



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

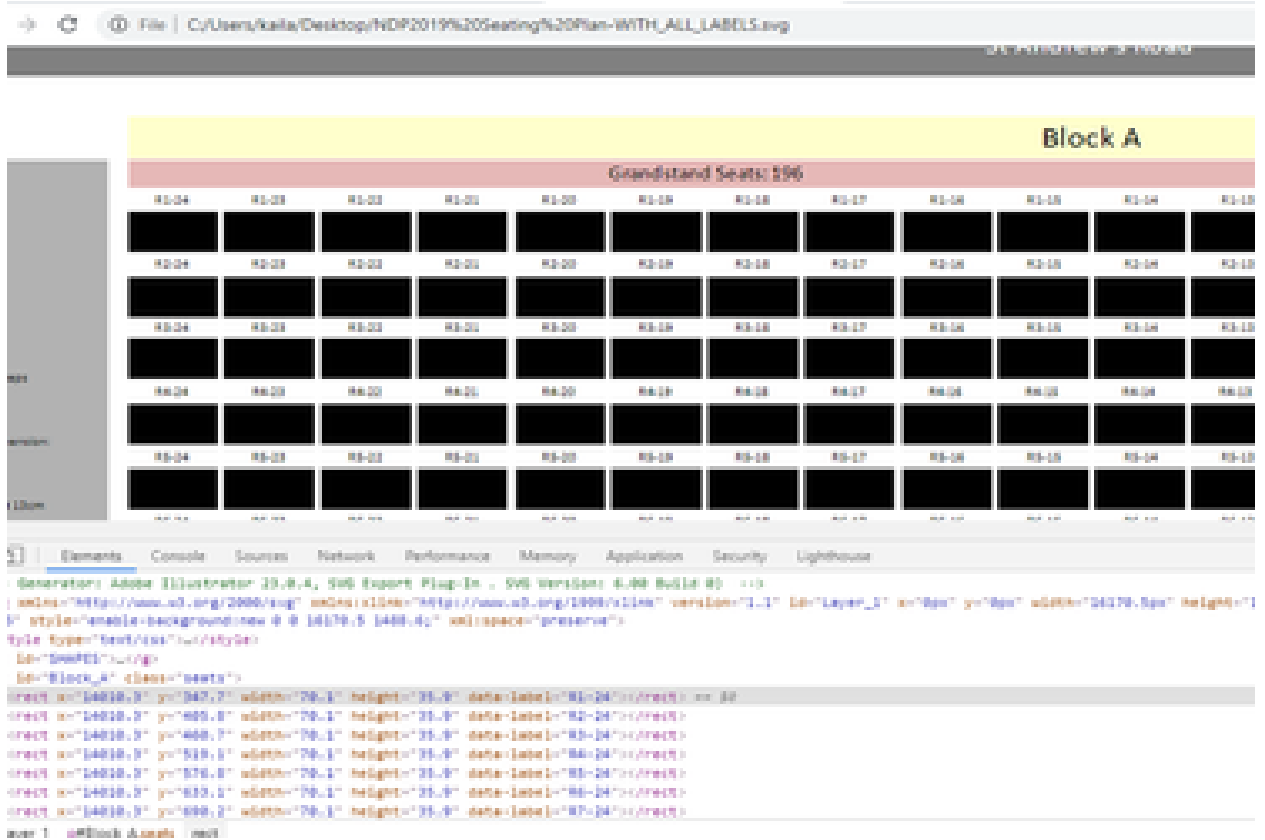
1. Add class="seats" to every <g> tag and save as SVG_v3

```
<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"/>
</g>
```

