

# Overview to Setting up Tabled Events with TryBooking

There are a number of ways to setup a tabled event. The method you choose will depend on your patrons and the needs of the event.

**Before you commence, look at the options below to decide which method will work best for your event, then proceed to the following pages to learn how to create each option. We highly recommended Option 1 as it gives the greatest flexibility for the event organiser.**

## **Option 1 - Simplest Option, Greatest Flexibility – Book and Nominate a Table**

The simplest option allows your patrons to choose their nominated group and indicate any special dietary requirements. To view, follow the link [www.trybooking.com/n](http://www.trybooking.com/n)

The advantage of this method is that you can combine table groupings to make up a table or allocate the best positioned tables based on the time and date of booking. It's also a very simple booking method from the patron's point of view.

On the day of your event, all you need to do is export your data into your spreadsheet program and sort based on group type (eg. School year level) and divide into groups of 8 or 10 to produce your tables and names listing.

## **Option 2, Patrons book their own seats:**

The second option involves a little more set-up, but allows your patrons to book directly onto a table. To view, follow this link [www.trybooking.com/k](http://www.trybooking.com/k)

You decide your table sizes (eg. 10 seats) and the number of tables for your event. Once a table has reached its capacity, it will show **FULL** in red. You can monitor bookings and add and remove tables as required. You can even name your tables so patrons can quickly find which table they wish to book. Eg, year level, sporting group or colour. You can even ask your patrons for table captain names before your event to personalise your event even more.

On the day of your event, all you need to do is run your Availability Report and export any data collected into your spreadsheet program so you know who is sitting on each table and their dietary requirements.

## **Option 3, Patrons book their own seats or whole tables plus add floor plans:**

The third option is similar to option 2, however it allows your patrons to book either a whole table or choose a seat on a table. To view, follow this link <http://www.trybooking.com/gj>

You might even like to add a floor plan so you can charge more for your premium tables.

On the day of your event, all you need to do is run your *Availability* Report and export any data collected into your spreadsheet program so you know who is sitting on each table and their dietary requirements.

## How to create your tabled event:

### Option 1 - Simplest Option, Greatest Flexibility – Book and Nominate a Table

1. Log into your TryBooking account
2. Click on *Create New Event* and fill in the information relating to your event. Make sure you define your event as a SPACE event and set the maximum number of attendees to the capacity of your venue.
3. Once created, open your event by clicking on *Manage Events* and select your event.
4. To set up your table group, select *Data Collection*, then *Tickets* (see image below). Click *Add Field*, select a label name for your grouping, choose *required* to ensure all patrons fill out this section and select *List of Values* to add your table group names. Table group options could include: year level, sporting group, valedictory attendee name, debutante partner or even a nominated table captain.
5. To collect additional data such as dietary requirements, repeat Step 4 and add names to your list of values, such as vegetarian, vegan and gluten free.
6. To prepare your table groups, select the report *Export to .csv* and tick the boxes last name, date and time booked, table groups and any additional data fields you have collected. Open in your spreadsheet program and sort based on table group (eg. School year level), then date and time of booking. Divide into your nominated table sizes (eg. 10 guests) to produce your table grouping list.

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Information Booking **Tickets**

Additional data can be collected about each attendee to your event. This data will be repeated for each ticket purchased. Please make sure you fully understand the combination of how your ticket will be purchased so as to avoid a lot of repetitive data needed to be entered.

Note that changing these details will cause previously collected data to not appear in the reports.

**Collect Information:** Yes

Add Field

	Label	Value Type	Required	
	First Name	Single-line text	Yes	
	Last Name	Single-line text	Yes	
<input type="checkbox"/>	Special Dietary Requirements	Multi-line text	No	<a href="#">Edit</a>
<input type="checkbox"/>	Preferred Table Grouping	List of Values	Yes	<a href="#">Edit</a>

