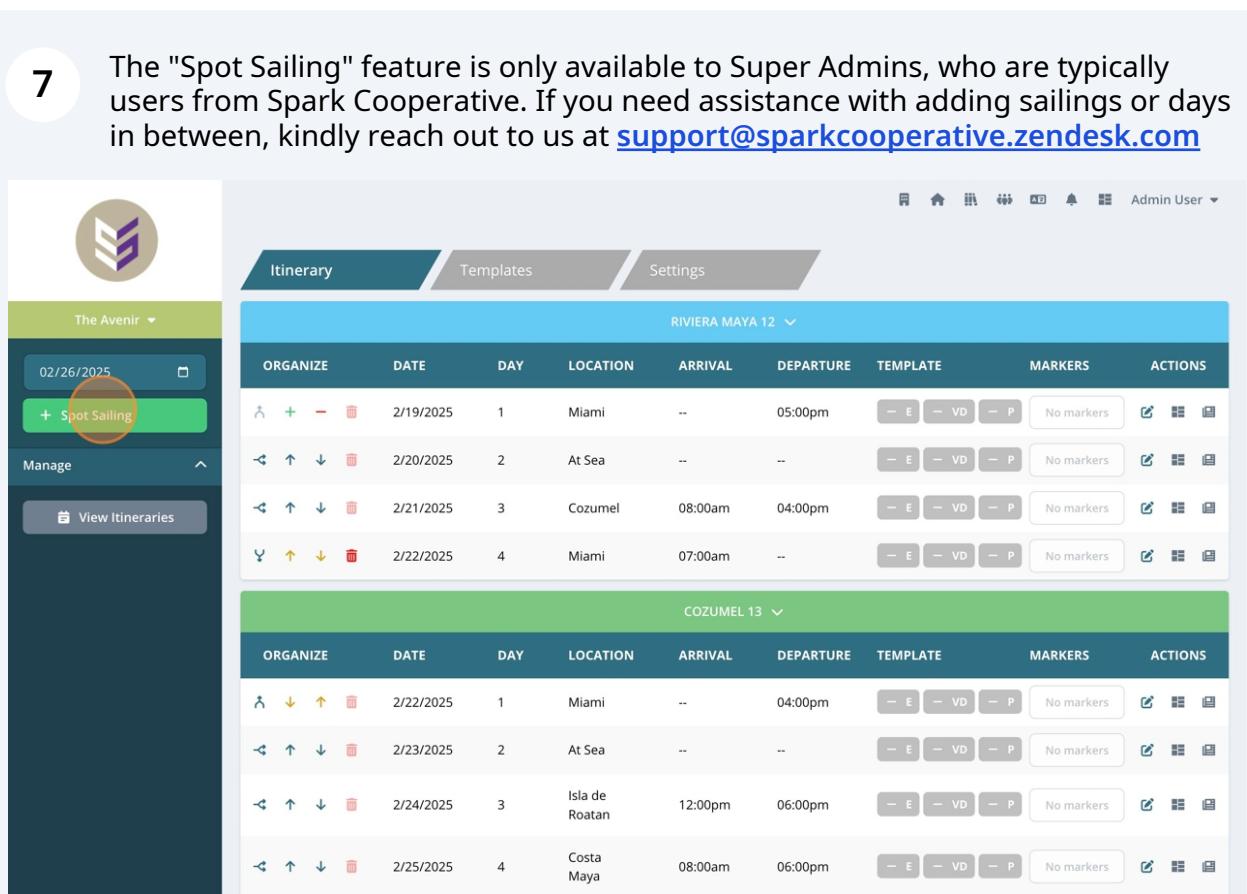
6 Click "View Itineraries" to return the regular itinerary view.



The screenshot shows the Itinerary view for a trip named 'RIVIERA MAYA 31'. The left sidebar shows the vessel 'The Avenir' and a date of 2025-08-29. A green button labeled '+ Spot Sailing' is visible. The main table lists 8 days of sailing:

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 Itinerary view for two trips: 'RIVIERA MAYA 12' and 'COZUMEL 13'. The left sidebar shows the vessel 'The Avenir' and a date of 02/26/2025. A green button labeled '+ Spot Sailing' is visible. The main table lists 4 days of sailing:

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	