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

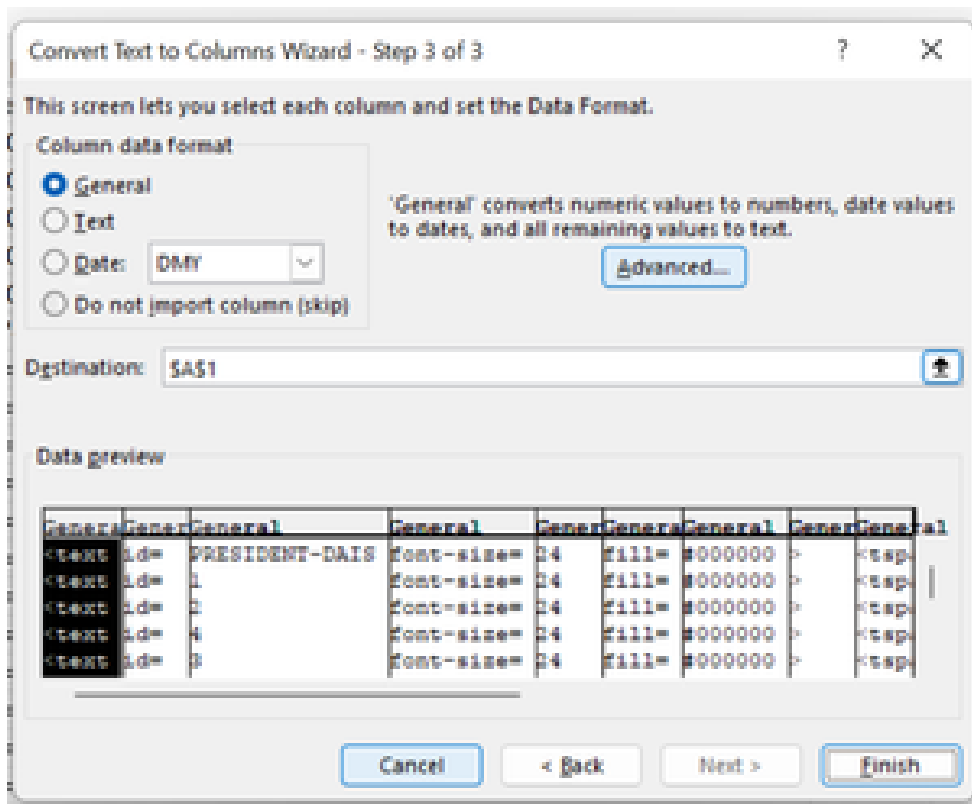
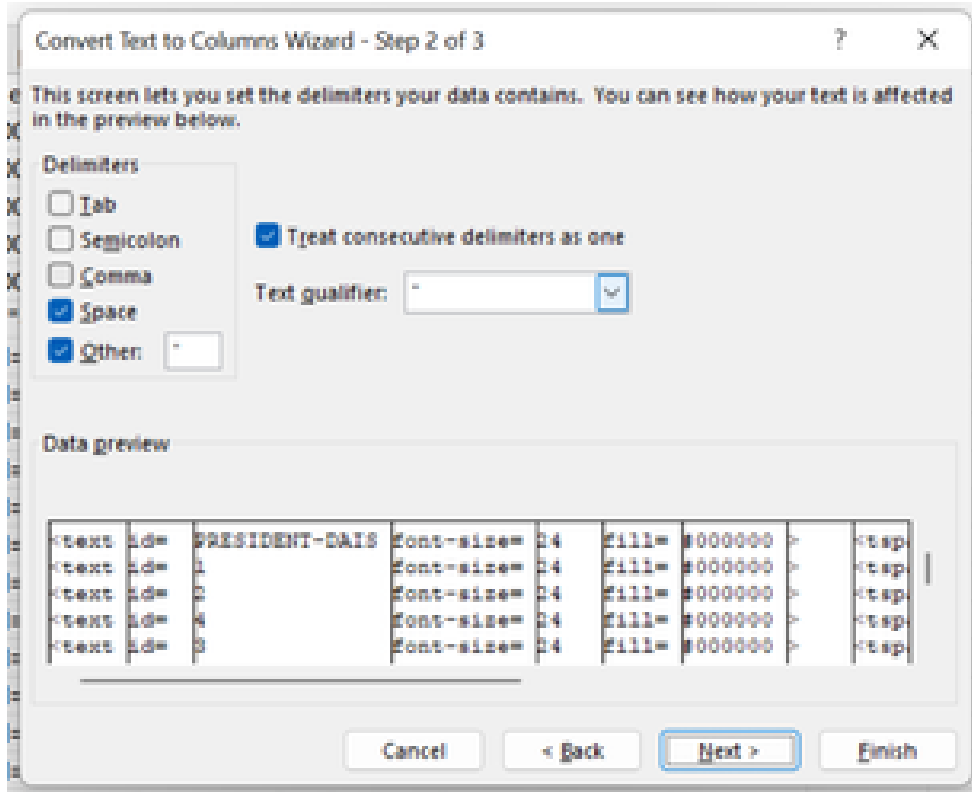
<rect> tags

