

How to Export a Sailing from the Itinerary Page?


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

[scribehow.com/embed-preview/How to Export a Sai...](https://scribehow.com/embed-preview/How%20to%20Export%20a%20Sai...)


This guide provides a straightforward process for exporting sailing itineraries using the GO by Spark software, allowing users to access detailed daily information and event schedules. By following the simple steps, users can efficiently generate and customize exports to suit their planning needs.

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

Under each sailing, you'll see a **three-lines icon**. Click this icon to access the two export options: **Export Sailing** and **Export Sailing (Format 2)**.



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Itinerary

Templates

Settings

SAILING	DATE	DAY	LOCATION	ARRIVAL	DEPART
COZUMEL 07 	12/24/2024	1	Miami	--	16:00
	12/25/2024	2	At Sea	--	--
		3	Isla de Roatan	12:00	18:00
		4	Costa Maya	08:00	18:00
	12/28/2024	5	Cozumel	07:00	18:00
	12/29/2024	6	At Sea	--	--

Template Summary

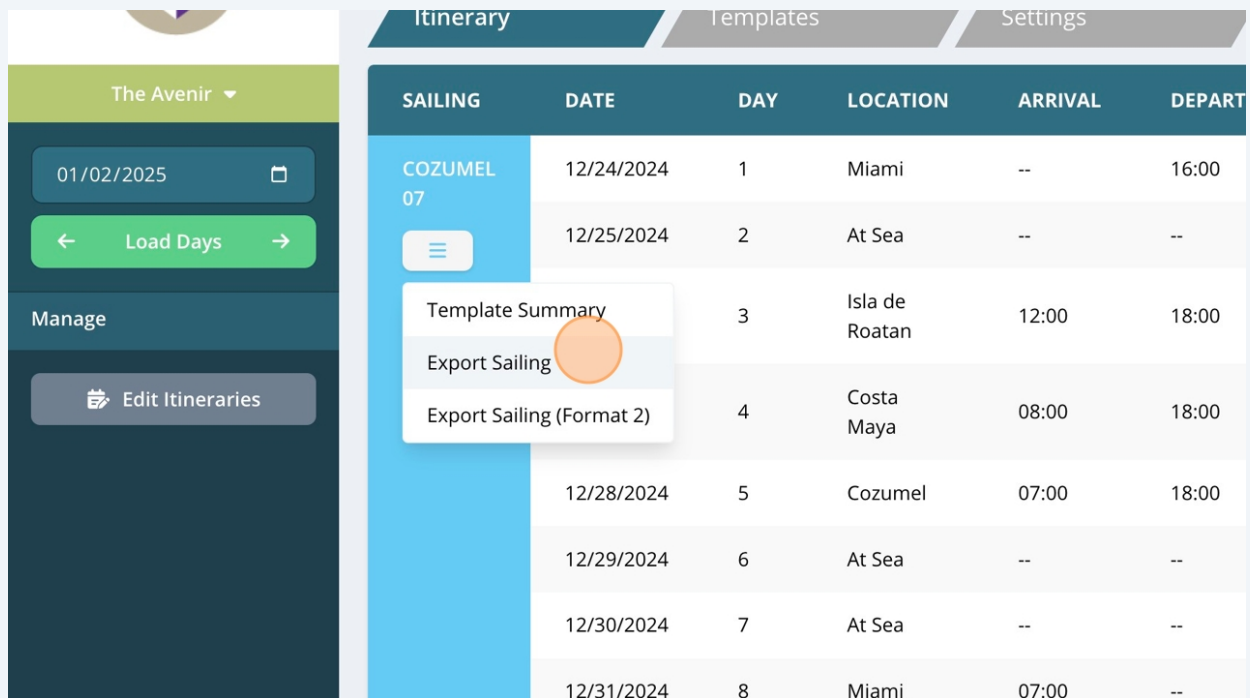
Export Sailing

Export Sailing (Format 2)

2

Click "**Export Sailing**" to export the detailed daily information, including the following:

- Voyage Name
- Day
- Port Name
- Arrival/Departure Time
- Venue Name & Venue Start/End Time (Opening hours)
- Venue Name / Event Name / Start Time / End Time (Daily Planner)



SAILING	DATE	DAY	LOCATION	ARRIVAL	DEPART
COZUMEL 07	12/24/2024	1	Miami	--	16:00
	12/25/2024	2	At Sea	--	--
		3	Isla de Roatan	12:00	18:00
		4	Costa Maya	08:00	18:00
	12/28/2024	5	Cozumel	07:00	18:00
	12/29/2024	6	At Sea	--	--
	12/30/2024	7	At Sea	--	--
	12/31/2024	8	Miami	07:00	--

3

Click "**Export Sailing (Format 2)**" to export only the events, including the following details:

- Voyage
- Date
- Location (Port name)
- Venue
- Start/End Time
- Event ID
- Name
- Segment / Levels / Attributes / Highlights
- Description
- Internal Only
- Hidden

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SAILING	DATE	DAY	LOCATION	ARRIVAL	DEPART	
COZUMEL 07		12/24/2024	1	Miami	--	16:00
		12/25/2024	2	At Sea	--	--
			3	Isla de Roatan	12:00	18:00
			4	Costa Maya	08:00	18:00
		12/28/2024	5	Cozumel	07:00	18:00
		12/29/2024	6	At Sea	--	--
		12/30/2024	7	At Sea	--	--
		12/31/2024	8	Miami	07:00	--
RIVIERA	12/31/2024	1	Miami	--	17:00	



Tip! The file will export as a CSV file. After exporting the file, you can customize and organize the information to suit your planning needs.