Seating Plan in SVG Format File Creation Guide
&
Seating Management Guide

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SEATING PLAN CREATION

Step 1: SVG_v1: Create SVG from the Seating layout

We recommend using either Sketch App or Adobe Illustrator to create the seating plan.

Set Up Document

- Open a new document with appropriate dimensions for your seating plan.
- Make sure to set up layers to organize your elements effectively.

Design and Grouping Elements

- Design the floor plan with the seating arrangement using shapes and text.
    - Use shapes like rectangles or circles to represent a seat or a table
    - You may also use shapes to represent other floor plan elements, such as the stage, entry/exit way, pillars, etc.
    - Use text elements to add labels onto the seating/table or other floor plan elements like the stage, entrance/exit doors, etc.

Please note: When labeling seats/tables where you'll assign individuals, it is advisable to avoid placing text within the shapes. Instead, position the label outside, as this is where the information of the attendee will be placed and appear on the Gevme platform. Kindly refer to the provided image sample for guidance.

Group all the same elements in one folder accordingly:

- all the seating/table shapes
- all misc shapes like stage, doors, etc,
- all the text

Note: Please ensure proper grouping of all elements, as this significantly impacts the SVG's code structure.

Step 2: SVG_v2: Add the class="seats" on <g> tags on SVG_v1

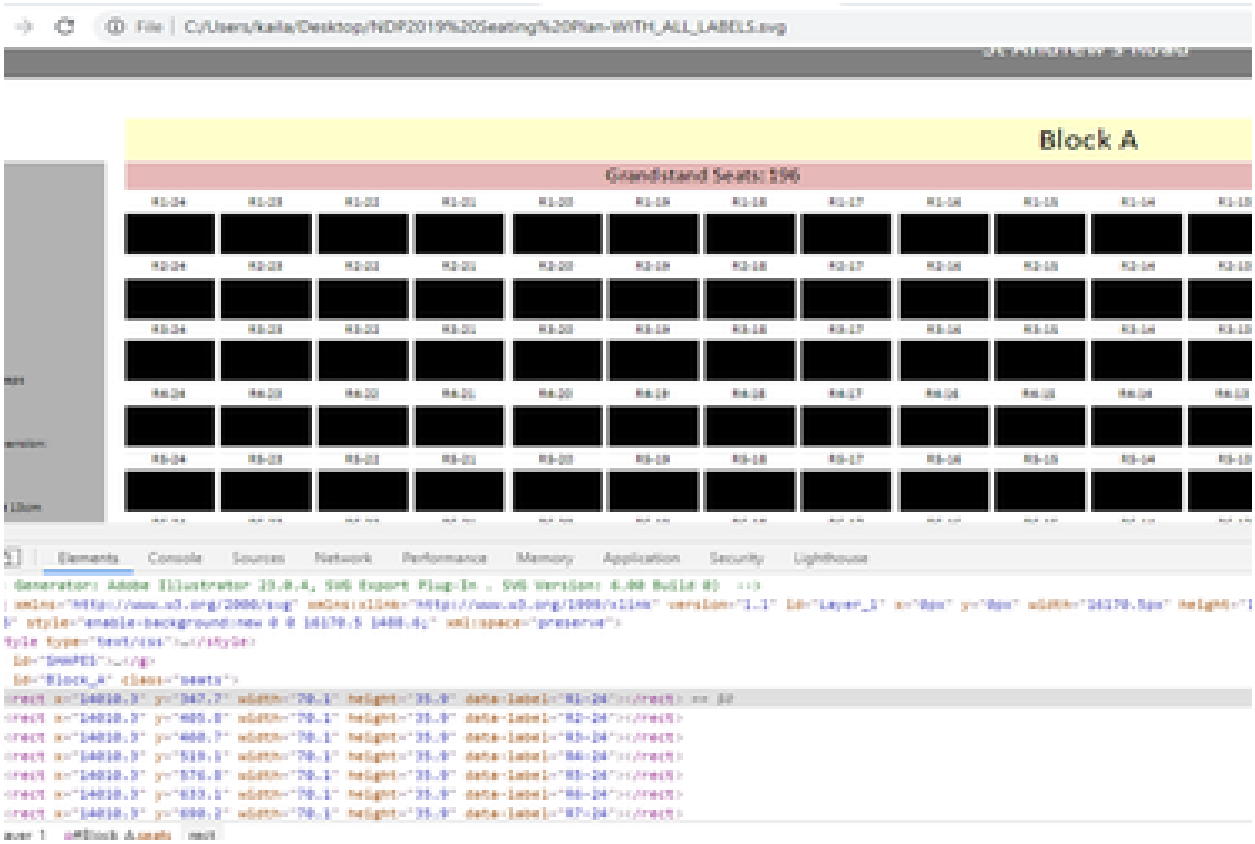
1. Add class="seats" to every <g> tag and save as SVG_v3

```
<g id="Right-Block-5" stroke="#000000" class="seats">
    <rect id="Rectangle" fill="#FFFFFF" x="12582.5" y="7040.5" width="162" height="47" data-label="R54-S44"/>
    <rect id="Rectangle" fill="#FFFFFF" x="12582.5" y="7136.5" width="162" height="47" data-label="R55-S44"/>
```

2. **Note**: This class is to be added only on <g> tags that will be seats on the seating layout.

