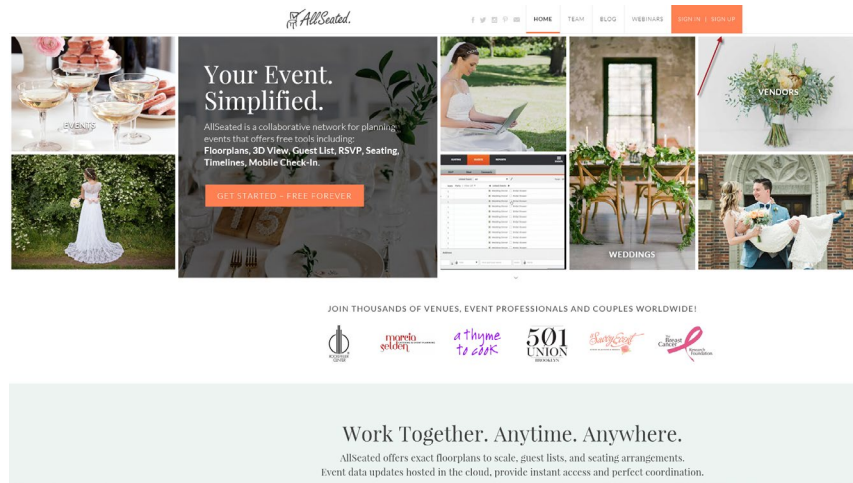


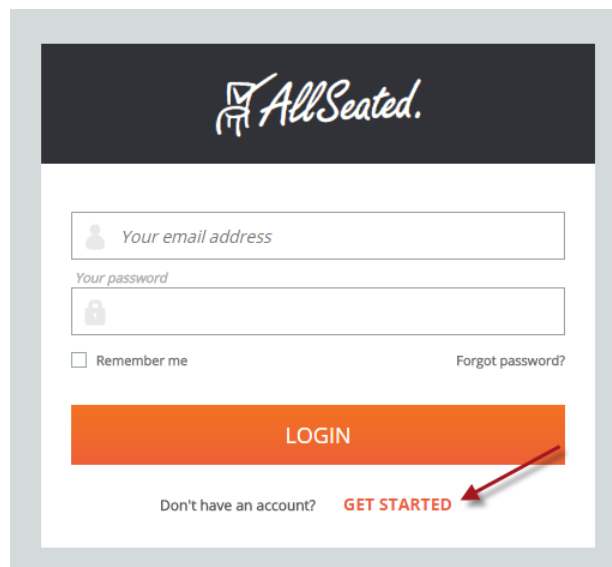
Go to <http://www.allseated.com/>

NOTE: AllSeated requires Chrome, Firefox, Safari or Edge. It will not work correctly with Internet Explorer.

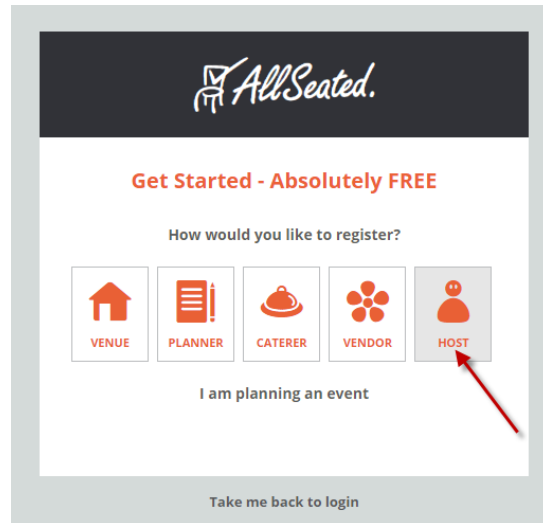
Click on **Sign Up** in the top right corner of the screen.



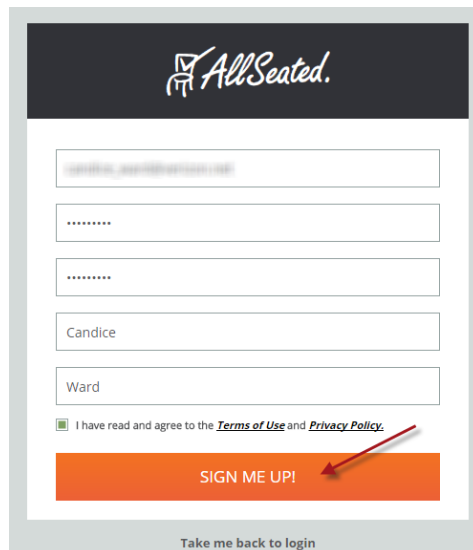
Click on **Get Started** to create a new account.



