Building Reserved Table Map

Reserved table maps are best applied to a setup where customers are purchasing whole tables and not specific seats at a table. If the latter is the case, we recommend building as **Reserved Seat Map** and using each Table # as a Section and then assigning a Row and Seat.

1. Log in to **Administration**

2. Select the **Corporate Organization** icon.

3. Select the **Sales Organization** folder then either the **Template** or the **Event** level. Once built here you can then copy up to the **Physical Template** under the **Corporate Information** area (if desired). (Image 1)

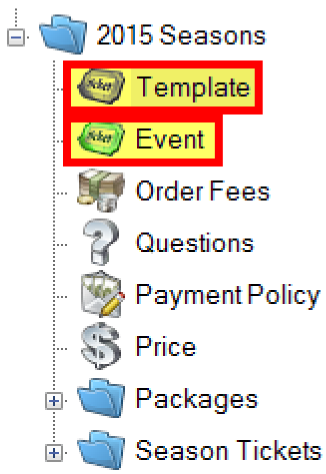

Image 1

4. You will need to set up your template or event with tiers first. See **How to Build a Venue Template** but stop at step 21.

NOTE: Important items for building a Template or Event

- The template cannot have **General Admission** button checked under the **Tier**. The General Admission box is check by default, so make sure you un-check the General Admission box before creating your seating chart..

- Table map seating does **NOT** work with GA.