Step 3: SVG_v3: Add data-labels on SVG_v2

1. Open SVG file in Sublime Text editor or any editor
2. Open SVG file at chrome browser
3. Navigate to each seat inspect the element at seat number
4. Click on add attribute
5. At each seat, add data label



6. **Ex: data-label="R1-24".** Here R1 indicates the row number, and 24 is the seat number
7. After adding data labels copy the code and paste it at Text editor in serial order
8. After adding all set labels save the file as SVG as SVG_v2

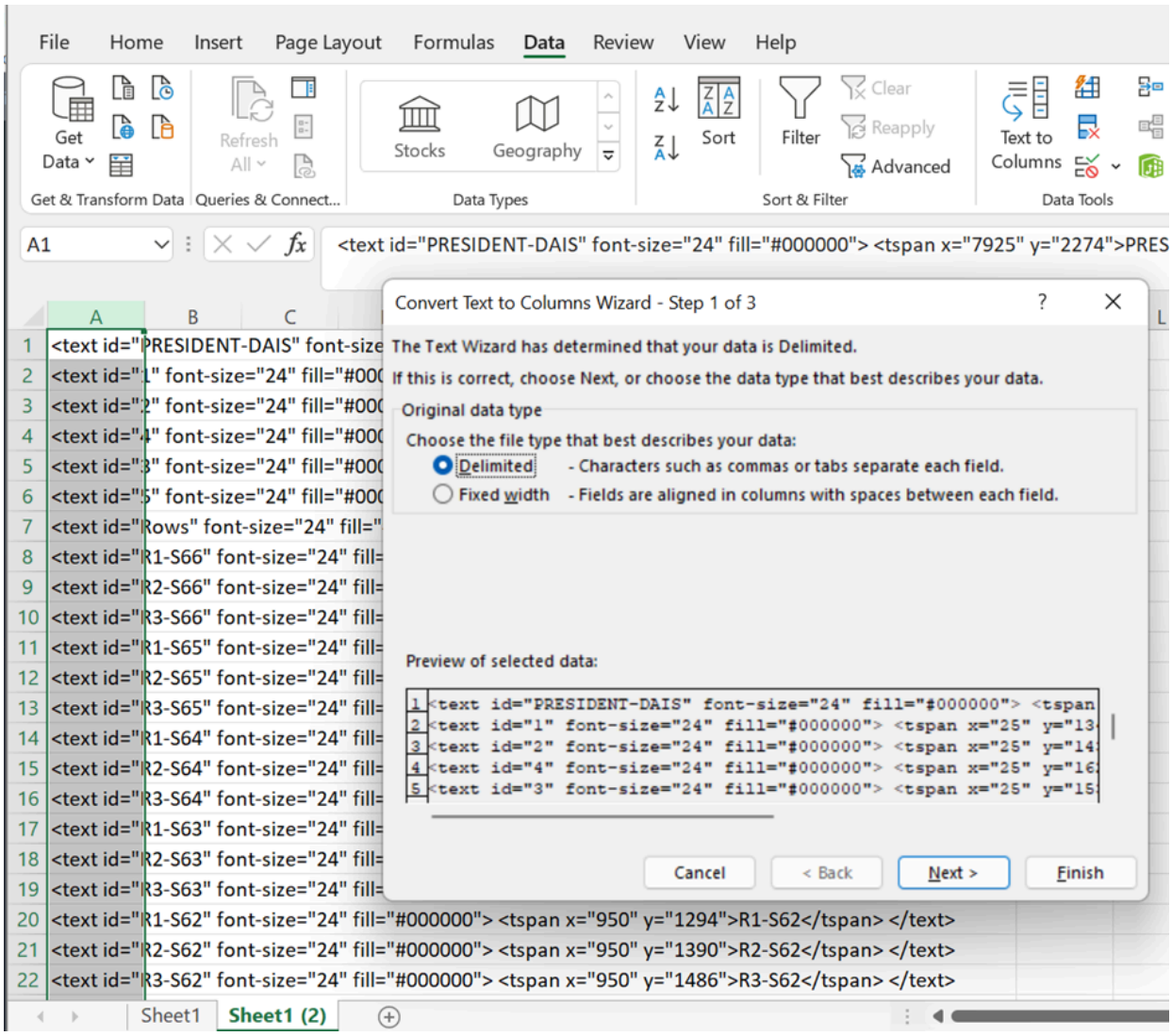
Step 4: SVG_v4: To remove the transform and add the values to the x & y on SVG_v3

