Seating Charts

The Seating Charts module lives under the website tab within Showtime and controls all the seating charts that appear on your site's Seating Charts page.

Upon opening the module, there are three ways to sort your seating charts:
- **Display On Date:** Display On Date is the default selection and will order the seating charts chronologically according to their display-on dates.
- **Event Date:** The Event Date option will only sort seating charts in the order of their related events if each seating chart is tied to an event.
- **Manual Sort:** If Manual Sort is selected, a hamburger icon will appear which allows you to drag and drop the seating charts to reorder them.

Seating charts can be turned on and off by toggling the on-off switch. To edit a seating chart, simply click on the pencil icon, and to delete, click on the trash can icon.

To add a new seating chart, select "Add New." Fill in the appropriate title and upload a related image. The download link field should be used to add a link to the PDF version of the seating chart for easy download. Use the Add Media button to select the PDF from the Media Gallery. If you don't add a PDF, the download button will default to the image link.

Events can be assigned to a seating chart with the "Related Events" field. If a related event is assigned, the seating chart will automatically display on the Seating Charts page according to the Event display on date and time and automatically come off of the Seating Charts page when the event is over. If multiple events are selected, it will stay on the page until the last event plays off.

Event-specific seating charts can be added to the seating charts page two ways: by manually adding them to the seating charts module and assigning a related event as described previously, or by adding them to the event itself. In both scenarios, the seating chart will display on the Seating Charts page according to the event display on date and time. However, it's important to note that by adding a seating chart to an event, the system will also automatically send it to the seating charts page, but adding a related event to a seating chart within the module does not automatically push the seating chart to that event's detail page. To learn how to add seating charts to an Event Detail Page, please refer to the Events section of the Training Dashboard. (edited)

Alternatively, a display on date and time can be assigned to the seating chart for when you'd like it to display on the Seating Charts page. It will remain on the page unless a Display Off date and time is selected, or until it is turned off.

Be sure to save your work and then turn the seating chart on once completed, even if you've scheduled it to publish sometime in the future. If the seating chart is not turned on, it will not show on the front end of the site.

Still have questions? Check out the related help desk articles provided in the Training Dashboard. For more information pertaining to your site specifics, reference the Documentation widget in Showtime, or contact the help desk to learn more.