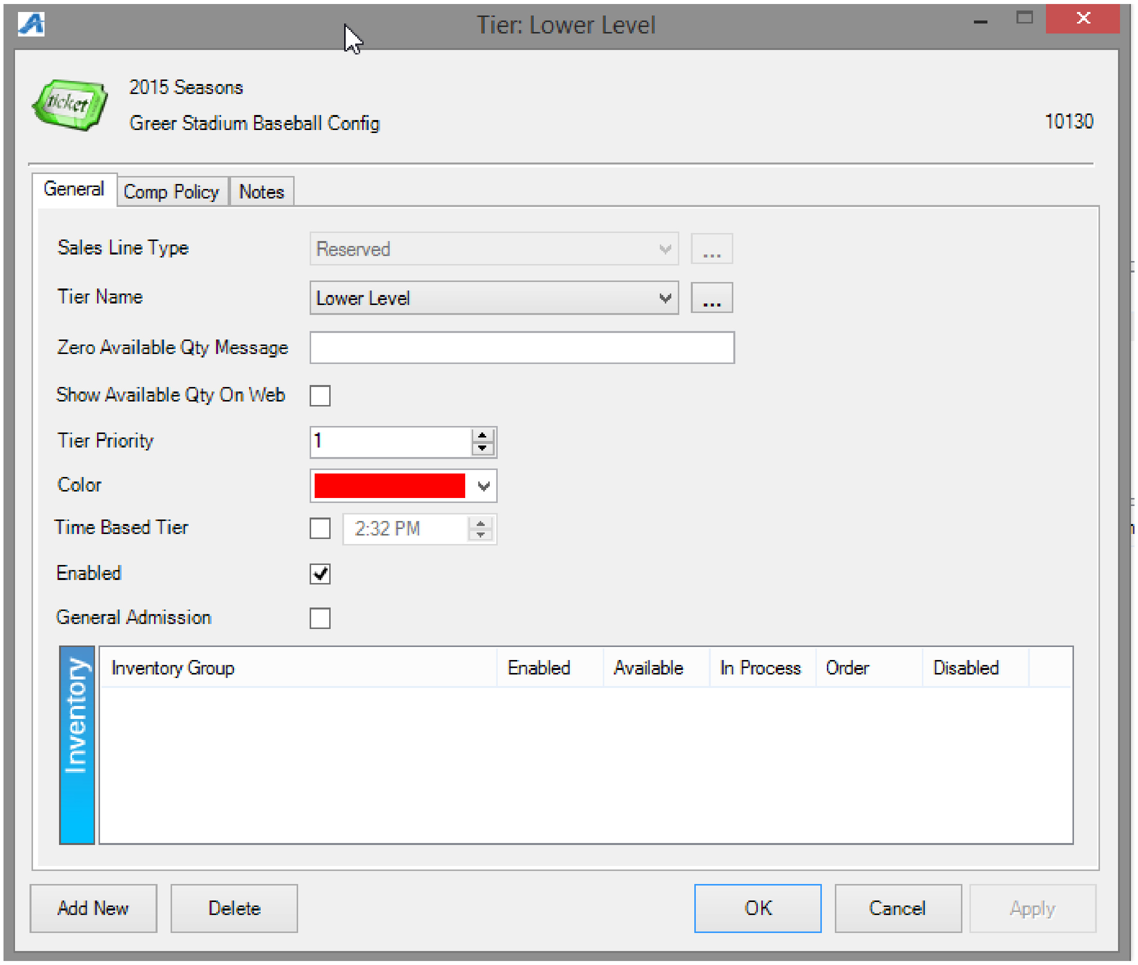

Image 2

5. The map will be built under the **Physical** tab. (Image 3)

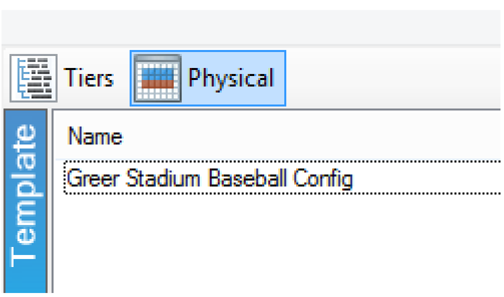

Image 3

6. Under **Area** right click and select **New**

- Enter the desired **Area Name** and **Display Sequence** number and click **Apply.** (The **Display Sequence** number allows you to choose the order of which the **Area** should display on the **Seating Chart.**)