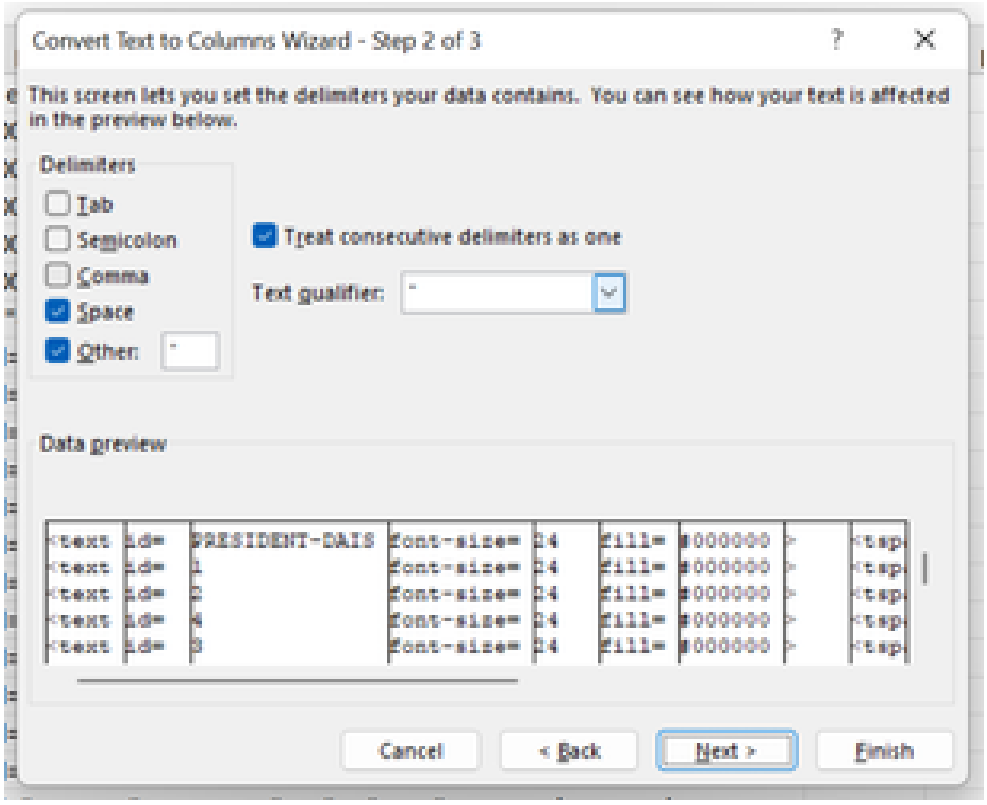
<rect> tags

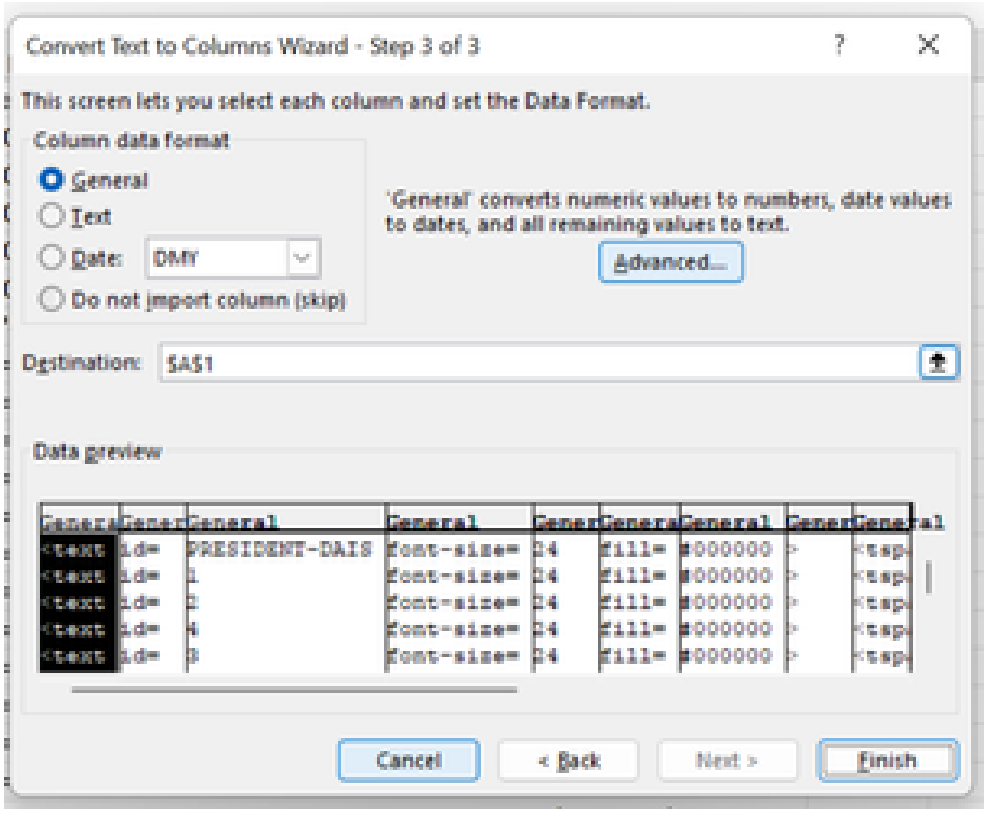
1. Using Excel
2. Copy the section to Column A