Remove Field

Field successfully saved. Save Back

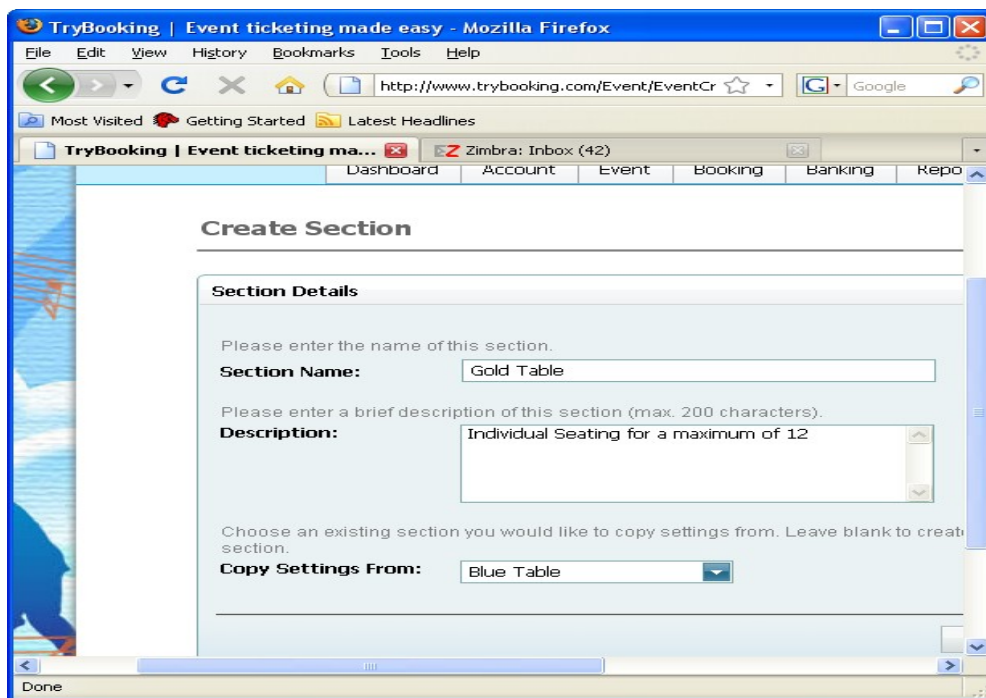
Done

## Option 2, Patrons book their own seats:

1. Log in to your TryBooking Account
2. Click on *Create New Event* and fill in the information relating to your event. Make sure you define your event as a SPACE event and set the maximum number of attendees to the capacity that can sit at a table. You will add your additional tables AFTER this event has been established.
3. Once created, open your event by clicking on *Manage Events* and select your event.
4. Select *Sections* and rename Section One your chosen table name.

Please note: When adding additional tables, you can “copy” the settings from an existing table. When you select Copy, you will copy the settings for the entire section. These will include Ticket Style (ticket background image), Discounts (eg VIP) and Ticket Price. Before you add any more tables, ensure you have completed all these fields correctly.

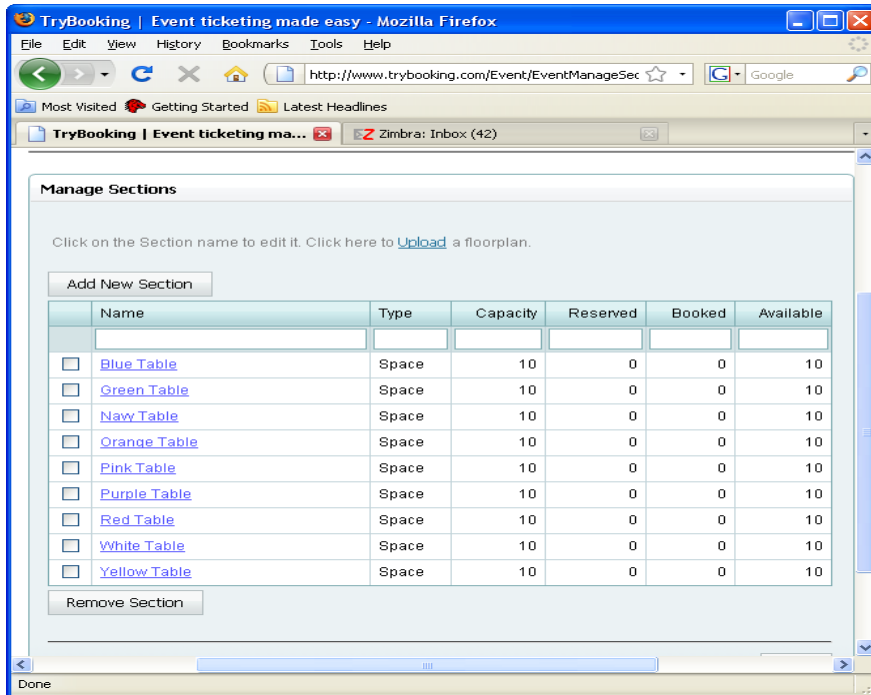
5. To add additional tables, select *Sections*, then *Add Section*. You can add in your table name and description. You can keep adding tables as required even after your bookings have opened (see image below).



