

# Managing Guest Lists and Seating Charts

As a Guest Manager, you've been invited to help manage guests for an event using Floor Plans. This guide walks you through logging in, building a guest list, and assigning seats.

## Accept Your Invitation & Set Up Your Account

The venue you are working with must first add you as a Guest Manager. 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.

### Create Your Account

Email

First Name  Last Name

Username

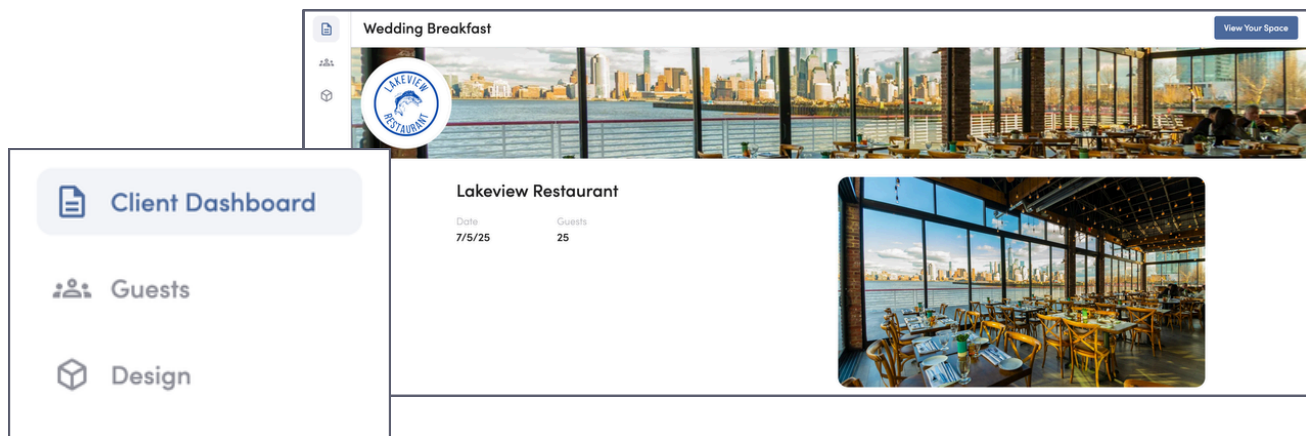
Password  Confirm Password

Mobile Phone Number

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

Once logged in, you'll land on the Client Dashboard, your central hub for managing guest-related tasks. Here's what you'll see:

- **Guests:** Manage your guest list and track RSVPs to ensure a seamless experience for attendees.
- **Design:** View the event layout in 2D or 3D. As a Guest Manager, you can view the space to assign seating arrangements, but not make edits to the actual layout.



**Pro-Tip:** The "View Your Space" button will bring you directly to your **Design** tab.



## Add or Upload Your Guest List

In the Guest Management tab, you'll start by choosing how you want to build your guest list:

### Add Guests One-by-One

Choose the **Start from Scratch** option to manually enter guest names and details directly into the list. This is a great option for smaller events or one-off updates.

- Enter their name, group, and any dietary needs or notes.
- Repeat as needed.

The screenshot shows the 'Wedding Breakfast Guest Management' interface. At the top, there's a search bar and a status summary: 'INVITED 1 ATTENDING 0'. An 'Add Guest' button with a plus icon is highlighted with a pink starburst. Below it, a table lists guest information. The first row shows 'Amy Wilson' from the 'Bride Family' group. The 'RSVP' column has a dropdown menu open, showing options: 'Maybe', 'N', and 'Y'. At the bottom of the dropdown is an 'Add / Edit' button.

| FIRST NAME | LAST NAME | GROUP        | RSVP | MEAL PREFERENCE | DIETARY RESTRICTIONS | NOTES |
|------------|-----------|--------------|------|-----------------|----------------------|-------|
| Amy        | Wilson    | Bride Family | ▼    | ▼               | ▼                    | Notes |

### Upload a Guest List

Choose the **Import from Excel / Google Sheets** option to upload a spreadsheet using the template linked in the next step.

- Match your columns (name, email, group, etc.) to the guest information.
- If you need to add new categories for some of the columns, you can do so in the "List Values" tab at the bottom of the template.

The screenshot shows the 'Wedding Breakfast Guest Management' interface with an 'Import a Spreadsheet' modal open. The modal has a close button (X) and text: 'To import your own guest list, please download the excel template:'. Below this is a 'Download Spreadsheet' button with a spreadsheet icon. A file named 'WeddingBreakfast\_GuestList.xlsx' is listed with an 'Upload' button highlighted by a pink starburst. A 'Cancel' link is at the bottom. In the background, the guest list table is visible, showing 25 guests with columns for First Name, Last Name, Group, RSVP, Meal Preference, Dietary Restrictions, and Notes.