	A	B	C
1	<g id="Right-Block-5" transform="translate(12583.000000, 7041.000000)" stroke="#000000" class="seats">		
2	<rect id="Rectangle" fill="#FFFFFF" x="-0.5" y="-0.5" width="162" height="47" data-label="R54-S44"/>		
3	<rect id="Rectangle" fill="#FFFFFF" x="-0.5" y="95.5" width="162" height="47" data-label="R55-S44"/>		
4	<rect id="Rectangle" fill="#FFFFFF" x="-0.5" y="191.5" width="162" height="47" data-label="R56-S44"/>		
5	<rect id="Rectangle" fill="#FFFFFF" x="-0.5" y="287.5" width="162" height="47" data-label="R57-S44"/>		
6	<rect id="Rectangle" fill="#FFFFFF" x="-0.5" y="383.5" width="162" height="47" data-label="R58-S44"/>		

3. Select all & do Data+Text to Columns, Delimited by space & quotation mark (“)




Convert Text to Columns Wizard - Step 2 of 3
This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.
Delimiters
Tab
Semicolon
Comma
Space
Other:
Treat consecutive delimiters as one
Text qualifier:
Data preview
Cancel
< Back
Next >
Finish


Convert Text to Columns Wizard - Step 3 of 3
This screen lets you select each column and set the Data Format.
Column data format
General
Text
Date:
DMY
Do not import column (skip)
'General' converts numeric values to numbers, date values to dates, and all remaining values to text.
Advanced...
Destination:
A1
Data preview
Cancel
< Back
Next >
Finish

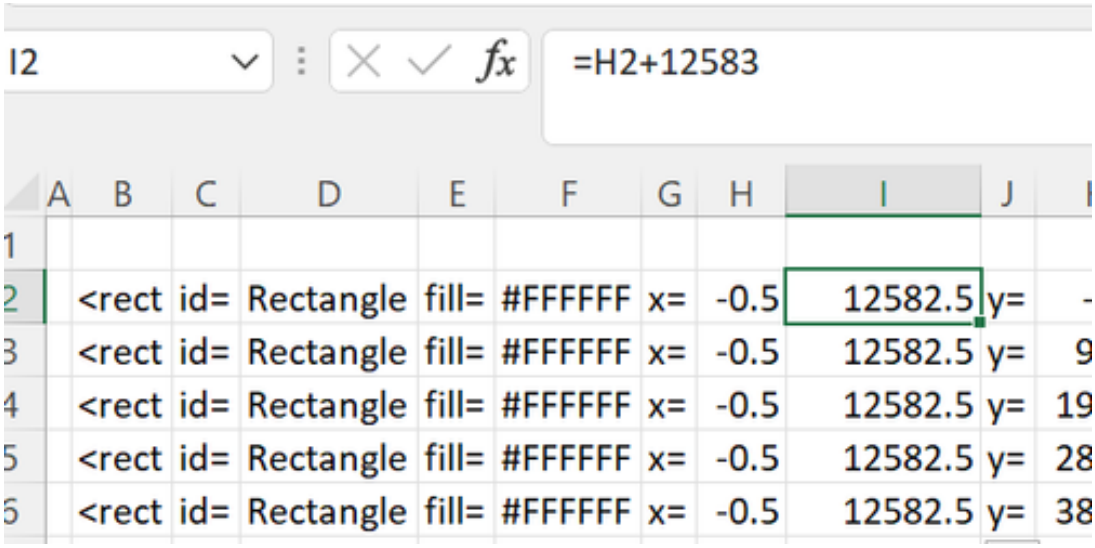
4. Every line is Split into columns:

