

# Assign a Table or Golf Group

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**NOTE:** Only available with GiveSmart Ticketing.

Assign individuals or parties to created table or foursome groups. Select one of the custom questions and answers to display on the attendee's profile while making their group assignment. Assigned groups appear in both the [Registered User](#) and [Attendee Reports](#).

**Tip:** This tool is not set up for multiple people trying to do seating simultaneously. The changes of multiple admins would interfere with each other.

GiveSmart by Community Brands

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## Seat Management

7 30 110  
ASSIGNED UNASSIGNED SEATS

Venue Capacity: 550

Updated 02-28-2019 10:40 AM

Select a question to display ▾

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	Count
David Klassen Party	2 / 2
Unassigned Guest COUPLES TICKET	
Klassen, David COUPLES TICKET	
Jame Baumgartner Party	2 / 2
Baumgartner, Jame COUPLES TICKET	
McGuire, Anne COUPLES TICKET	
Jamie Baumgartner Party	1 / 1
Baumgartner, Jamie DAY-OF-EVENT	

### Table Groups

Filter By Search by attendee or party + Add New Table

Table Groups	Count
Table: 1 - Smith Family	6 / 10
Unassigned Guest	
Anne McGuire Party	
Unassigned Guest	
Anne McGuire Party	
Unassigned Guest	
Anne McGuire Party	
Unassigned Guest	
Anne McGuire Party	
McGuire, Anne	
Anne McGuire Party	
McGuire, Anne	
Anne McGuire Party	

## Assign Individual Attendees

1. Locate an individual guest, within a party, from the Attendees list.
2. Select the guest.
3. Drag and drop them into the desired Group.

**Tip:** Hold the shift key to select two or more attendees to drag and drop into the same group.

## Assigning a Party

1. Locate a party within the Attendees list.
2. Select the Party.
3. Drag and drop the Party into the desired Group.

# Select a Question and Answer To Appear

1. Click Select a Question to Display in the top right corner.
2. Select the question.
3. The responses will appear under the attendees' names.

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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	
Unassigned Guest	PLATINUM SPONSORSHIP
McGuire, Claire	PLATINUM SPONSORSHIP
David Klassen Party	2 / 2
Unassigned Guest	COUPLES TICKET
Klassen, David	COUPLES TICKET

**Table Groups**

Filter By Search by attendee or party + Add New Table

Table: 1 - Smith Family	10 / 10
Baumgartner, Jamie	ABC CORP Party Chicken
Jay, Carissa	ABC CORP Party Chicken
McGuire, Anne	ABC CORP Party Chicken
Unassigned Guest	Anne McGuire Party

Table: 2	3 / 10
McGuire, Cody	McGuire Party Beef
Phillips, Dan	McGuire Phillips Party Beef
Phillips, Erin	McGuire Phillips Party

Table: 20	x
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# Remove or Relocate Individual or Multiple Attendees or Party

1. Locate the Attendee or Party.
2. Hold shift.
3. Select all the attendees.
4. Drag to different a Group or move back to Attendees.

# Un-Assign an Attendee from a Group

Either select the "x" within a Group, or drag and drop the attendee from the Group back to the Attendees list.