

Collaborating and Customizing Event Layouts

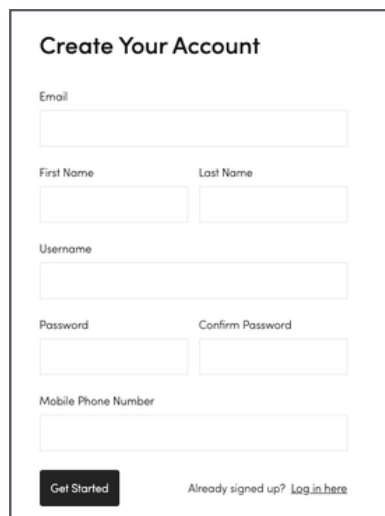
As an Editor, you've been invited to collaborate on event layouts using Floor Plans. This guide will walk you through logging in, setting up your Vision Board, and designing your event space from start to finish.

Accept Your Invitation & Set Up Your Account

The venue you are working with must first add you as a collaborator with editing rights. You'll receive an email with the invitation to join and begin collaborating.

Click "Get Started" in the email.

Fill out your name, email, and create a password to complete setup.

A screenshot of a web form titled "Create Your Account". The form contains several input fields: "Email", "First Name", "Last Name", "Username", "Password", "Confirm Password", and "Mobile Phone Number". At the bottom, there is a dark "Get Started" button and a link that says "Already signed up? Log in here".

Create Your Account

Email

First Name Last Name

Username

Password Confirm Password

Mobile Phone Number

Get Started Already signed up? [Log in here](#)

After logging in, you'll land on the Client Dashboard, your central hub for managing event details. Here's a quick overview of each tab:

Venue: View and manage venue-specific details, including room layouts and available spaces.

Vision Board: Curate a collection of furniture, décor, and other items from the catalog to visualize your event's aesthetic.

Design: Access tools to create and customize your event layout in both 2D and 3D modes, allowing for detailed spatial planning.

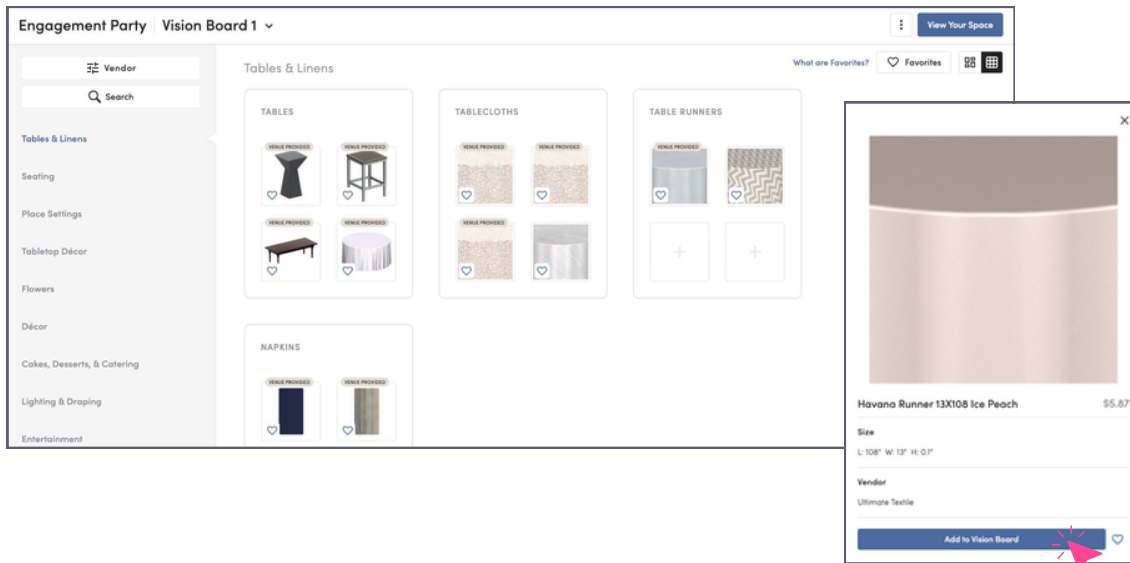
Guests: Manage your guest list, track RSVPs, and assign seating arrangements to ensure a seamless experience for attendees.