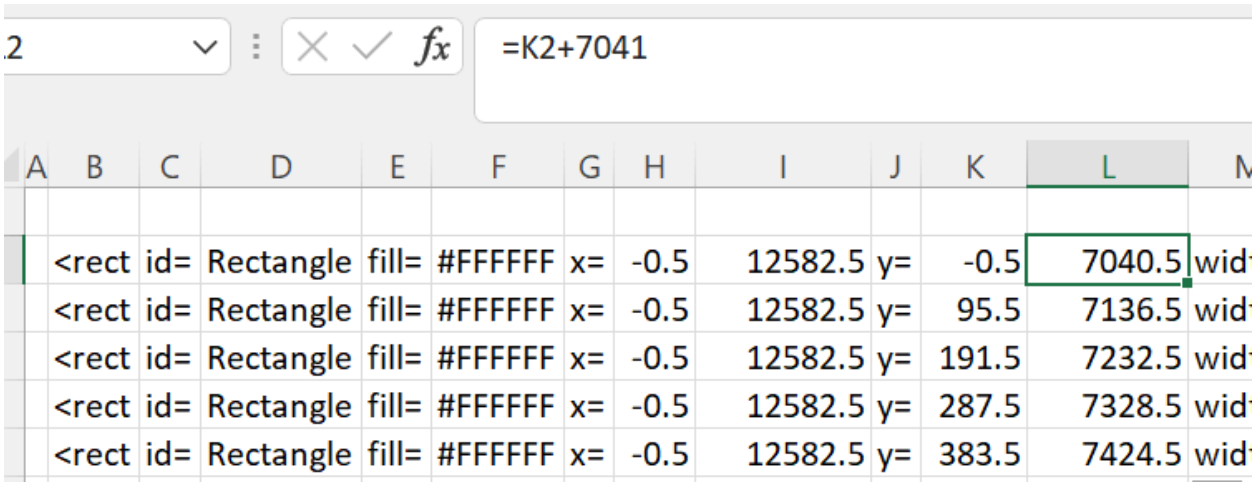
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	<text	id=	PRESIDEN	font-size=	24	fill=	#000000	>	<tspan	x=	7925	y=	2274	>PRESIDE	DAIS</tsp	</text>	
2	<text	id=	1	font-size=	24	fill=	#000000	>	<tspan	x=	25	y=	1346	>1</tspan	</text>		
3	<text	id=	2	font-size=	24	fill=	#000000	>	<tspan	x=	25	y=	1434	>2</tspan	</text>		
4	<text	id=	4	font-size=	24	fill=	#000000	>	<tspan	x=	25	y=	1623	>4</tspan	</text>		
5	<text	id=	3	font-size=	24	fill=	#000000	>	<tspan	x=	25	y=	1530	>3</tspan	</text>		
6	<text	id=	5	font-size=	24	fill=	#000000	>	<tspan	x=	25	y=	1716	>5</tspan	</text>		
7	<text	id=	Rows	font-size=	24	fill=	#000000	>	<tspan	x=	0	y=	1265	>Rows</ts	</text>		
8	<text	id=	R1-S66	font-size=	24	fill=	#000000	>	<tspan	x=	306	y=	1294	>R1-S66</	</text>		

5. Add a column for the new x & new y

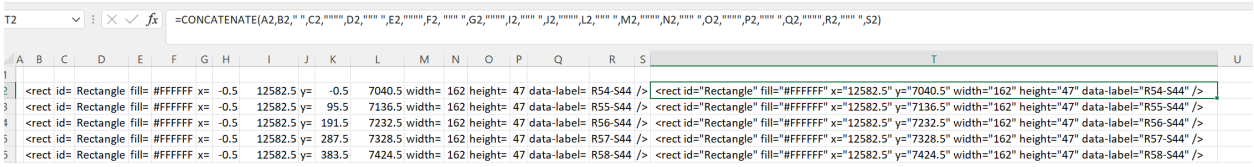
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
	<rect	id=	Rectangle	fill=	#FFFFFF	x=	-0.5		y=	-0.5		width=	162	height=	47	data-label=	R54-S44	/>	
	<rect	id=	Rectangle	fill=	#FFFFFF	x=	-0.5		y=	95.5		width=	162	height=	47	data-label=	R55-S44	/>	
	<rect	id=	Rectangle	fill=	#FFFFFF	x=	-0.5		y=	191.5		width=	162	height=	47	data-label=	R56-S44	/>	
	<rect	id=	Rectangle	fill=	#FFFFFF	x=	-0.5		y=	287.5		width=	162	height=	47	data-label=	R57-S44	/>	
	<rect	id=	Rectangle	fill=	#FFFFFF	x=	-0.5		y=	383.5		width=	162	height=	47	data-label=	R58-S44	/>	

6. For <g id="Right-Block-5" transform="translate(12583.000000, 7041.000000)" stroke="#000000" class="seats">, add 12583 to x and 7041 to y





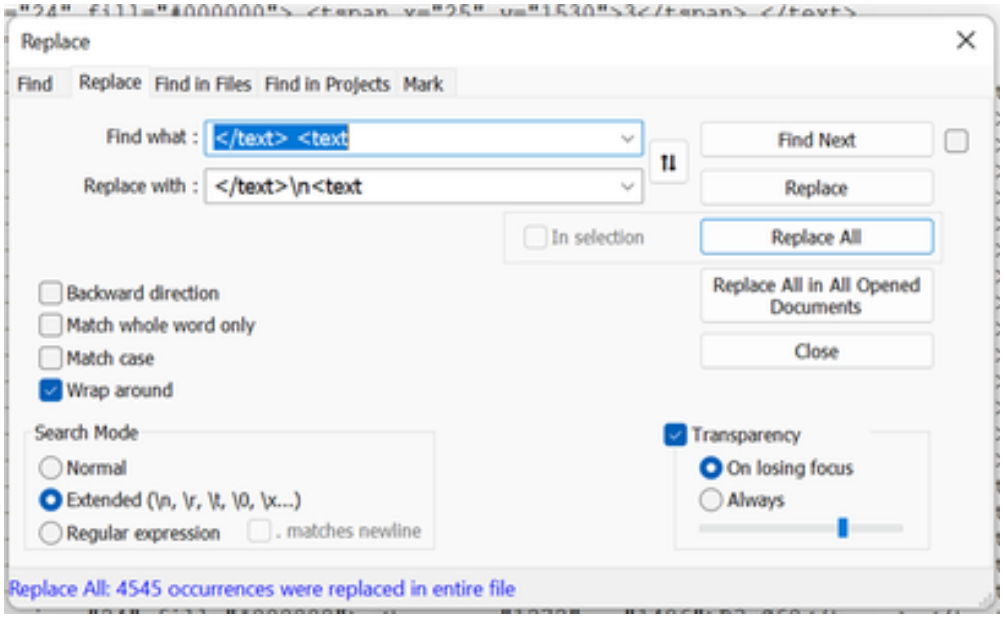
7. Join back the columns
   Note the adding of the quotation marks.
   Example: Formula used to join the columns:
   =CONCATENATE(A2,B2," ",C2,""""",D2,""" ",E2,""""",F2, """ ",G2,""""",I2,""" ",J2,""""",L2,""" ",M2,""""",N2,""" ",O2,""""",P2,""" ",Q2,""""",R2,""" ",S2)