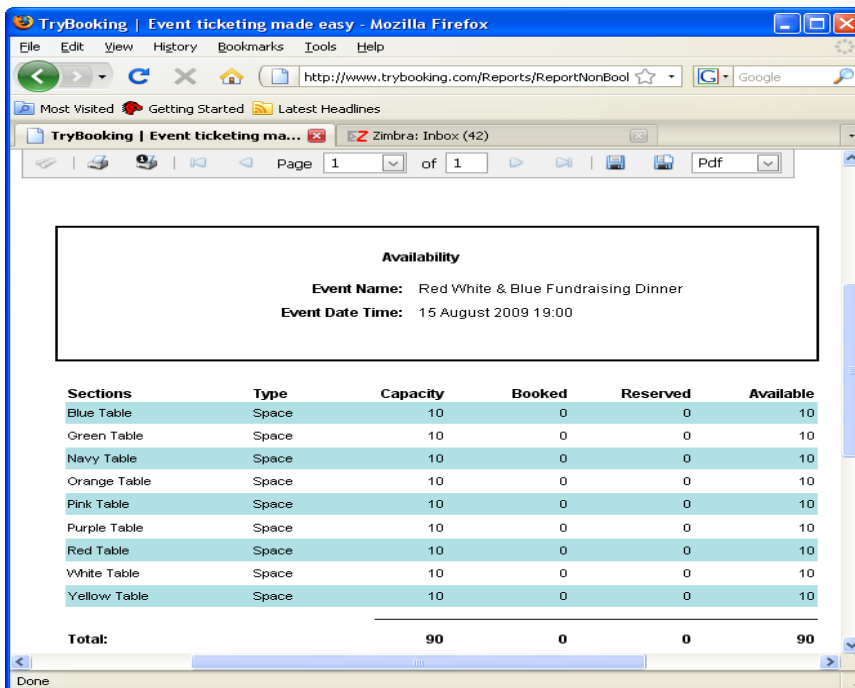
6. You can monitor your table bookings in 2 ways:

a) You can get a quick look at your table bookings and availability. Just click on *Manage Events*, select your event and then choose *Sections*. You can add and rename tables as needed.

Please note: If a table has a booking, the table cannot be removed.



b) Run the *Availability* report to get details on table bookings in an easy-read format that can be given to caterers to set up table arrangements.