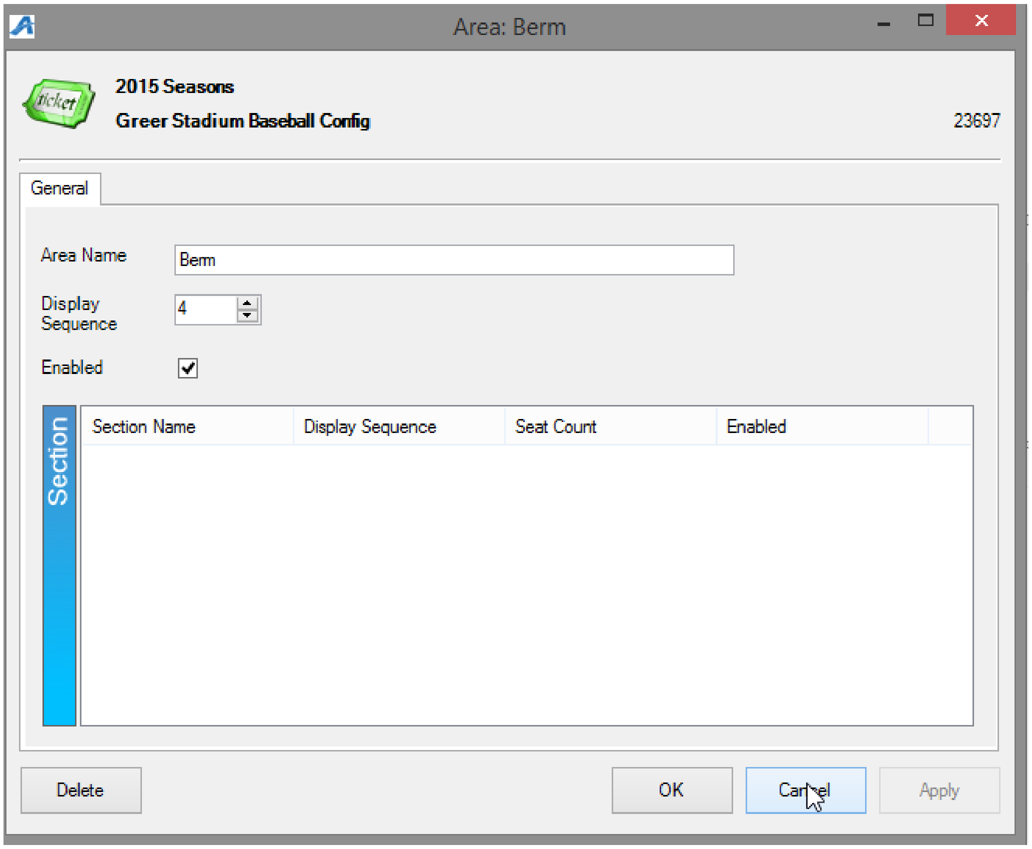

Image 4

- In **Section** area right click and select **New.**

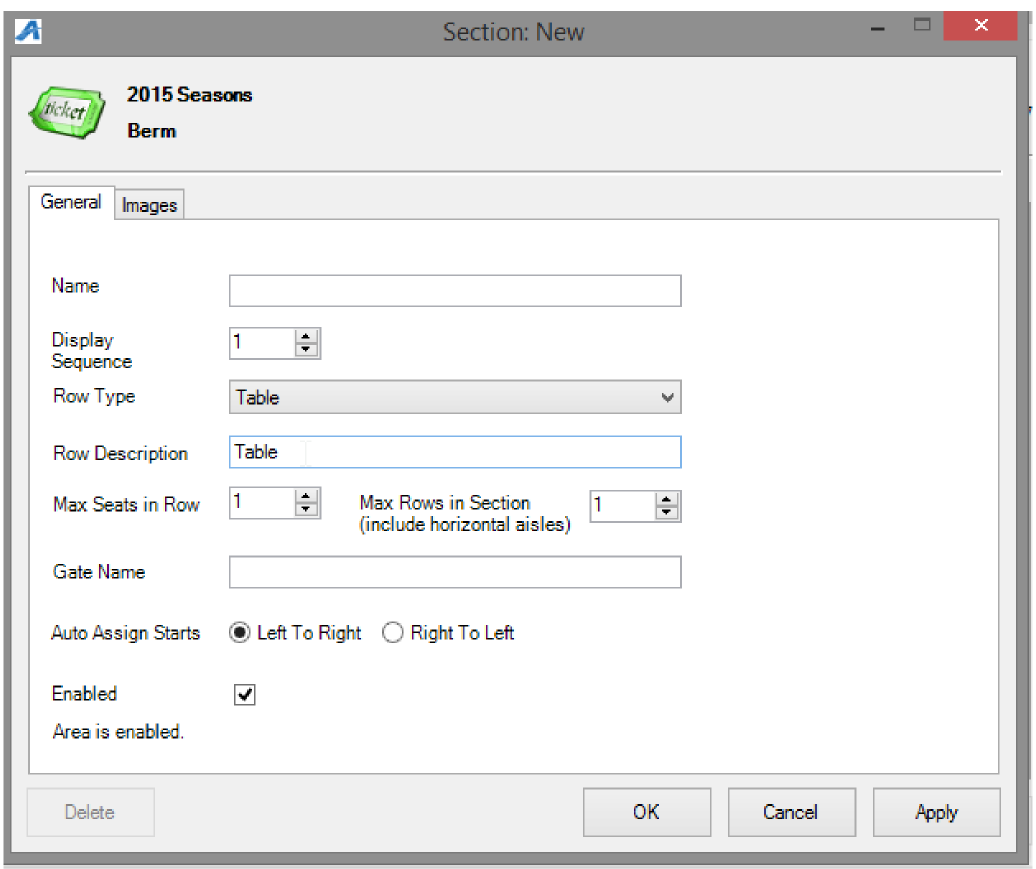

Image 5

A. Enter the Name of the **Section.**

B. **Display Sequence** refers to display order. (Image 5)

C. This is where you select **Table** for your **Map Type**. (Image 5)

D. Name or number your table in the description. (Image 5)