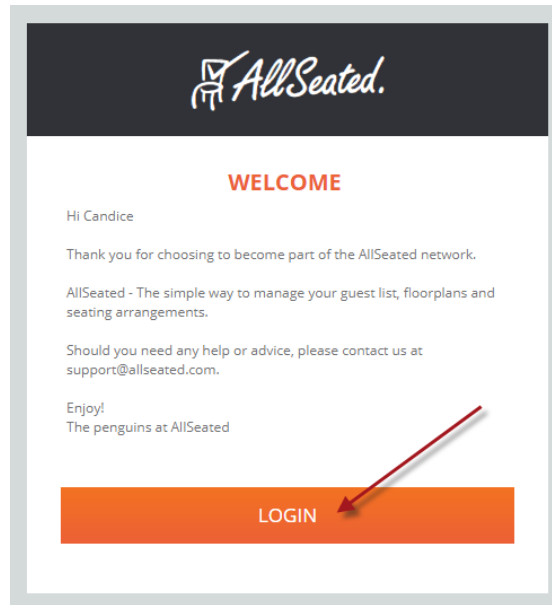
Select **Host** to register as someone planning an event.



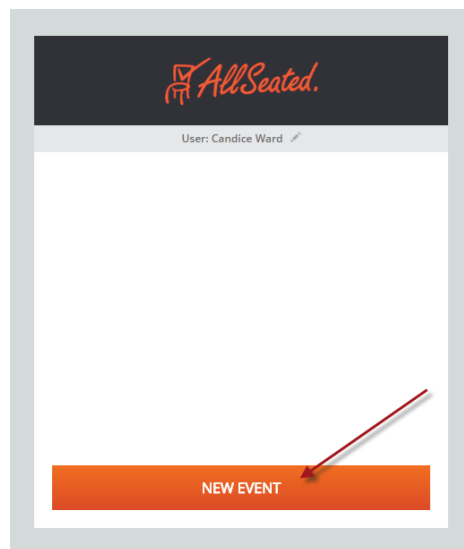
Enter your email, choose and confirm a password, enter your first and last name, and agree to the Terms of Use. Then click **Sign Me Up!** to complete the registration process.



A Welcome message will be displayed. Click on the **Login** button to log in for the first time.



Click on **New Event**.



Select the Event Type, choose a name for your Event, enter a Date and the expected number of guests.

✕

New Event

Wedding

Our Wedding

Aug 19, 2017

Expected number of guests: 150

CREATE EVENT

Click **Create Event**.

Your Event Page will be displayed. Click on **Add Venue**.

