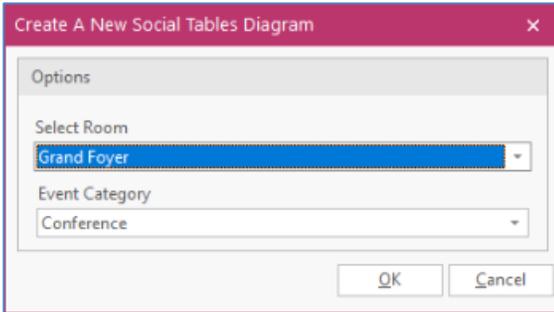## Create a Diagram in Event Manager

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 <u>Room</u> and <u>Template</u> 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.

Create A New Social Tables Diagram   ✕

Options

Select Room

Grand Foyer ▾

Event Category

Conference ▾

OK   Cancel

Additional Resources

Using the Social Tables Interface (v2)
Using the Social Tables Interface (v4)
Setting up Banquet Rooms

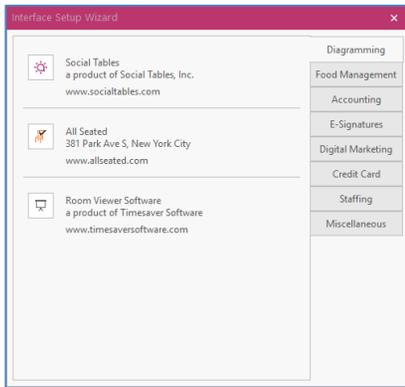Ξ|CATEREASE

Ξ|CATEREASE

Quick Reference Guide:

Social Tables V2

800.863.1616
www.caterease.com

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. Ensure **Version 2** is selected in the **Social Tables Version** area.
4. Enter the User Name and Password (which was assigned by during your Social Tables purchase process) into their respective fields.
   Note: This is a temporary password; you will be prompted to reset your password.
5. Click the **Get API Access Key** button.
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 the Social Tables Setup Styles to the List of Available Styles

1. Click the **Administration** > **Venues** > **Setup Styles**.
2. Click the **Add Social Tables Setup Styles** button, located at the top of the window.
3. 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.
4. **[Optional]**Click the **Notes** tab and type any desired notes about the setup style into the text block.
5. **[Optional]**Click the **Pictures** tab. Insert an image by right-clicking, selecting **Load from File**, and browsing to the desired image.
6. When finished, click the ×, located at the top right-hand corner of the window, to close the window.
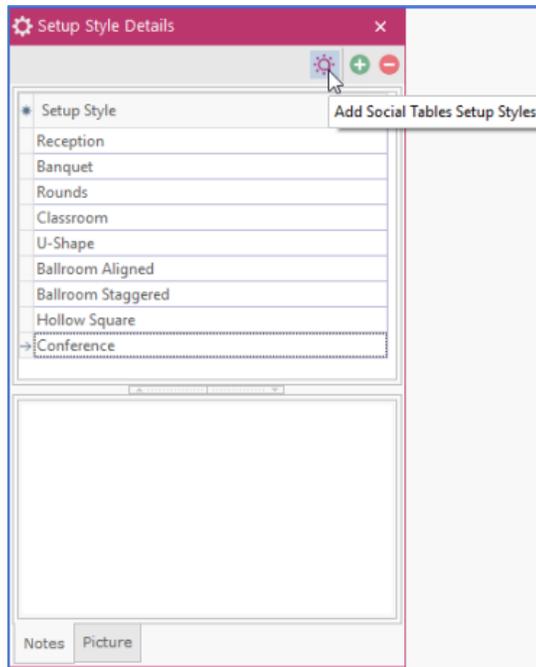
Add the Social Tables Diagram to the List of Available Rooms

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 and choosing from the list.
4. Press **[Enter].**

5. **[Optional]**Click the **Save Window Settings** button to retain the setting (the addition of the Diagram field).