E. **Max Seats in Row** refers to most number of seats in a table. (Image 5)

F. **Max Rows in Section** will determine number of columns you can build later. (Image 5)

7. Hit **Apply** and **OK**.

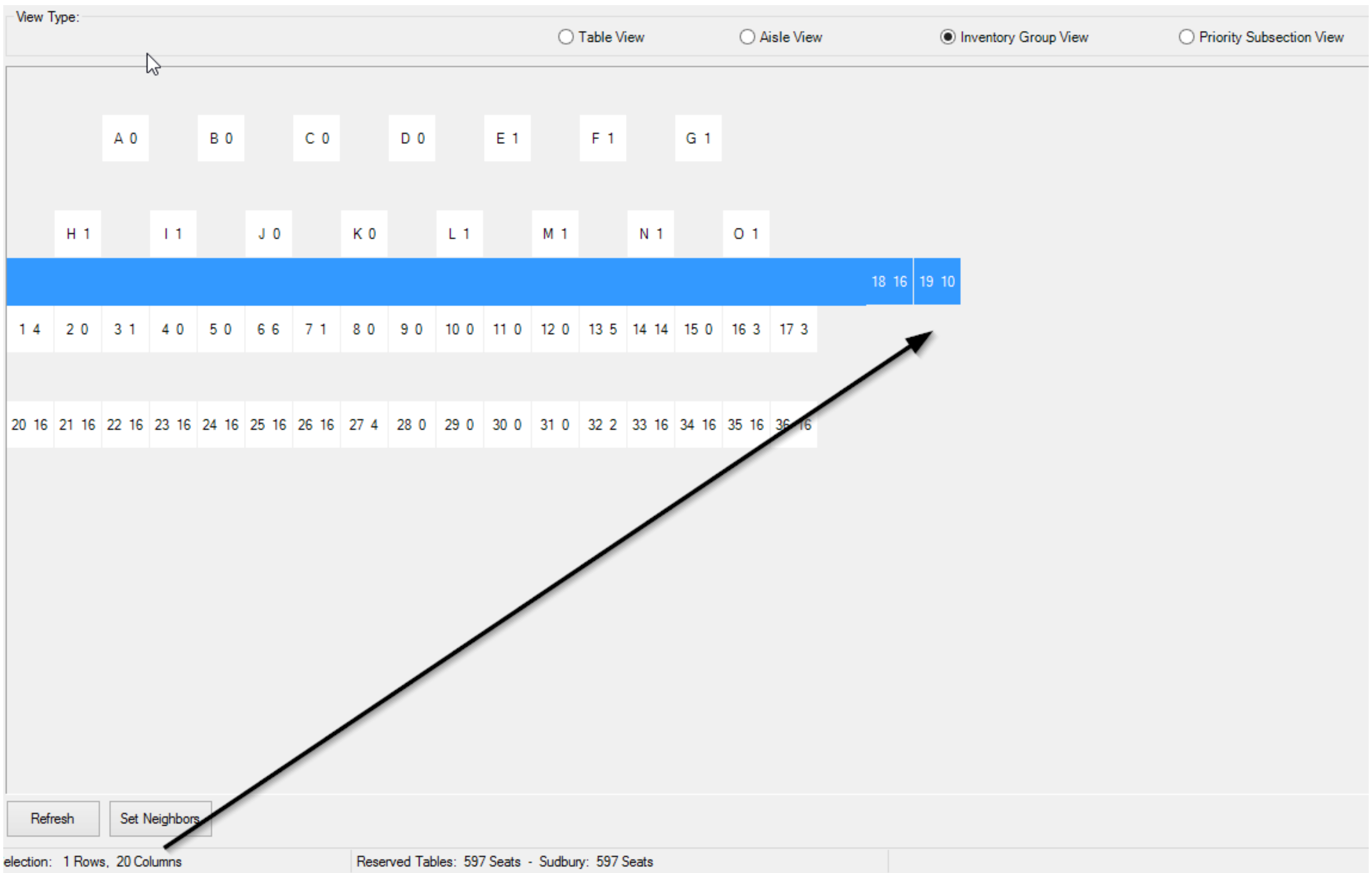

Image 6

8. Right click in **Section** on the **Section Name** to **Properties** then **Images tab** select **Manual Seating Image** in the Selected Image drop down box. (Image 6)

