

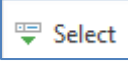




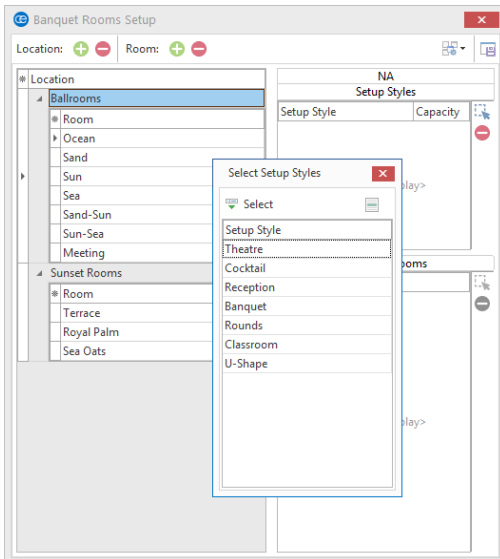
Add the Social Tables Diagram to Your List of Available Styles

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.

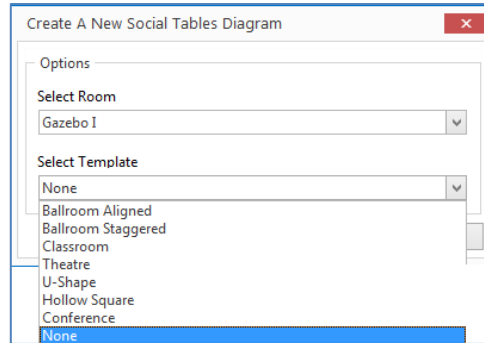
Assign Diagrams to Rooms

1. Click **Administration > Venues > Banquet Rooms Setup**.
2. Click the **Quick-Column Customizing** button , located to the left of the word "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.



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

[Establishing Banquet Room Capacities and Setup Using the Social Tables Interface](#)



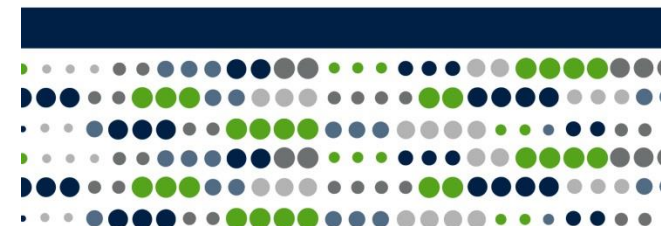
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Quick Reference Guide:

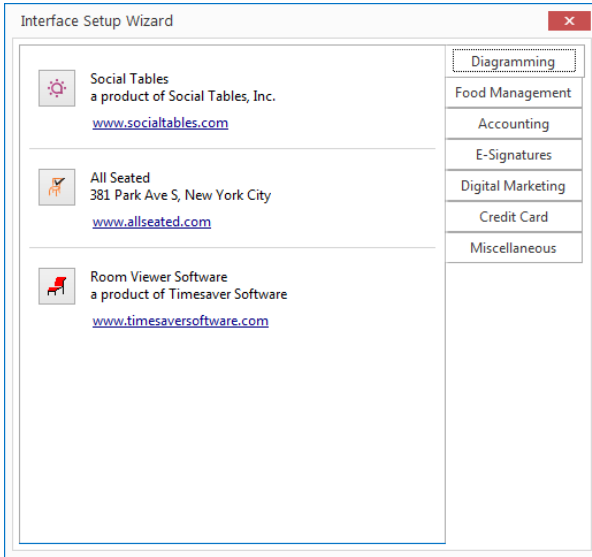
Social Tables

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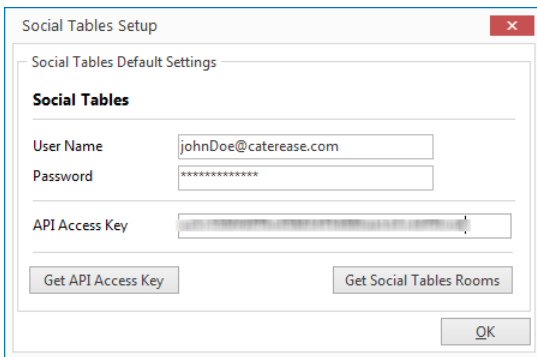


Add the Social Tables Interface to Caterease

1. Click the **Administration** ribbon tab, located at the top of your screen.
2. Click the **Options** button and choose **Interface Setup Wizard**.
3. Click the **Social Tables** button , located on the **Diagramming** tab.

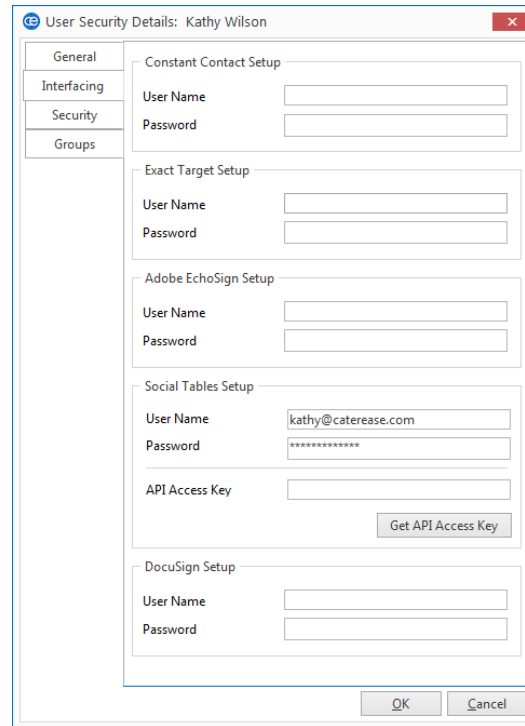


4. Enter the **User Name** and **Password** (which has been assigned by Social Tables) into their respective fields.
Note: This is a temporary password; you will be prompted to reset the password.
5. Click the **Get API Access Key** button, and then click **OK**.




Add User-Specific Details

1. Click the **Security** button, located on the **Administration** ribbon tab.
2. Double-click on the desired User Name from the **Users** tab.
3. Click the **Interfacing** tab.
4. In the **Social Tables Setup** area, type the **User Name** and **Password** into the fields provided.
5. Click the **Get API Access Key** button.
6. 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 the **Administration** ribbon tab, located at the top of your screen.
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.