8. The joined column now has the transformation for x & y
9. Copy it back to the SVG
10. Do the same for every <g> block having <rect> tags
11. Save as SVG_v4

<text> tags

1. Copy all that is <text> tag from SVG to **Sublime**
2. Select all & Shift+tab to remove leading spaces
3. Select all & Edit+Line+Join Lines
4. Select all & copy to **NotePad++**
5. Select all & Find '</text> <text' and Replace with '</text>\n<text'

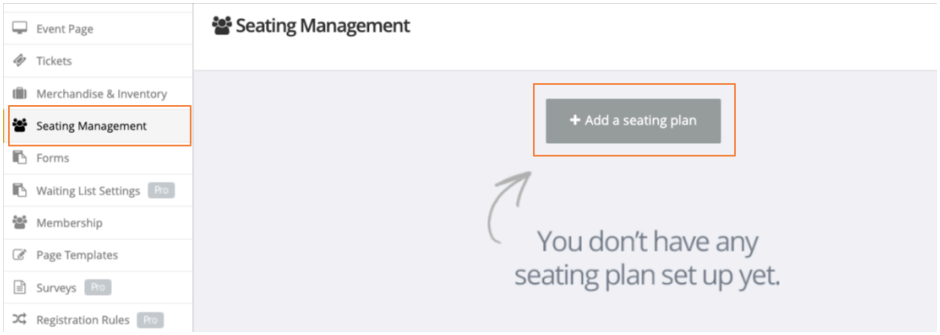


6. Select all & Copy to Excel
7. Follow the steps for <rect> tags as explained above
8. Save as SVG_v4

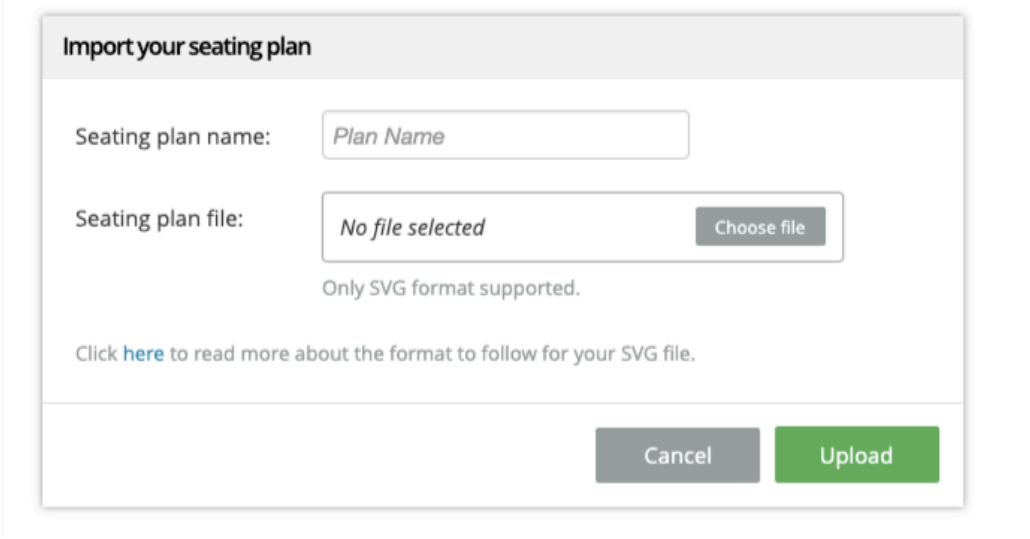
UPLOAD SEATING PLAN TO GEVME

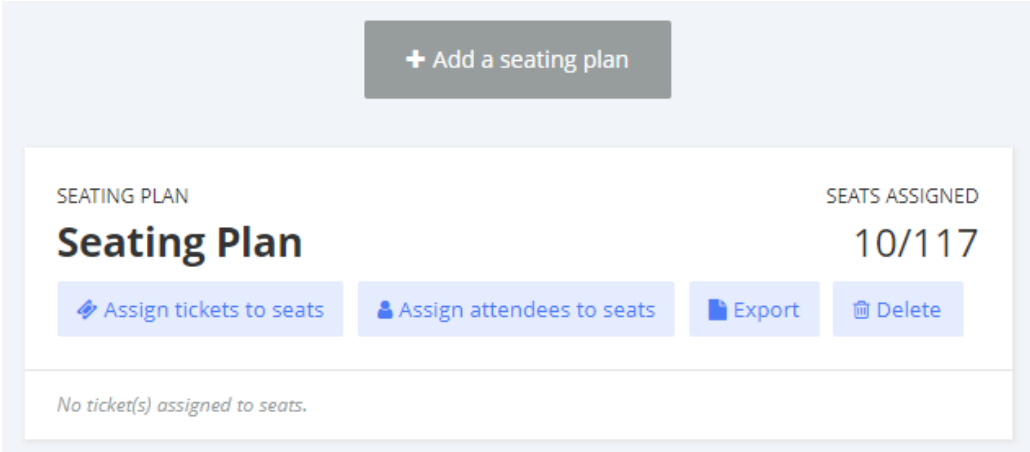
Step 5: Upload the SVG to Seating Management

1. Go to your event



2. Name the plan and start the import