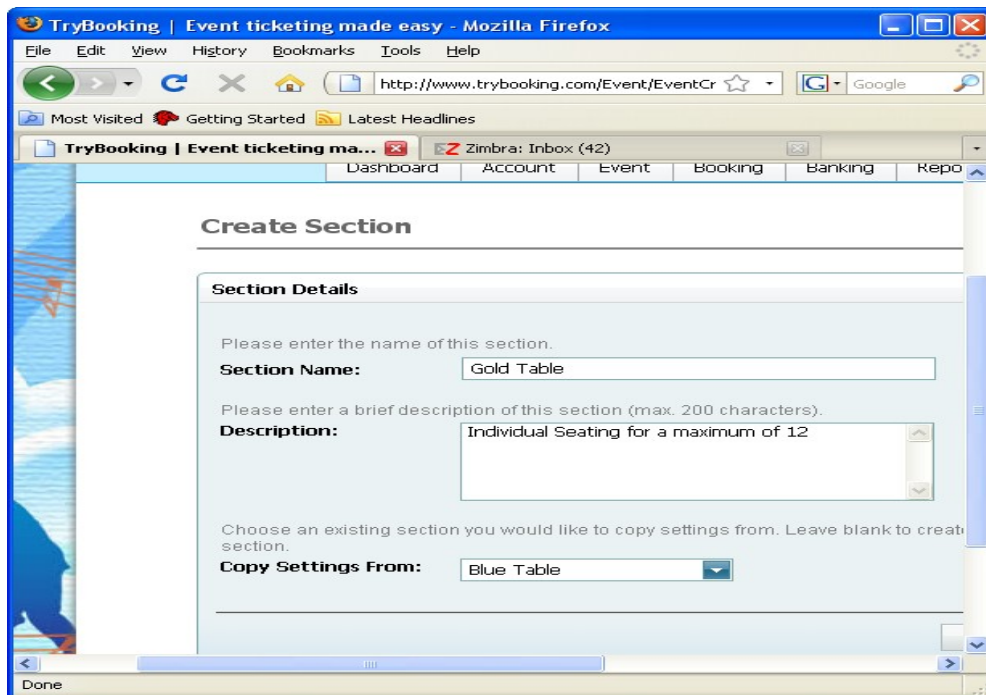


7. To collect additional information, such as dietary requirements, select *Data Collection*, then *Tickets*. Click *Add Field*, select a label name (eg. dietary requirements) and select *List of Values* to add dietary options, such as vegetarian, vegan and gluten free.

### Option 3, Patrons book their own seats or whole tables plus add floor plans:

1. Log in to your TryBooking Account
2. Click on *Create New Event* and fill in the information relating to your event. Make sure you define your event as a SPACE event and set the maximum number of attendees to the capacity that can sit at a table. You will add your additional tables AFTER this event has been established.
3. Once created, open your event by clicking on *Manage Events* and select your event.
4. Select *Sections* and rename your table with a name that informs patrons they can purchase a seat on a table. **For this first table, ensure you set the table number to include 10 seats, so 10 individual tickets can be sold. To add additional individual tables, select *Add Section* and repeat this procedure.**

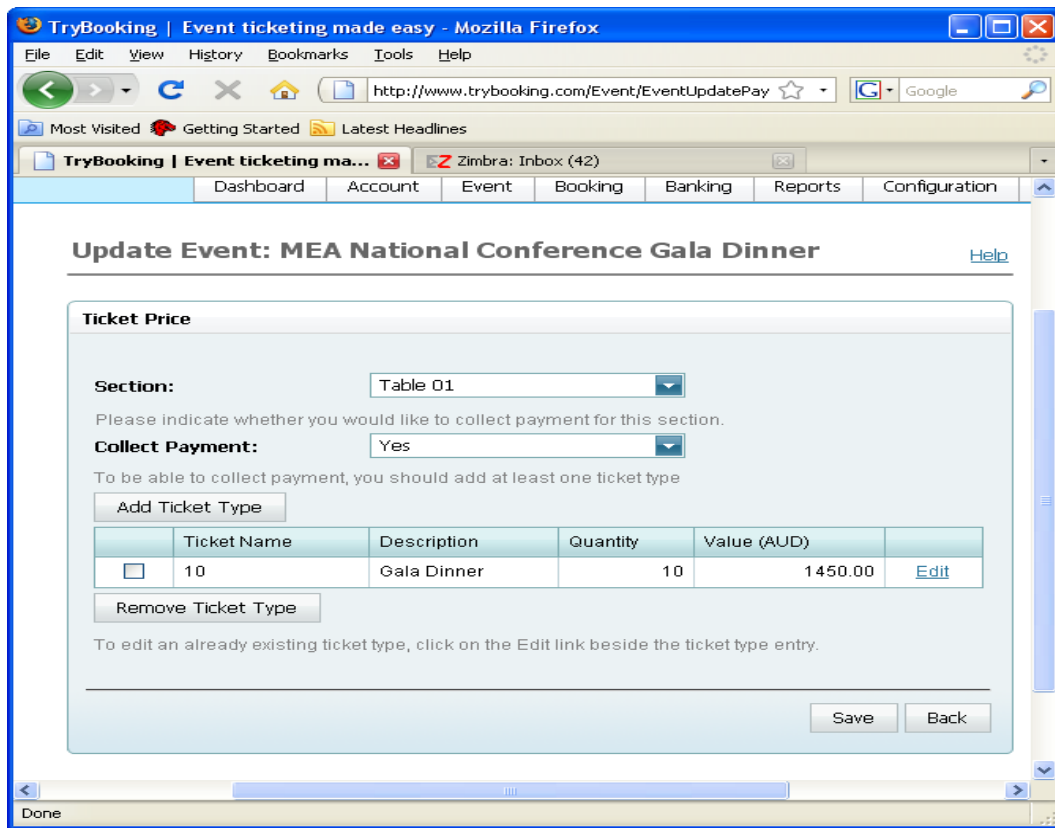
Please note: When adding additional tables, you can “copy” the settings from an existing table. When you select Copy, you will copy the settings for the entire section. These will include Ticket Style (ticket background image), Discounts (eg VIP) and Ticket Price. Before you add any more tables, ensure you have completed all these fields correctly.



