

# How to Create a Seating Chart with your GAIL Event Registrants

**Step 1.** Once you have begun receiving registrations for your event, you're ready to start creating your seating chart. Click **Configure Seating Layout** to begin.

The screenshot shows the 'ASRV - GAIL Events Assistance Training' event page. On the left is a 'Tasks' sidebar with options like 'Edit event', 'Configure seating layout', and 'Update event attendance'. The main area displays event details: Event date (7/2/2021), Site (Alumni Association), Location (Classic Center, 300 N. Thomas Street, Athens, GA 30601), Room/Unit (Athena Ballroom), and Status (Active). It also includes progress indicators for 'Event expenses' (0% of budget) and 'Event capacity' (3% of capacity). A navigation bar at the bottom contains tabs for 'Tasks/Coordinators', 'Options', 'Invitations', 'Registrations', 'Pending Registrations', 'Registrants-More Details', and 'Regret Responses'. Below the navigation bar, there is a 'Coordinators (0)' section with an 'Add' button and a 'More' dropdown menu.

**Step 2.** Here you'll tell GAIL how many available seats you have. Fill out the fields for number of sections/tables per section/seats per table in accordance with your venue. Click **Save**.

The 'Configure seating layout' dialog box is shown with the 'Seating layout' tab selected. It contains the following fields and options:

- Seating layout: Sections, Tables, and Seats (dropdown menu)
- Copy from a previous event (checkbox)
- No. of sections: 2 (input field)
- No. of tables per section: 5 (input field)
- No. of seats per table: 5 (input field)
- Total seating capacity: 50 (displayed text)
- Reset (button)
- Help (question mark icon)
- Save (button)
- Cancel (button)

### Step 3. Click Assign Seats.

**ASRV - GAIL Events Assistance Training**

Event date: 7/2/2021      Status: ✔ Active

Site: Alumni Association      Lookup ID: 8-10008122

Location: Classic Center  
300 N. Thomas Street  
Athens, GA 30601

Room/Unit: Athena Ballroom

Contact:

Coordinator:

Category: Educational

**Event expenses**

Expense budget: \$0.00  
Agreed expenses: \$0.00  
Amount paid: \$0.00  
0% of budget

**Event capacity**

Event capacity: 450  
Will attend: 15  
Will not attend: 0  
3% of capacity

Tasks/Coordinators   Options   Invitations   Registrations   Pending Registrations   Registrants-More Details   Regret Responses   Spe

**Step 4.** The window below will open. Your list of registrants will show on the left side and the list of sections, tables and seats will show on the right. **To assign a registrant to a seat, click and drag their name across to any open seat.**

**Assign seats**

Registrants   Assign to section   Add to group   Show: All registrants

Name	Host	Group	Guest co...	Seat	Seating note
Bond, Cind...				0	
Clary, Emily...				0	
Crowe Bole...				0	
DeMott, H...				0	
Elmore, Eliz...				0	
Engesser, ...				0	
Harmelink, ...				0	
Jones, Davi...				0	
Judy, Kellie...				0	

Groups   Add   Edit   Delete group   Assign to section

Seats   New section   Delete section   Clear section

- ASRV - GAIL Events Assistance Training
  - 1 - Section 1
    - 1 - Table 1
      - 1 - Seat 1
      - 2 - Seat 2
      - 3 - Seat 3
      - 4 - Seat 4
      - 5 - Seat 5
    - 2 - Table 2
    - 3 - Table 3
    - 4 - Table 4
    - 5 - Table 5
  - 2 - Section 2

**Assign seats**

Registrants   Assign to seat   Add to group   Show: All registrants

Name	Host	Group	Guest co...	Seat	Seating note
Harmelink, ...				0	
Jones, Davi...				0	
Judy, Kellie ...				0	
Lee, Meliss...				0	
Morrow, As...				0	
Parker, Sar...				0	
Powell, Me...				0	
Qubty, Am...				0	
Schmidt, Fr...				0	Section 1/T...

Groups   Add   Edit   Delete group   Assign to seat

Seats   New seat   Delete seat   Clear seat

- ASRV - GAIL Events Assistance Training
  - 1 - Section 1
    - 1 - Table 1
      - 1 - Seat 1 (Clary, Ms. Emily Jenette 2017)
      - 2 - Seat 2 (Elmore, Ms. Elizabeth Rankin (Elizabeth) 200
      - 3 - Seat 3 (Schmidt, Mr. Eric William)
      - 4 - Seat 4
      - 5 - Seat 5
    - 2 - Table 2
    - 3 - Table 3
    - 4 - Table 4
    - 5 - Table 5
  - 2 - Section 2

You can assign and reassign seats as many times as needed by using the **Clear Seat** button as well as by dragging constituent names into new seat assignments. Once you have assigned all seats, click **Save**.

**Step 5.** To access your completed seating chart, click **View Seating Summary**.

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**Event expenses**

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3% of capacity

Tasks/Coordinators   Options   Invitations   Registrations   Pending Registrations   Registrants-More Details   Regret Responses   Spe

**Step 6.** Adjust the filters to show the groups of registrants you need then click **View Report**. You'll be able to see the report in GAIL or **download** it for more information.

**Event Seating Summary**

Show seated registrants       Show unseated registrants  
 Show group members not seated together       Show guests not seated with host  
 Show seating summary       Show seating layout summary

View report

1 of 2      Find | Next

**ASRV - GAIL Events Assistance Training Seating Summary**

**Seated Registrants**

Registrant	Section	Table	Seat	Host
Clary, Emily J.	Section 1	Table 1	Seat 1	
Elmore, Elizabeth R.	Section 1	Table 1	Seat 2	
Schmidt, Eric W.	Section 1	Table 1	Seat 3	
Powell, Megan A.	Section 1	Table 1	Seat 4	
Lee, Melissa L.	Section 1	Table 1	Seat 5	
Jones, David S.	Section 1	Table 2	Seat 1	
Harmelink, Gregory L.	Section 1	Table 2	Seat 2	
Judy, Kellie D.	Section 1	Table 2	Seat 3	
Parker, Sara D.	Section 1	Table 2	Seat 4	
Qubty, Amanda C.	Section 1	Table 2	Seat 5	
Engesser, Olivia E.	Section 1	Table 3	Seat 1	
DelMott, Helen J.	Section 1	Table 3	Seat 2	
Crowe Boles, Tanya L.	Section 1	Table 3	Seat 3	
Morrow, Ashley L.	Section 1	Table 3	Seat 4	
Bond, Cindy M.	Section 1	Table 4	Seat 1	