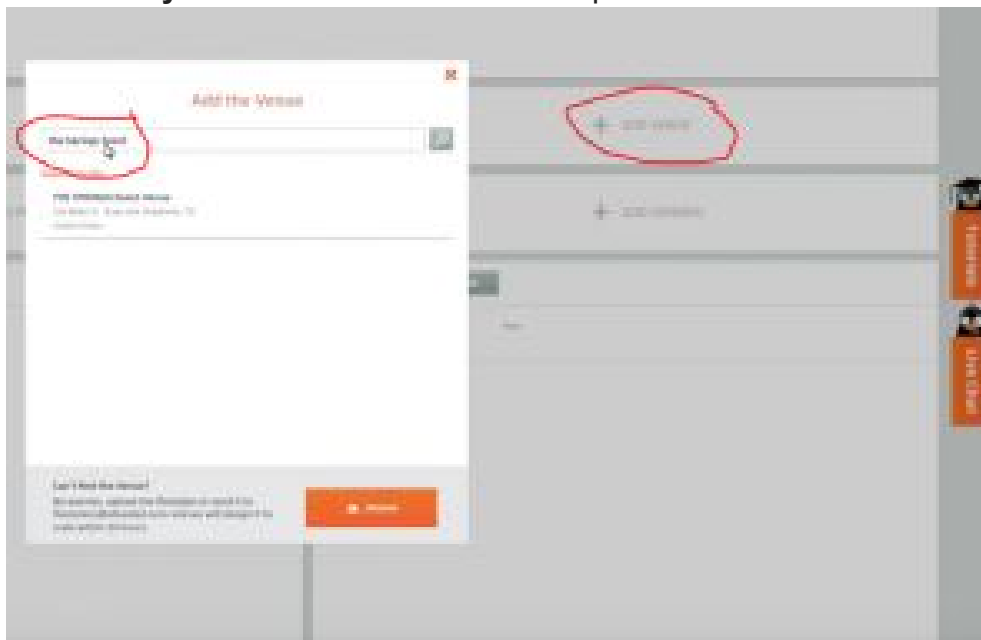


We are proud to announce that we have teamed up with [All Seated](#) to create a better user experience for you during your event planning. It is the perfect way for us to really see the layout you in vision on your day!

## Ready to get started?

Follow along with these 8 tips or watch the [short 2-min tutorial video](#) below.

1. Head over to [allseated](#) and click the sign up button at the top.
2. Select the **Host option**, from the menu, as you are the one hosting your party!
3. Sign up using your favorite email address & create a password. Save it somewhere!
4. After you see the welcome notification, you will see a spot to **select “new event”**. Pick an Event type, give your event a name (ex: Smith / Jones Wedding), and pick the date of your event.. click **“create”**!
5. In the next window, hover over your newly-created event name “Smith / Jones Wedding” and **“select”** it.
6. Click on **“Add Venue”** and in the window field, type: **“The Gardens of Cranesbury View”**... select us from the options!



7. At the tabs at the top, click on **“Seating”**. In the left column, you’ll see **Floorplans**, select **“NEW”** under that tab.
8. Select **“Venue Hall”** and check off your **The Gardens of Cranesbury View** venue. Click **“finish”** at the bottom.

## 2-Minute Tutorial Video

A little later on, we will cover some of the more advance features of All Seated and what

it can do to make your day easier.

## Ready to send your layout to your venue manager?

- Go to the TAB “Seating”
  - On the menu at the top, click on the Adobe icon to “Save Layout as a PDF”
  - Select “Letter” from the drop-down menu & title your file.
  - Email as an attachment – put your last names & date in the email subject line, done!
- 1-minute tutorial video: [How to Send Seating Layout to your Venue Manager](#)

## Advanced Features:

- Visit the [Tutorial Page](#) on All Seated to manage these advanced features:
  - Guest List Management
    - Contact / Address List
    - RSVP’s
    - Meal Planning
  - [Assigned Guest Seating](#)
  - Linked Events (managing other wedding events)
    - Rehearsal
    - Bridal Shower
    - Brunch
  - Details: Timelines
    - Ceremony Timeline
    - Reception Timeline
  - Inviting a Planner
  - Inviting a Caterer
  - Assigning Plated Dinners by Individual Seats
  - Rotating tables
  - Merging tables (combining two 8’ rectangular tables to make a large banquet)

## Need assistance?

- On the right-side of your screen, click on “Live Chat” to get assistance from an All Seated representative while you’re in the platform.
- View the [Tutorials](#) for “How to” videos.
- [Free Webinars](#) (require sign up) & are less than 30 minutes each for those who want more in-depth training.
  1. Getting Started
  2. Mastering AllSeated
  3. Guest Lists and Seating

- Your venue manager at The Gardens of Cranesbury View is happy to help you with questions about your contract & what quantities are available or for venue logistics questions. For assistance with the actual platform or for “how to” use the platform to create your seating plan, please open the Live Chat function- All Seated is very quick to respond!

### **Reminder: The Gardens of Cranesbury View Tables & Chairs**

- 60" round tables
- 8' rectangular tables
- 6' rectangular tables
- 30" round tables cocktail
- 48' round
- white chairs

**Download: [Measurements – Tables & Chairs](#) & Linen Gui**