


# Schedule Block

Overview
<p>Schedule Block allows you to make Content automatically appear on the page at a specified time.</p>
<p>Schedule Block is an element of a Landing Page which allows you to select Content items and plan (schedule) the times at which they will be displayed on the page.</p>
<p>The Schedule Block can be used in conjunction with the Timeline toolbar to plan the exact times at which each Content item is supposed to appear.</p>
<p>When new Content appears at the scheduled time, the Content displayed previously is moved down to make place for it. It is also possible to define the rules for overflow: when a Content item is moved down so far that it falls outside the Schedule Block, it can be moved to a different, predefined Overflow block.</p>

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Related topics
<a href="#">Adding blocks to Landing Page</a>
<a href="#">Timeline Toolbar</a>

## Available Schedule Block settings

Option	Description
 <b>Name</b>	Enter the Schedule Block name.

 <p><b>Template</b></p>	<p>Select a template from the drop-down list.</p>
 <p><b>Overflow</b></p>	<p>Toggle overflow of Content which is moved off the Schedule Block. If you select <b>On</b>, point to the overflow (target) block in the drop-down list.</p> <div style="border: 1px solid #f0e68c; padding: 5px; margin-top: 10px;"> <p>You can only select another Schedule Block as the Overflow block.</p> </div>

**Schedule Block 2 - Schedule** ✕

1 Name

2 Template  ▼

3 Overflow  Off  On

▼

Cancel

*Schedule Block configuration window*

**Tip**  
You can add and customize Schedule Block templates other than the default ones.

## Adding content to Schedule Block

### Selecting content to display



To be able to schedule content you must first select a template for the block.

When you click a Schedule Block, a Timeline appears at the top of the screen.

### To add Content to Schedule Block:

1. Select the Schedule Block and click



from its toolbar.

The Universal Discovery Widget opens, allowing you to browse to the Content you want to include.

2. Navigate to the Content item you want to include and click **Confirm selection**.

The selected Content item appears at the front of the Schedule Block.

If adding new Content to the Schedule would move earlier Content off the block, a message box appears with a warning. Click **Confirm** to add the new Content item and remove the older one. If overflow is enabled, the Content removed will be placed in an Overflow block.

#### Order of overflown items

Content that overflows to a different Schedule Block will be ordered according to its publication date, and not according to the order in which it was pushed off the original block.

## Planning content airtime

### To select airtime for Content:

1. Select a piece of Content in the Schedule Block and click



in its toolbar.

A Content Airtime Settings window opens, allowing you to define the time at which the Content item is to appear on the page.

2. Click the **Date** field. Select a date from a calendar widget.
3. Type in the hour and minute at which the content is to air. You can also select the time using sliders.
4. Apply changes by clicking **Submit**.

### Content Airtime Settings ✕

Date

Time  :

Hour  0 23

Minutes  0 59

Cancel
Submit

*In this window you can set the time at which each Content item will air.*



✓ [See a video on how to configure a Schedule block](#)

## Deleting scheduled content

**To delete a Schedule Block:**

1. Select the Schedule Block.
2. Click in its toolbar.

**To delete a Content item in a Schedule Block:**

1. Select a piece of Content in the Schedule Block.
2. Click in its toolbar.

An Empty Slot message replaces the deleted Content item.

If you delete a Content item in a Schedule Block before the block has been published, it will be removed completely (it will not remain in the history). If you delete a Content item after the block has been published, it will be removed from the Schedule Block, but will be available in history by dragging the [Timeline slider](#).

If you remove a Content item from a Schedule Block with overflow enabled, all other Content items, including those which have been pushed to a different block, will move backwards.

### **What next?**

Once you have planned Content to appear in the Schedule Block, you can use the [timeline](#) to see what the page will look like at a given time.