

# Function Table Allocation

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This Express Action lets you allocate table and seating assignments for meal or event functions within EventsAir.

## *Table Plan Layout*

This is where you can select a specific function and view the Table Plan Layout you created in the Functions Module.

- Use the **Select Function** drop-down list to select the desired Function Table layout.
- Use the **Show Seat Numbers** check box to display seat numbers on each table on the layout.
- Use the Table Filter to locate a specific table and seat.

## *Attendee Allocation*

On the right side of the screen is the Attendee Allocation view. This is where you can view attendees who have registered for this particular function. Options include:

- **Search** - lets you search for all attendees registered for the specific function.
- **Search Filter** - lets you filter for a specific subset (like a region, chapter or special registration group. This is helpful to arrange seating together).
- **Allocate** - if you are in the unallocated view, this option lets you choose attendees to place at tables, and selecting Allocate will assign the chosen attendees to tables and seats.
- **Unallocate** - if you are in the Unallocate view, this option lets you choose attendees to remove from tables, and selecting Unallocate will remove the selected attendees.
- **Randomize** - available only in the Unallocated view, Randomize will sort the list of attendees into a random order.

## *Drag and Drop*

In addition to the automated allocation function, you are also able to select one or more attendees on the right side and drag & drop the attendees onto specific tables and seats.

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