

Table Allocation Options

Last Modified on 06/01/2023 7:18 pm EDT

In EventsAir, you have different ways you can manage table seating for functions. These settings are found in the [Function Setup](#) panel for each specific function you have created a Table Plan for.

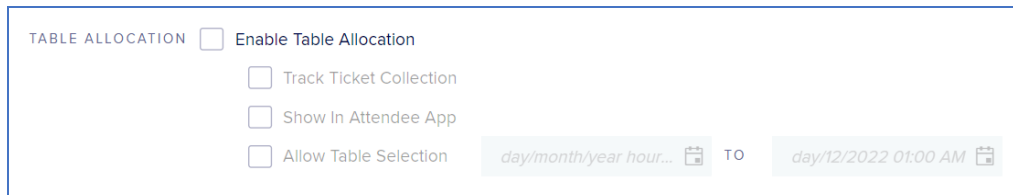


TABLE ALLOCATION ☐ Enable Table Allocation

☐ Track Ticket Collection

☐ Show In Attendee App

☐ Allow Table Selection

day/month/year hour... TO day/12/2022 01:00 AM

These options include:

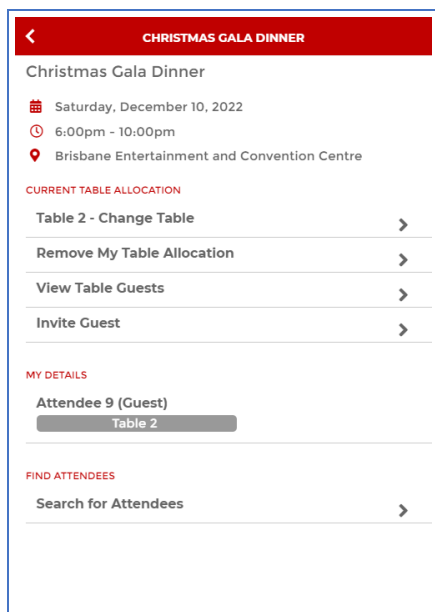
- **Enable Table Allocation** – check this box to turn on table allocation by the organizer.
- **Track Ticket Collection** – this option lets you manage the collection of tickets by attendees. You would use the [Function Table Allocation App](#) to track when tickets are picked up for a specific function.
- **Show in Attendee App** – this option will show table seating assignments in the My Agenda function in the Attendee App.
- **Allow Table Selection** – checking this option will enable the [Function Table Allocation](#) feature, where your attendees can view available tables, select a table to sit at and invite other attendees to sit at that same table. This can be added in the attendee app by dragging in the Table Allocation module in the attendee app builder.

Table Allocation Workflows

As an organizer, you have several different ways that you can manage table seating assignments in EventsAir:

- **Organizer Assigns Seating** – using the Function Table Allocation Express Actions, organizers can assign all attendees, staff, volunteers and more to specific tables and seats. This function uses the Table Plan you had created when setting up a specific function.
- **Attendee Selections Seating** – using the [Function Table Allocation](#) feature in your attendee app, your attendees are able to:
 - View current seating assignments
 - Change seating assignments
 - View who is sitting at their (and other) tables
 - View an interactive table plan with a link to view a list of attendees sitting at a specific table
 - Invite fellow attendees to sit at their table
- **Hybrid Approach** – this is where the organizer can make specific assignments in advance (such as staff and VIPs) and allow attendees to make their own selections

Function Table Allocation in the Attendee App



When you enable Table Allocation in the Attendee App, you are able to let your attendees view a list of tables, who is sitting at each table, and select a table they'd like to sit at.

Additionally, your attendees are able to search for and invite other attendees to sit at the table with them. Specific functionality of Table Allocation in the Attendee App includes:

Table Allocation Options

If no table is selected, you are able to select No Table – Select a Table to view a diagram of available tables and a scrolling list of tables showing available seats and names of attendees already sitting at each table.

It is a straightforward process to find the desired one and select it to be added.

Once you are assigned to a table, these four options appear:

- **Change Table** – select this to view the list of available tables and select one to make seating change
- **Remove my Table Allocation** – select this to remove your assignment from the current table selection
- **View Table Guests** – this option lets you view all other attendees sitting at your table
- **Invite Guest** – this option lets you view a list of attendees. This list shows you what table they are sitting at and if not yet seated at a table, you are able to invite them by clicking on the green I'm Available button.

Inviting Someone to Sit at Your Table

You are able to review a list of attendees coming to the event, and invite people to join you at their table. Once you invite someone, you will review the standard invite message that you can edit before sending out. Your invited guests will be directed to the Attendee App where they are able to accept or decline the table invitation.

Once you have guests joining you at your table, you are able to view their details as well in the app.

For More Information

- [Function Table Allocation](#)

- [Configuring the Attendee App](#)
 - [Function Table Allocation App](#)
 - [Table Plan](#)
-