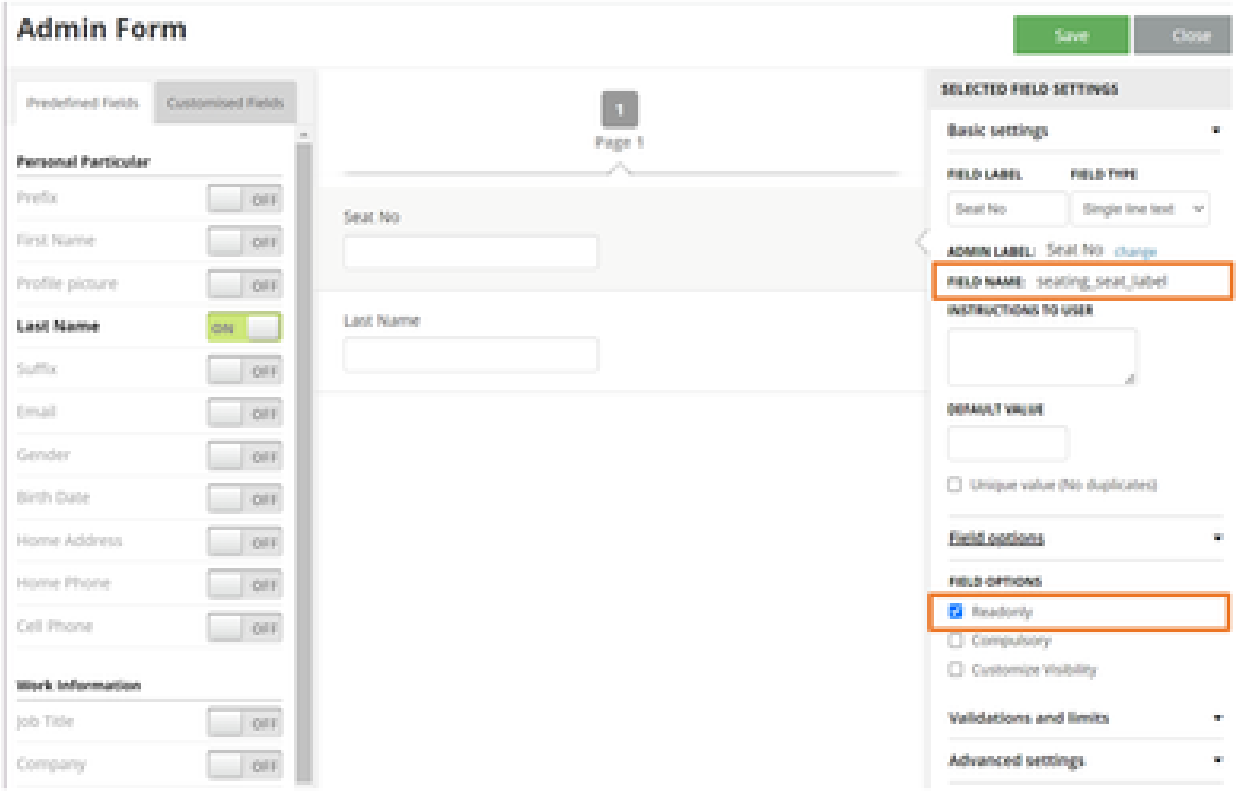




CONFIGURE SEAT LABEL IN ATTENDEE GRID

Step 6: Create the Seat No field on the Form for Seating Management

1. Create ‘Single Line Text’ field on ‘Admin Form’
2. Field Name = **seating_seat_label**
3. Field settings = Read Only



Note: When seats are assigned on the seating module, the seat number is reflected on the Attendee record.
But when seat number is changed on the Attendee record, it will **not** be ported to the seating module and this will cause a discrepancy in the seat allotted.
Hence all seat allocation should be performed on the seating module.

SEAT MANAGEMENT IN GEVME

Step 7: How to use Seating Management Module

I. Assigning attendees to seats

An assigned seat will be displayed in 'grey' highlighting the seat on the seating plan.

