




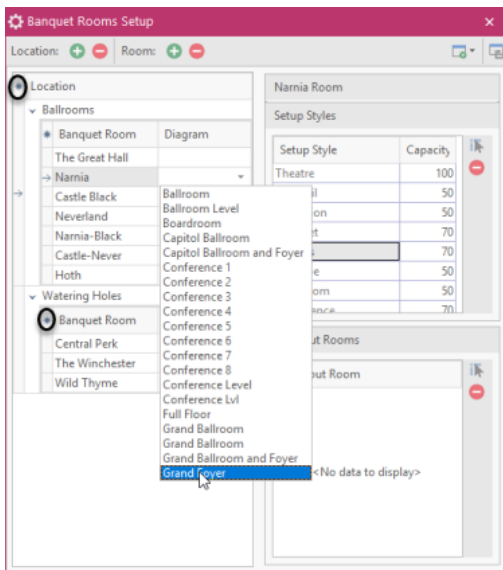
## Add the Social Tables Diagram to Your List of Available Styles

### Assign Capacities to Setup Styles


1. Click **Administration > Venues > Banquet Rooms Setup**.
2. Highlight the **Room** you would like to add the new setup styles to (or add a new room).
3. Click the **Select Setup Styles** button , located at the upper right-hand side of the Banquet Rooms Setup window.
4. Highlight the desired Setup Styles, and click the **Select** button, located at the top of the window.
5. Type the room capacity into the Capacity fields.

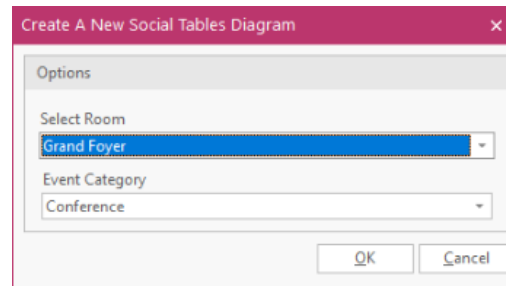
### Assign Diagrams to Rooms

1. Click **Administration > Venues > Banquet Rooms Setup**.
2. Click the **Quick-Column Customizing** button , located to the left of the word "Banquet Room," to enable the Diagram field.
3. Select the desired diagram by clicking the down arrow to the right of the Diagram field.
4. Press **[Enter]**.
5. Click the **Save Window Settings** button  to retain the setting (the addition of the Diagram field).



## Create a Diagram in Event Manager

1. From the **Sub-Event** tab in Event Manager, click the **Social Tables** button  and select **New Diagram**.
  2. Click **Yes** at the confirmation prompt.
  3. Optionally change the Room and Template by clicking the down arrows to the right of a field.
  4. When finished, click **OK**.
- Note:** A browser window will open, in Layout View, within the Social Tables program.



### Additional Resources

- [Using the Social Tables Interface \(v4\)](#)
- [Setting up Banquet Rooms](#)



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Quick Reference Guide:

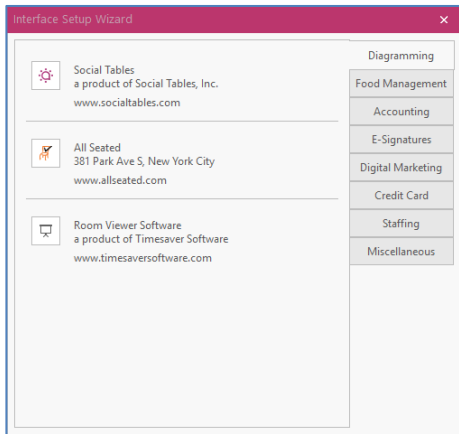
# Social Tables V4

800.863.1616  
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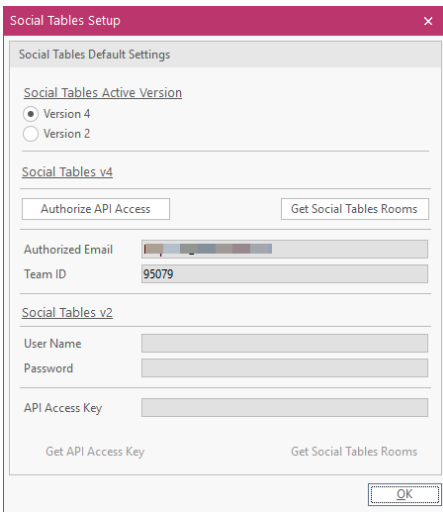


