



# How To Manage the Seating Chart & Floor Plan

You can **create and release a digital seating chart** for your guests — even display your **floor plan** so they know exactly where to find their table!

## Assigning Tables

1. Click **Seating Chart**.
2. Click **Create Seating Chart**.
3. Label each table as you want it to appear to your guests (for example, *Table 1*, *Table 2*, *Head Table*).
4. Use the dropdown menu to **assign guests** by linking their names or profiles — this works for anyone who has already RSVP'd.
5. If a guest hasn't RSVP'd yet, or if it's a child or someone not using the app, you can **manually type in their name** directly inside the seat box.
6. When you're ready to add another seat, click **Add More Seats**.
7. To build another table, select + **Add New Table** and repeat the process.

## Open Seating

1. If your event doesn't have assigned tables, click **Seating Chart**.
2. Go to **Settings**.
3. Turn on the toggle for **Open Seating**.
4. Add a **custom note** letting guests know your setup — for example:  
*"We'll be enjoying an open-seating dinner — feel free to sit anywhere and mingle!"*



## Floor Plan

- If you'd like to share your **venue layout or floor plan**, you can easily upload an image straight from your phone's camera.
- This gives guests a visual reference for where tables are located — especially helpful for larger venues or destination weddings.



## Tips & Tricks

- **Drag & Drop:** You can rearrange your seating chart anytime using the **Edit Seating Chart** or **Drag and Drop** feature.  
This makes it easy to make **last-minute updates** or swaps in real time.
- You can **release the seating chart early** — even a few days before the wedding!  
This lets guests see who they'll be sitting with, making it fun for everyone to start connecting and getting excited before dinner.