Build Your Vision Board

The **Vision Board** is where you select the items you want to use in your floor plan, like tables, chairs, lounge pieces, and décor.

- Add items from the catalog to build your event's design toolkit.
- Use the Venue Provided items already tagged by the venue to help design your event.



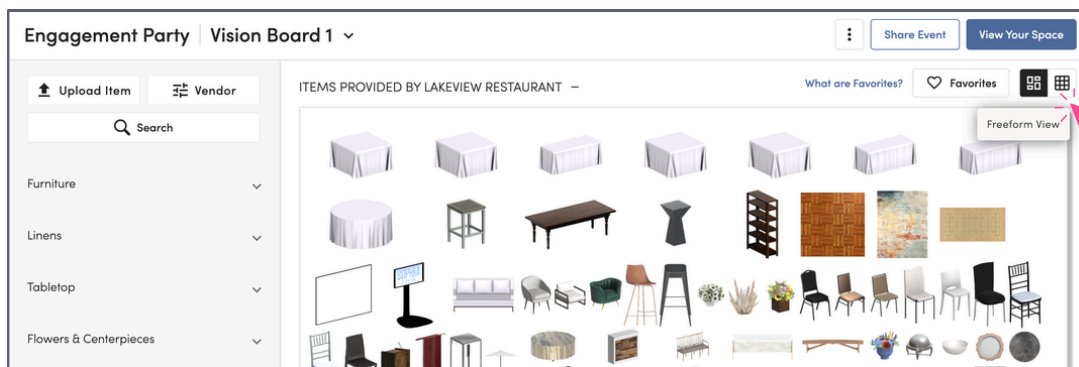


Think of the Vision Board like a "mood board." Don't worry if you forget an item, you can search for items and add them inside Design mode.

- Use **Freeform View** to drag, drop, and arrange items visually.
- Use **Category View** to browse and select items by type.
- Click the heart icon to save **Favorites** for quick access later.

Pro-Tip:

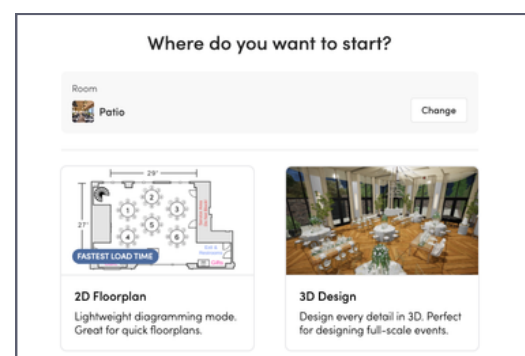
Category View limits you to 4 items per category, but there's no limit in Freeform View, so switch views if you need more variety.



Create Your Floor Plan

Click "View Your Space" (top right corner of your dashboard) to launch the layout editor. You'll be prompted to choose a design mode:

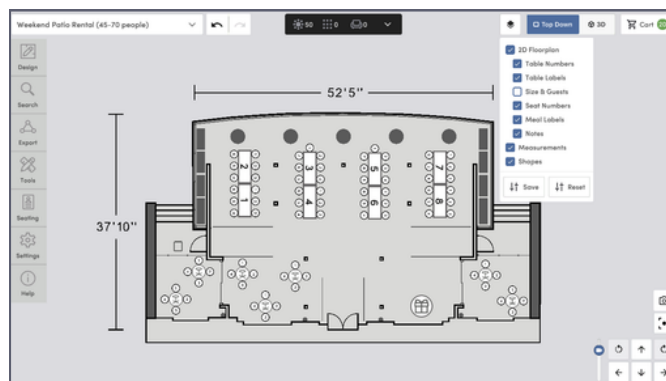
- **2D Floor Plan:** A lightweight, icon-based planner ideal for quick layouts.
- **3D Design Mode:** An immersive, photo-realistic builder for a full event walkthrough.



Navigating the Layout

Once inside the design tool:

- Use the arrows in the bottom-right corner to pan around.
- Zoom in or out using the camera controls.
- Toggle between 3D View and Top-Down View.
- Use Top-Down View for precise placements and spacing adjustments.
- Notes, measurements, and table labels can all be toggled on/off.