## Add the Social Tables Interface to Caterease

1. Click **Administration > Options > Interface Setup Wizard**.
2. Click the **Social Tables** button , located on the **Diagramming** tab.

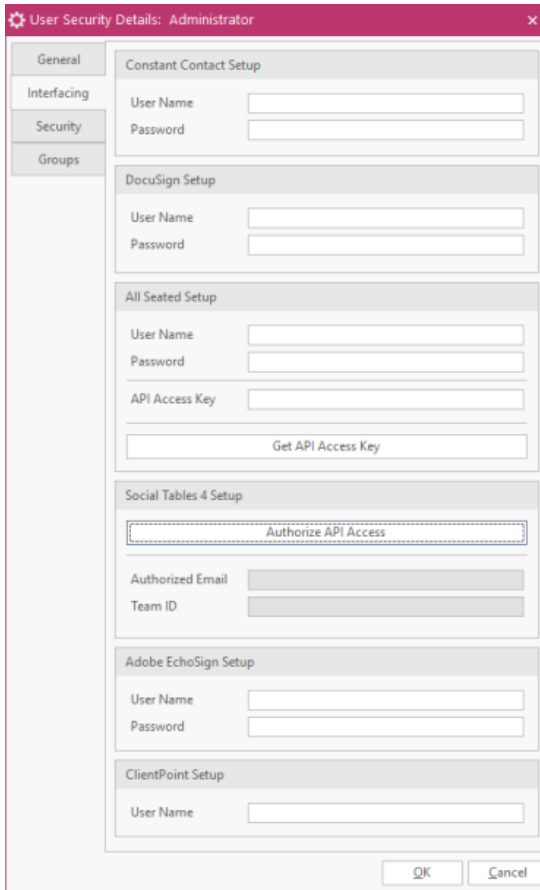


3. Click into the **Version 4** radio button.
4. Click the **Authorize API Access** button.
5. Enter the User Name and Password (which has been assigned by Social Tables) into their respective fields, then click **Log In**.
6. Click the **Get Social Tables Rooms** button.
7. Click **OK**, then click **OK** twice more, to close out of the Social Tables Setup window and the Interface Setup Wizard window.





## Add User-Specific Details

1. Click **Administration > Security**.
  2. Double-click on the desired User Name from the **Users** tab.
  3. Click the **Interfacing** tab.
  4. Click the **Authorize API Access** button.
- Note:** The Authorized Email and Team ID fields will populate.
5. Click **OK**.



*This step might be performed when creating sub-accounts. For example, perhaps the Social Tables account was purchased in John Smith's name, yet Kathy Wilson wants **her** name to appear on the account instead of John's.*

## Add the Social Tables Setup Styles to Your List of Available Styles

1. Click **Administration > Venues > Banquet Rooms Setup**.
  2. Click the **Venues** button and select **Setup Styles**.
  3. Click the **Add Social Tables Setup Styles** button , located at the top of the window.
  4. Click **Yes** at the confirmation prompt.
- Note:** This step adds setup styles (known as *Templates in Social Tables*) to the list of available setup styles in Caterease.
5. **[Optional]** Click the **Notes** tab and type any desired notes about the setup style into the text block.
  6. **[Optional]** Click the **Pictures** tab. Insert an image by right-clicking, selecting **Load from File**, and browsing to the desired image.
  7. When finished, click the , located at the top right-hand corner of the window, to close the window.

