

Seating Management

Last Modified on 06/01/2022 10:50 pm EDT

Note: Seating management can only be used with GiveSmart ticketing on a campaign.

Assign table seats or foursomes as tickets are purchased! Continue to manage assignments throughout sales, making adjustments as needed. Answers to custom questions can also be seen on the guest's profile, so if requests are made at the time of purchase, it can be seen and honored when assigning seats. Reach out to support if you are not seeing seating management on your campaign.

Watch a video

Assign groups

1. From the **Admin Navigation**, select **Tickets > Seating Management**.

Set the number of groups or tables

Specify how many tables/groups are needed, as well as a default capacity for each. Tables/groups can be added and removed as needed. Capacity can be modified per table/group after the initial setup.

The image displays two sequential screenshots of the Seating Management setup process. The first screenshot, titled "How would you like to group your attendees?", shows two radio button options: "Table" (which is selected) and "Golf Foursome". Below the options are "Cancel" and "Continue" buttons. The second screenshot, also titled "How would you like to group your attendees?", shows two input fields: "How many tables are there?" with a value of "1" and "How many seats per table?" with a value of "10". Below these fields are "Cancel" and "Continue" buttons.

Once the number and default capacity are set, land on the Seating Management page to begin seating guests into their assigned tables. To move either a full party or individual attendees, click either the teal party or individual guest and move into the desired table.

Note: Table Assignments are reflected in the [Attendee Report](#) as assignments are made.

Seating Management

33 45 50
ASSIGNED UNASSIGNED SEATS

Venue Capacity: 550

Select your meal choice? ▼

Select attendees on the left, then drag to or click on a group to the right to assign the selected attendees.

Attendees

Search by attendee or party

Attendees		
ABC Corp. Party		1 / 10
Forsyth, Michele	TABLE SPONSOR	
Andy Anderson Party		1 / 2
Unassigned Guest	Ticket for 2	
Beth Smith Party		1 / 1
Smith, Beth	Individual ticket	
Bob Smith Party		1 / 2
Jones, John	Ticket for 2	
Dino Bastas Party	Guest	9 / 10
Unassigned Guest	TABLE SPONSOR	
Unassigned Guest	TABLE SPONSOR	

Table Groups

Filter By Search by attendee or party

Print + Add New Table

Table: 1	5 / 8
Smith, Bob	Bob Smith Party
Jones, Bob	Bob Jones Party
Unassigned Guest	Dino Bastas Party
Primatic, Kristen	Kristen Primatic Party
Smith, Sally	Todd Smith Party

Table: 2	6 / 10
Unassigned Guest	
Unassigned Guest	
Unassigned Guest	
Unassigned Guest	
Unassigned Guest	
Forsyth, Bonnie	ABC Corp. Party

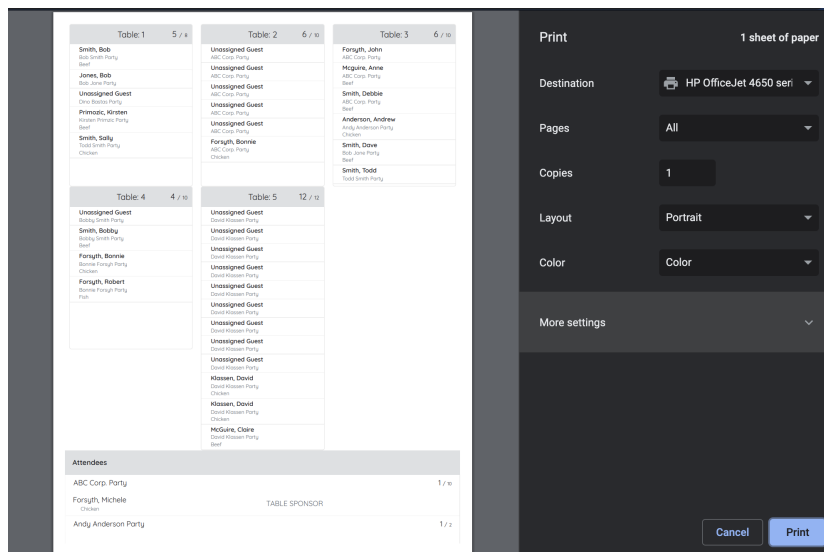
Table: 3	6 / 10
Forsyth, John	ABC Corp. Party
McGuire, Anne	ABC Corp. Party
Smith, Debbie	ABC Corp. Party
Anderson, Andrew	Andy Anderson Party
Smith, Dave	Bob Jones Party
Smith, Todd	Todd Smith Party

Resources

Print Seating Management View

Once all ticketed guests have been seated, you may opt to print this table assignment view by selecting the Print button. Unseated, ticketed guests will be listed at the bottom in the Attendees section. Additionally, you have the option to include the responses to a single custom question when printing, by selecting the custom question from the dropdown menu.

Note: It is still recommended to print the full guest list via the [Attendee Report](#), which includes all guest details, bid numbers and custom question responses.



✓ Select a question to display

Select your meal choice?

Do you have any dietary restrictions?

Who would you like to sit with? OLD

Would you prefer a bottle of Red Wine or White Wine at the table?

Who would you like to sit with?