

HOW TO SETUP EVENT SEATING

- 1: To enter a seating plan, select Management, then Event Seating.
- 2: The Member Name/Member # List will display all of the seats assigned to that family, by the year shown in Seat Date.
- 3: If you have sections already setup, then click on a Seat/row to assign the seat to the currently selected member.

Otherwise, you would first need to setup each section. Click on Options, Set New Section

- 4: You will be prompted to verify that you want to make a change to the current seat. Click yes, then at the next screen click on Add to assign the seat to the current member or click Invalid to mark the seat as not available. It will show as an X in the grid. Then click Apply and close.
- 5: Any seat that is marked with an X, click be cleared, simply by clicking on the X and following the on-screen messages.

Members are selected from list

Change Section and Date

Replicate Plan from and to, by date

The screenshot shows the 'Event Seating' window. At the top, there are menu options: File, Options, Help. The main title is 'Event Seating'. Below the title, there are several sections:

- Member:** A dropdown menu showing 'Hale, Henry/ HALE'. Below it are fields for 'Total Paid in Current Year' (\$0.00) and 'Amount Paid' (\$0.00).
- View Seats:** A section with a 'Seat Section' dropdown set to 'Section 1' and a 'Seat Date' dropdown set to '10/01/04'.
- List All Seats For Selected Member:** A table with columns: Section, Row, Seat, Seat Type, at Date. It shows two rows: 'Section 1, 3, 2, Adult, 10/01/04' and 'Section 1, 3, 3, Adult, 10/01/04'.
- Copy Seating:** A section with 'From Section' dropdown, 'From Date' (05/19/04), and 'To Date' (05/19/04), with a 'Copy' button.
- Seat Grid:** A grid with columns labeled 'Seat >' and 1-8, and rows 1-8. Row 2 has 'GERBER' in columns 2 and 3. Row 3 has 'HALE' in columns 2 and 3.
- Total Seats For Selected Section And Date:** A section with 'Total Seats Assigned' set to 4.
- Total Seats For Selected Date:** A section with 'Total Seats Assigned' set to 4.

Callouts with arrows point to: 'Members are selected from list' (pointing to the Member dropdown), 'Change Section and Date' (pointing to the View Seats dropdowns), and 'Replicate Plan from and to, by date' (pointing to the Copy Seating section).

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- 1: Click Options, then Set New Section.
- 2: Click Add New Section, enter the section name, then click apply.
- 3: You should enter the Row and Seat Ranges, determine if you want letters or numbers and the row/seat increase/decrease by.

Add New Section

Add Section Update Section

Section Name

Section 1

Rows Named By

Numbers Letters

Row Range

From 1 **To** 10

Row Increase/Decrease By 1

Seats Named By

Numbers Letters

Seat Range

From 1 **To** 10

Seat Increase/Decrease By 1

Close Cancel Apply

You can also print the seating grid as well as labels with Name, Row and Seat, Section Name and Date

SOS Label Printing

Print What

Basic Label *

With Section Name

With Section Date

* includes Name, Row and Seat

Print Close