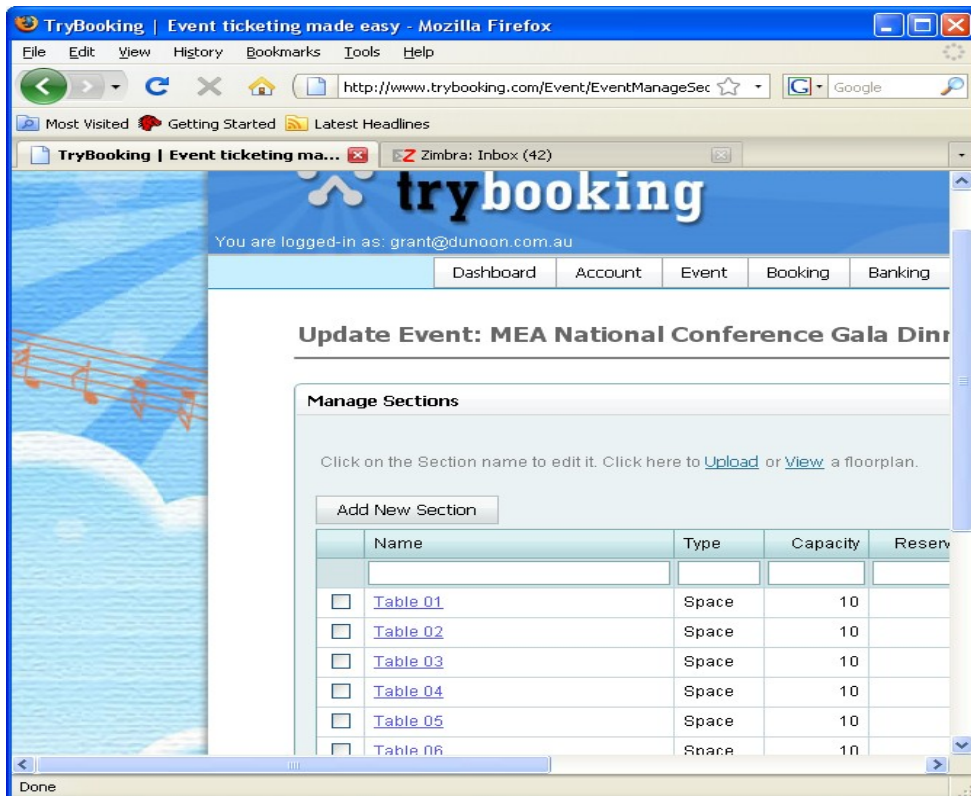
5. Once you have your individual tables defined, you can create your tables where guests can purchase the whole table. Repeat step 4, but remember to change the ticket price and quantity. Click on *Ticket Price* and select your Whole Table option and edit the ticket price to be:

Quantity = number of people on a table  
Price = whole table price

In the example below, there are 10 places at the table, therefore the quantity is 10.



Keep adding "whole" tables, copying the appropriate option as required. Don't forget you can make premium tables just by editing the table price.



5. To collect additional information, such as dietary requirements, select *Data Collection*, then *Tickets*. Click *Add Field*, select a label name (eg. dietary requirements) and select *List of Values* to add dietary options, such as vegetarian, vegan and gluten free. Repeat this step as required.
6. To monitor your event, refer to step 6 in Option 2.

### **Floor Plans**

Your floor plan can be uploaded into your event booking process so patrons can see the location of each table.

Your plan must be a .jpg, .gif or .png file of no more than 100KB. To upload, go to *Manage Events* and select your event. Click *Sections* and choose to *Upload* a floor plan from your computer. Try and size your plan so that it fits neatly onto the screen when people go to view it.