- Here you will **Upload local image** which will be the overlay map image viewed on the web. (We recommend this image to be clearly labeled with coordinating table names.) (Image 7)
- **Upload** and **Save.**

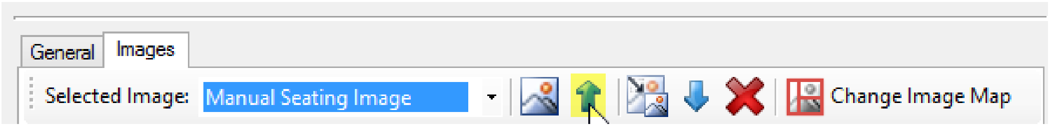

Image 7

8. To build the physical map right click and choose **Seat Maintenance.** (Image 8)

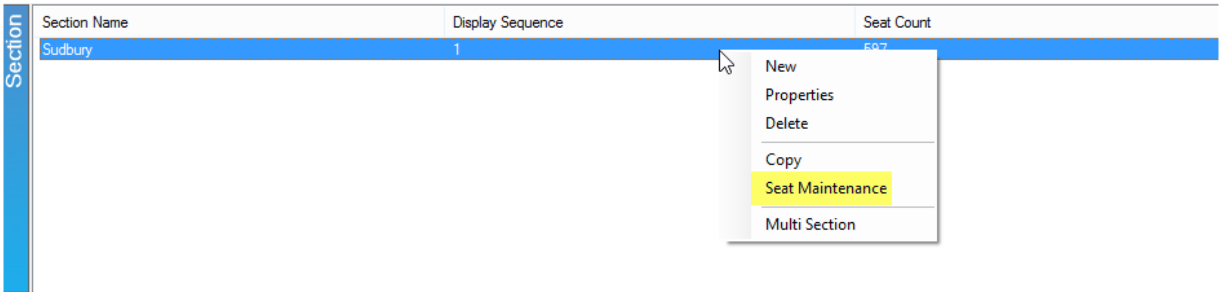

Image 8

9. There are two ways to enter in the tables names:

Option A:

1) Right click on the square you want your first table to be and select **Create/Modify** (Image 9)