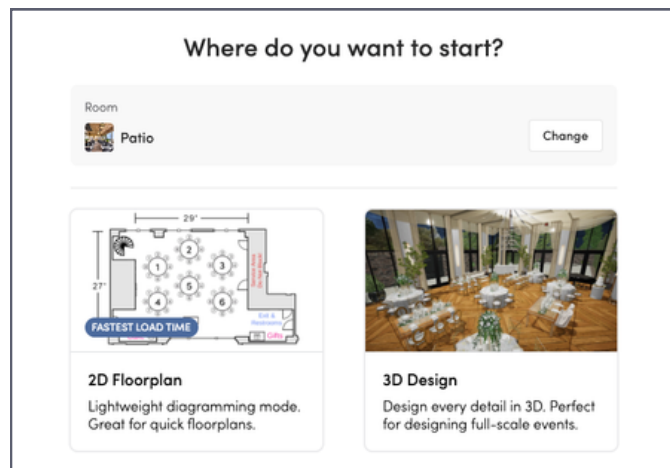
| FIRST NAME | LAST NAME  | GROUP        | RSVP | MEAL PREFERENCE | DIETARY RESTRICTIONS | NOTES |
|------------|------------|--------------|------|-----------------|----------------------|-------|
| Amy        | Wilson     | Bride Family | Y    | Chicken         | Gluten Free          |       |
| Patrick    | Wilson     | Bride Family | Y    | Fish            |                      |       |
| Wilson     | Wilson     | Bride Family | Y    | Chicken         | Dairy Free           |       |
| Wilson     | Wilson     | Bride Family | Y    | Chicken         |                      |       |
| Henrickson | Henrickson | Bride Family | Y    | Vegetarian      |                      |       |
| Henrickson | Henrickson | Bride Family | Y    | Fish            |                      |       |
| Bales      | Bales      | Bride Family | Y    | Chicken         |                      |       |
| Naylor     | Naylor     | Bride Family | Y    | Chicken         |                      |       |
| Naylor     | Naylor     | Bride Family | Y    | Chicken         |                      |       |

## Create Your Seating Chart

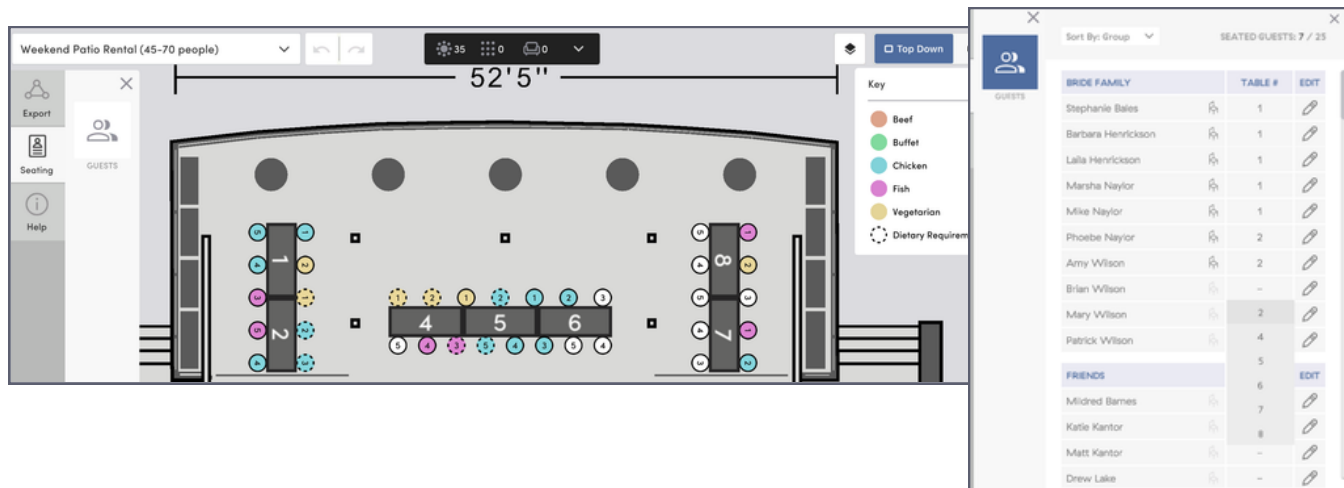
Once your guest list is ready, you can begin assigning seats. You will need to click "View Your Space" (top right corner of your dashboard) to launch the layout editor and seat guests.

- Choose either **2D Floor plan** or **3D Top-Down View**. These modes allow you to assign guests to specific seats.

**Note:** The seating tool only works if tables have already been added to the layout. If your event doesn't have tables yet, your venue can help set that up.



- Click the "Seating" tab to begin assigning your guests to the specific tables.
- Table numbers will disappear from the dropdown if the table is already fully assigned.



- As you update guest details, like meal preferences, dietary restrictions, or adding or removing guests, those changes will automatically sync with your seating chart.
  - Any new guests you add will appear in the chart, but you'll still need to assign them to a table manually.
- When you're finished seating guests, you can export a PDF with this information directly to your email. Be sure when exporting, you check off "Guest List."
  - The PDF will include an Excel file with your guest list information.

