

# Add or Adjust Tables or Golf Groups

Last Modified on 05/20/2022 12:24 am EDT

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

Additional Tables or Golf Groups can always be added. Admins can also adjust assigned table names as well as individual table capacities.

## Add Additional Tables or Golf Groups

### Add a Table/Group

1. Select the +Add New Table Button
2. Fill in the requested New Table name/number and capacity
3. Click Save

### Remove a Table/Group

1. Find the Table to delete
2. Click the "X" in the right corner of the Table box
3. Confirm the Deletion

**Note:** Cannot delete tables with any reserved seats.

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ANNE

ASSIGNED UNASSIGNED SEATS

Venue Capacity: 550

Updated 02-28-2019 11:08 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	
ABC CORP Party	7 / 10
Unassigned Guest	PLATINUM SPONSORSHIP
Unassigned Guest	PLATINUM SPONSORSHIP
Unassigned Guest	PLATINUM SPONSORSHIP
Unassigned Guest	PLATINUM SPONSORSHIP
Unassigned Guest	PLATINUM SPONSORSHIP

**Table Groups**

Filter By Search by attendee or party

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

Table Groups	
Table: 2	4 / 10
Baumgartner, Jamie	Jane Baumgartner Party
McGuire, Anne	Jane Baumgartner Party
Baumgartner, Jamie	Jane Baumgartner Party
McGuire, Cara	McGuire Party

Table Groups	
Table: 20	

+ Add New Table

## Adjust Table Name or Capacity

### Adjust Name/Number

1. Find the Table you wish to rename/number
2. Select Edit

3. Rename/number the table within the Table field
4. Select Save

## Adjust Capacity

1. Select the Table to change
2. Select edit
3. Enter the new capacity
4. Select Save

## View Unused and Total Capacity Per Table or Group

In the top right corner of each table displays first, the number of spots reserved. Second displays the total number of seats allotted at each specific table. The example shows 10 total available seats, and 4 are reserved thus far.

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ASSIGNED UNASSIGNED SEATS

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**Attendees**

Attendees		7 / 10
ABC CORP Party		
Unassigned Guest	PLATINUM SPONSORSHIP	
Unassigned Guest	PLATINUM SPONSORSHIP	
Unassigned Guest	PLATINUM SPONSORSHIP	
Unassigned Guest	PLATINUM SPONSORSHIP	

**Table Groups**

Filter By ▼

+ Add New Table

edit	Table: 1 - Smith Family	10 / 10	edit	Table: 2	4 / 10	edit	Table: 20	x
	Baumgartner, Jamie ABC CORP Party			Baumgartner, Jame Jame Baumgartner Party				
	Jay, Carissa ABC CORP Party			McGuire, Anne Jame Baumgartner Party				
	McGuire, Anne ABC CORP Party			Baumgartner, Jamie Jame Baumgartner Party				
	Unassigned Guest Anne McGuire Party			McGuire, Cara McGuire Party				