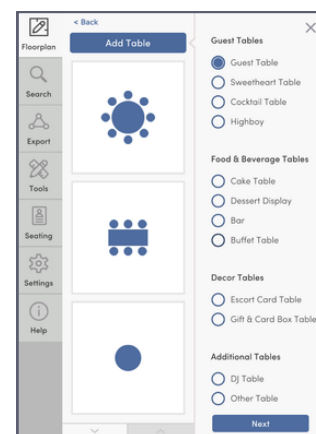


Building & Adding Tables

Before you can add tables to the layout, you must build them in the Tables Tool that can be found in the left panel includes two default pre-populated table types: one round and one rectangular. You can Edit one to match your needs or create new tables from scratch by defining:

- Shape
- Size
- Number of quests

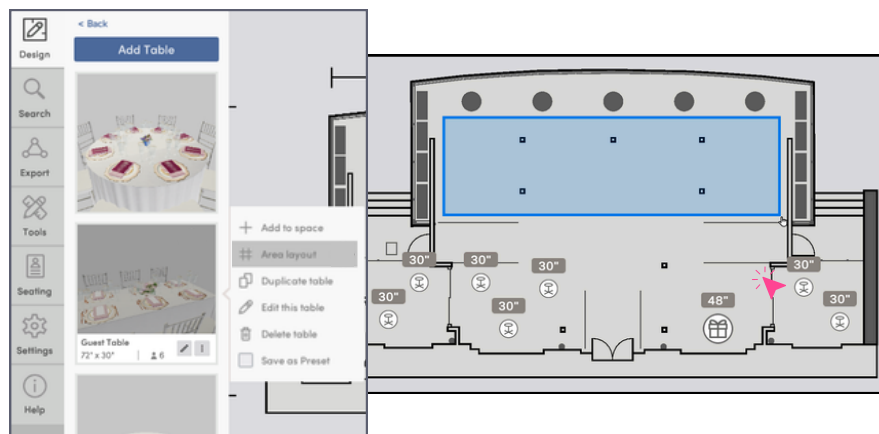
Note: This step must be completed regardless of the view mode (2D or 3D).



Once tables have been built, you can add them to your layout in three ways:

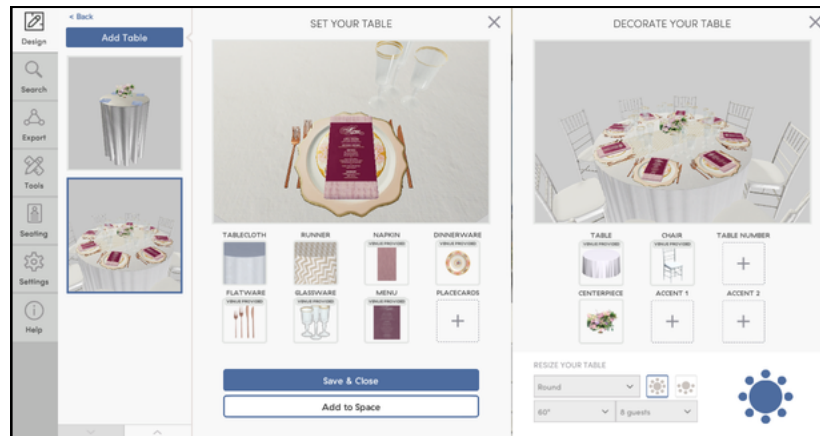
- **Drag & Drop:** Select a table from the left panel and drag it directly onto the layout.
- **Copy & Paste:** Select any existing table and use **Ctrl + C / Ctrl + V (or Cmd on Mac)** to duplicate it.
- **Area Layout Tool:** Automatically fill a defined space with a group of tables using set dimensions and spacing.

You must be in 2D or 3D Top Down view to add tables this way.



Once tables are placed, you can click “Edit this Table” and customize each one:

- Choose the shape, size, and number of guests.
- Add linens, place settings, centerpieces, and décor accents.
- You must be in 3D Design view to be able to set and decorate tables.



Adding Chairs & Other Items

Use the **Chairs Tool** to apply a seating template, then adjust guest count and spacing using the sliders. Add extras like aisle runners, chargers, or décor as needed.

For florals, lounge setups, or props, use the **Add Items** panel and drag them into your space.

