

Getting Started with Event Services Solution

Creating an event:

1. Click the pink **+Create Event** button in the upper-right hand corner of your screen. Label your **Event Name** and **Event Date** then select **Create Event**.
2. From the Quick Start menu select **Create a Diagram**.
3. Choose **Select From Library** to choose a floor plan from your library or select **Skip event space selection** to use a blank floor plan.
4. Click the pink **Create** button to begin diagramming.



Diagramming an event:

1. To add objects to your diagram like podiums, stages, and projectors, navigate to the **Objects** tab on the left.
2. To add an object to your diagram, simply **click** on the object and **drag** it onto the diagram.
3. To edit the object, use the Right Panel.

Using the dimension line tool:

1. Navigate to the top toolbar and **select** the button that looks like a ruler.
2. **Click** where you would like to start your measurement and **drag** across to the end of the measurement.
3. To go in a straight line, **hold** down shift while you drag the dimension line tool to snap to a cardinal direction.
4. Edit the line length, text size, and line-weight in the Right Panel.

Using templates:

1. To add multiple tables or chairs at one time, use **Templates**.
2. Just **select** the one you would like to use (making sure it is highlighted turquoise), **move** your mouse over to your diagram (without clicking down), then **click** and **drag** your mouse towards the lower right-hand corner of the screen.
3. Once you drop the template, you can use the right panel to adjust the rows, columns, chair type, quantity, and much more.

Finding layouts:

1. From within the Event **click** the **Layouts** tab in the Left Panel. All available layouts for the room you have selected will appear below.
2. To use one of these layouts **Right-click** the set up you'd like to use and select **Replace Layout**. This will replace your blank or current diagram with a saved layout.
3. To add a new room with a layout in the rooms tab **click** the large plus sign and **search** for the correct room. **Click** on your desired room and layouts will appear under the icon.
4. To **select** the layout **click** on the layout and then the check mark to load the room with the layout.

Using attendee management:

1. **Click** on the attendee tab in your left hand panel within diagramming.
2. **Click** add attendee list to upload your guests. You will be prompted to review any duplicates or errors and then upload.
3. **Select** "view in grid" to view your entire guest list, add tags and meals, group guests, adjust seating arrangements and more.



Running into errors?

1. Refresh the page.
2. Make sure you're using the Google Chrome browser. If not, download it [here](#). If you already have Google Chrome installed, click [here](#) to be sure you have the latest version.
3. If you can't use that, use the latest version of Firefox [here](#). Ensure you're using the latest version [here](#).
4. If that doesn't help, please contact our Customer Care at support@socialtables.com or [\(877\) 973-2863](tel:8779732863).



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