AllSeated. DETAILS SEATING GUESTS REPORTS

EVENTS LOGOUT

VENDORS

19 Aug 2017 Wedding Our Wedding Expected number of guests: 0

HOST Candice Ward

VENUE + ADD VENUE

PLANNER + ADD PLANNER

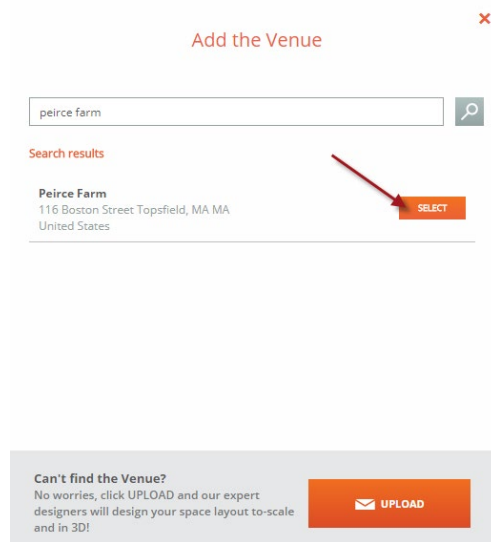
CATERER + ADD CATERER

VENDORS ADD VENDOR

ENTOURAGE ADD USER

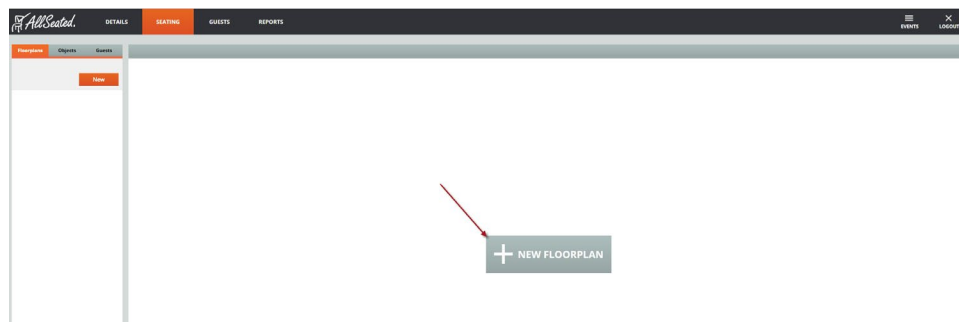
Candice Ward (You) Host

Type Peirce Farm in the box and click the magnifying glass. Hover over Peirce Farm and click on the Select button.

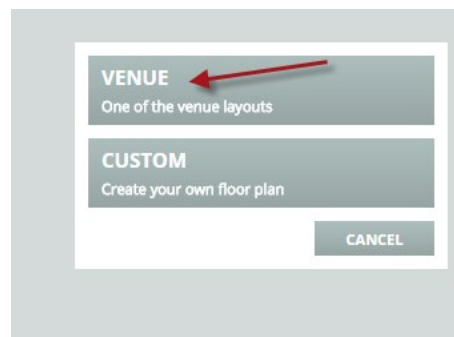


You do not need to “Invite” Peirce Farm to the event. Click the **Invite** button anyway, after selecting “Not now, maybe later.” to confirm the venue. Click on **Seating** in the top menu bar to begin setting up your floorplan.

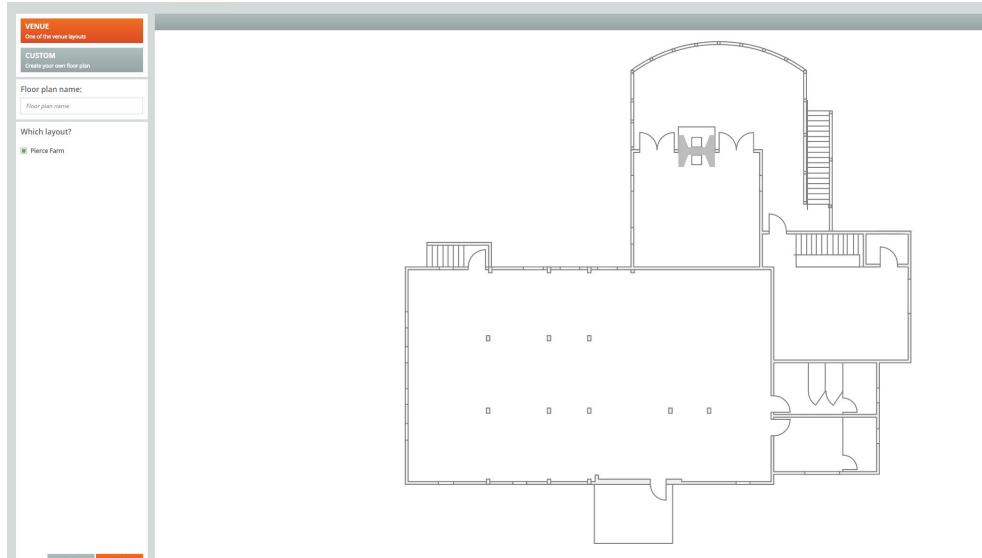
Click on **New Floorplan**.



Choose **Venue** to select one of our layouts.



Select **Peirce Farm** for the barn layout, enter a name for your layout. Click **Finish**.



Click on the **Objects** tab to begin adding items to the floorplan. Click on an item in the list to select it, your mouse pointer will become that item. Click again to drop the item into the floorplan.

The layout saves as you add items to the floorplan, so you can exit and come back and you will not lose your work!

Tutorials are also available on the right hand side of your screen.