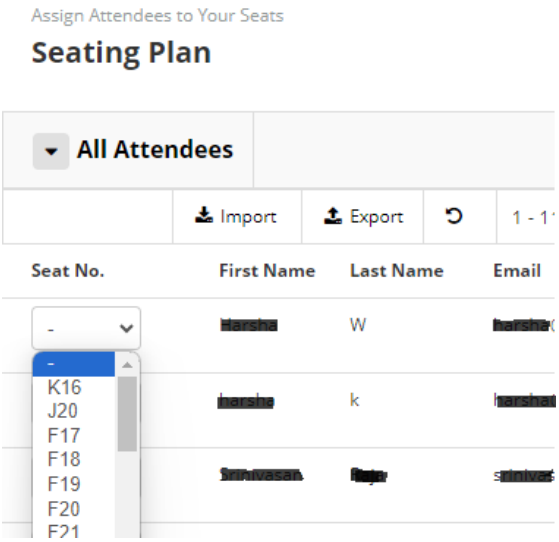
There are 3 ways to assign a Seat

a) Drag-and-Drop

Click and hold on the name of the unassigned attendee, drag it into the *'Seat'* box of the seating plan

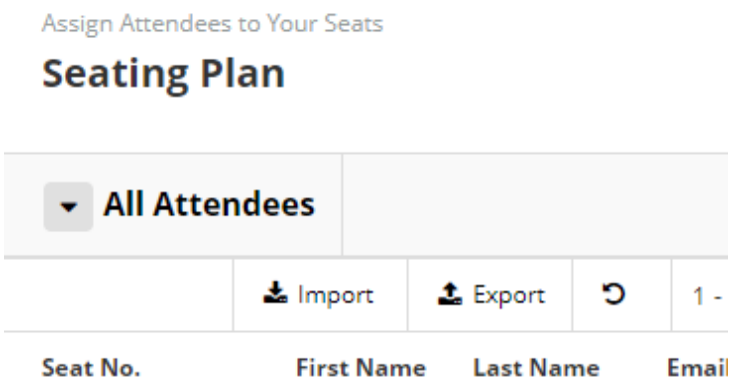
b) Attendee 'Seat No' drop-down selection

Click on the left-hand side listing of attendees and assign them a seat from the drop-down menu.



c) Using Import/Export method for bulk assignment

When assigning seat numbers in bulk, the attendee list can be exported as CSV file from the Seating management module, seats assigned in Excel or other app, and imported back into this module.



Note: Importing into the Attendee Grid would reflect the seat numbers in the attendee grid not in the Seating management module, the correct way of assigning seat numbers to Attendees in bulk is done by importing inside the Seating Management module.

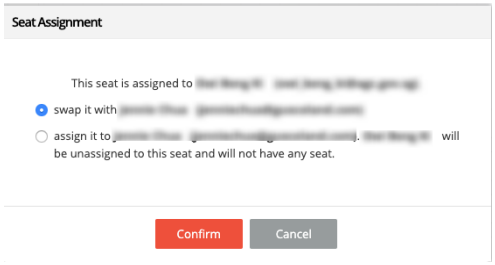
II. Replacing Seats

You may replace an Attendee's seat with another preoccupied seat.

A pop-up notification will be prompted to validate the below options:

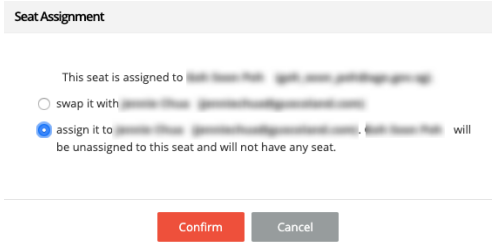
a) Swap seat with occupied Attendee

Select the "swap it with Attendee 2" option to update both Attendees' Seat No



b) Replace Attendee

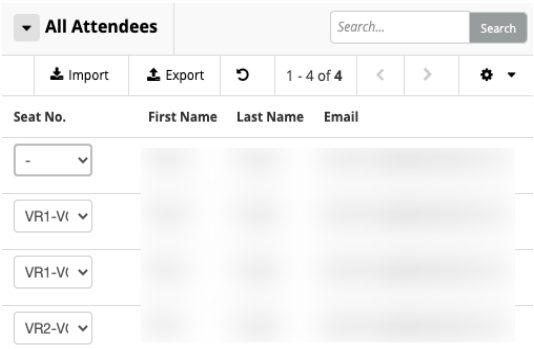
Attendee 2 'Seat No' will be updated with Attendee 1's 'Seat No'
Attendee 1 will be unassigned and will not have any seat



III. Unassign Seats

You may remove an Attendee's seat from an existing allocation.
There are 2 options to unassign a seat:

a) **Click on the 'Seat No' field of an Attendee, and select " - " to unassign the allocated seat.**



b) **Click on a seat on the seating plan**
i) Click on 'Unassign' to remove the Attendee from the allocated seat

c) **An unassigned seat will be displayed in 'white' on the seating plan.**

-THE END-