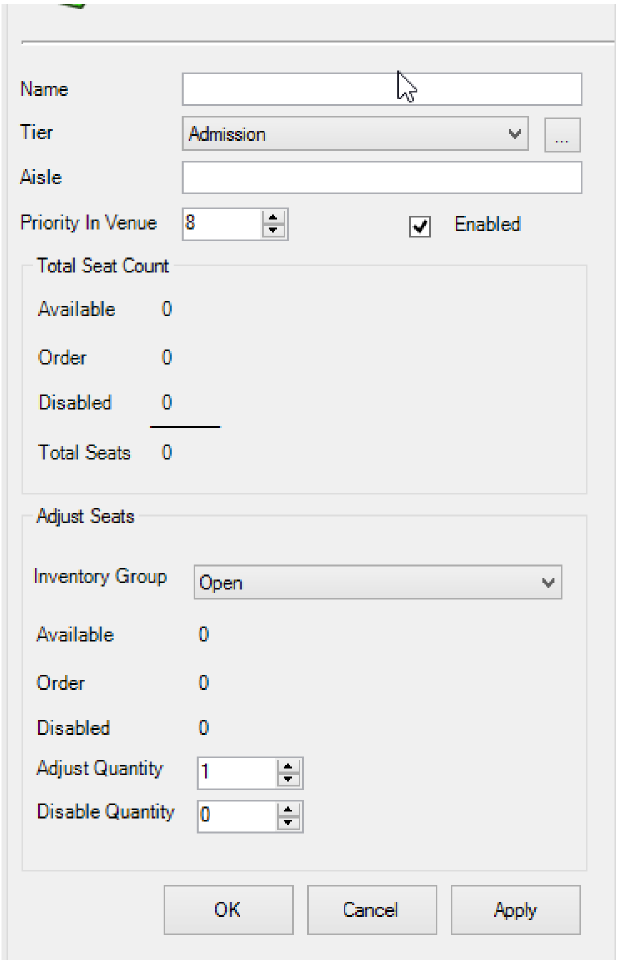

Image 9

- **Name:** Enter in the name of your table here (i.e. Table A or Table 1)
- **Tier:** Select the correct Tier for this table.
- **Aisle:** Mainly shows up on ticket formats to direct customers to what aisle to use to get to their seat. **(this is optional)**
- **Priority In Venue:** Sets the priority of when tables are sold if using auto-assign.
- **Adjust Seats:** Choose the correct inventory group from the drop-down, then enter in the number of available seats in the **Adjust Quantity** box, then if applicable, the number of disabled quantity in the **Disable Quantity**.

2) Click **Apply**, then **OK**.

Repeat the bullet points above for each table.

Option B:

1) Highlight the entire area of the map, right-click and select **Assign Table Names**.

- Name: enter in the name of the tables followed by a '%' sign. For example, if 'Table %' is entered in, then the table names will be Table A, Table B, Table C, etc.
- Choose either Numeric or Alpha if for the table names.
- Left to Right assigns the tables from the left to the right.
- Spacing: How many spaces are left in between each table. *Note: It's always recommended to create a space between your tables (i.e. Table A [space] B [space] C). This helps ensure the auto-seat function will work properly. Once created, and if using auto-seat, set your 'neighbors' by assigning which tables are near in case of spill-over from table to table.*

- Up to Down assigns the tables from the top to the bottom.
- Spacing: How many spaces are left in between each table.
- Start Value: Enter in the character the first table should begin with.
- Click **Apply**, then **OK**.

2) With the same area highlighted, right click and select **Set Priority**. If different priorities should be set, a smaller area may be selected and different priority numbers entered.

3) With the same area highlighted, right click and select **Set Inventory Group Tier.** Select your **Inventory Group** and your **Tier**, and hit **OK.**

4) With the same area highlighted, right click and select **Manage Inventory**. Select the I**nventory Group** you want to add. Then select the table you want to adjust the inventory for and edit the number in the **Adjust tab**. Then hit **Adjust**. When you are done hit **Close**.

5. Hit **Apply** and **OK**.

The following steps apply if you would like your seating chart to be **Clickable** online (this simply means a person will see your map image on the web and be able to click a specific table to purchase). While they can select the table, the actual seats at each table will be unassigned seat numbers.

10. Right click on section name, choose **Properties**, **Images**, then in drop down select **1) Manual Seating Image,** click the **2) blue upload arrow** if image has not yet been loaded, then **3) Add Image Map** to begin node creation. (Image 10)

- Choose from top menu bar whether your tables are shaped like a **rectangle**, **circle**, or **polygon.**
- In bottom left box you will choose the **table** and **number**, outline the table on the image by clicking & holding down the mouse until the entire table is highlighted. This creates the node.
- Use the Z**oom** feature in top bar to make image appear larger for easy selection.
- The **On Order Color** and **Unavailable Color** will help in designate **Open** and **Sold** tables when a customer is looking at the seating chart online.
- The **Export To File** can be used if you want to save node details to a xml file then later can be used to **Import From File** (ex. this is helpful if you need to make changes for the same map previously added to other templates or events).
- Right click on a table one by one if you need to delete, move, or edit points of your node.

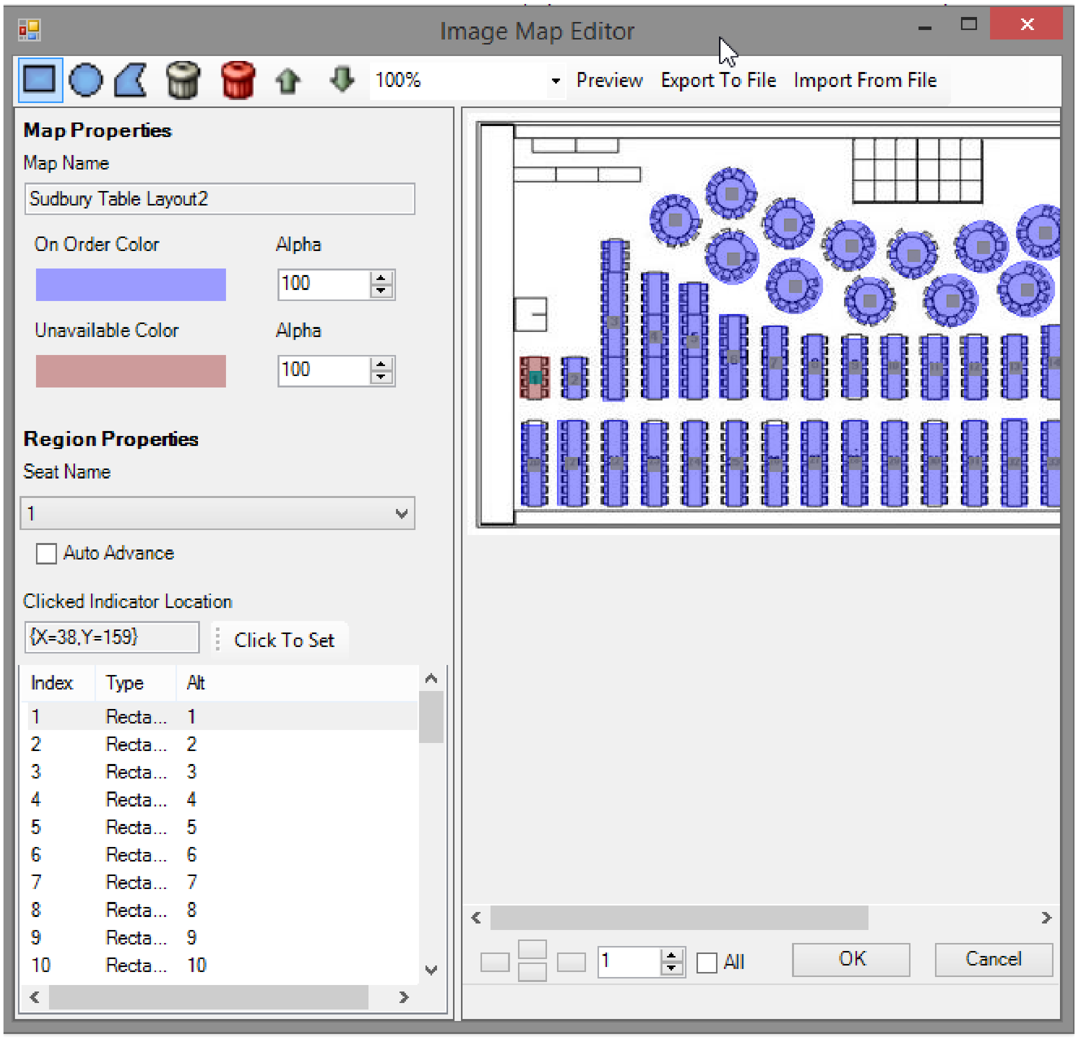

Image 10

11. In order to save changes click **OK** on Map Editor window then **Apply** in the next window. *We recommend doing this often in order to limit the loss of large amounts of node creation/edits.

12. We ***always*** recommend double checking your work in AMS as well as view the new Table Map online before copying or setting event on-sale to public.