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 (")

The screenshot shows the Microsoft Excel interface with the 'Convert Text to Columns Wizard' dialog box open. The wizard is at Step 1 of 3 and has determined that the data is delimited. The 'Delimited' radio button is selected. The preview shows the first five rows of the data being converted, with the text wrapped in quotes and separated by spaces. The background shows the Excel spreadsheet with the text from the previous step pasted into column A.



- 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</t	</text>		
8	<text	id=	R1-S66	font-size=	24	fill=	#000000	>	<tspan	x=	306	y=	1294	>R1-S66</	</text>		
9	<text	id=	R2-S66	font-size=	24	fill=	#000000	>	<tspan	x=	306	y=	1300	>R2-S66</	</text>		

- 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	/>				

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

12 v : ✕ ✓ *f_x* =H2+12583

	A	B	C	D	E	F	G	H	I	J	K
1											
2	<rect	id=	Rectangle	fill=	#FFFFFF	x=	-0.5	12582.5	y=	-	
3	<rect	id=	Rectangle	fill=	#FFFFFF	x=	-0.5	12582.5	y=	9	
4	<rect	id=	Rectangle	fill=	#FFFFFF	x=	-0.5	12582.5	y=	19	
5	<rect	id=	Rectangle	fill=	#FFFFFF	x=	-0.5	12582.5	y=	28	
6	<rect	id=	Rectangle	fill=	#FFFFFF	x=	-0.5	12582.5	y=	38	

2 f_x =K2+7041

A	B	C	D	E	F	G	H	I	J	K	L	M
	<rect id=	Rectangle	fill=	#FFFFFF	x=	-0.5	12582.5	y=	-0.5	7040.5	width=	
	<rect id=	Rectangle	fill=	#FFFFFF	x=	-0.5	12582.5	y=	95.5	7136.5	width=	
	<rect id=	Rectangle	fill=	#FFFFFF	x=	-0.5	12582.5	y=	191.5	7232.5	width=	
	<rect id=	Rectangle	fill=	#FFFFFF	x=	-0.5	12582.5	y=	287.5	7328.5	width=	
	<rect id=	Rectangle	fill=	#FFFFFF	x=	-0.5	12582.5	y=	383.5	7424.5	width=	

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)

T2 f_x =CONCATENATE(A2,B2," ",C2,"",D2,"",E2,"",F2,"",G2,"",I2,"",J2,"",L2,"",M2,"",N2,"",O2,"",P2,"",Q2,"",R2,"",S2)

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
	<rect id=	Rectangle	fill=	#FFFFFF	x=	-0.5	12582.5	y=	-0.5	7040.5	width=	162	height=	47	data-label=	R54-S44	</>	<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=	-0.5	12582.5	y=	95.5	7136.5	width=	162	height=	47	data-label=	R55-S44	</>	<rect id="Rectangle" fill="#FFFFFF" x="12582.5" y="7136.5" width="162" height="47" data-label="R55-S44" />		
	<rect id=	Rectangle	fill=	#FFFFFF	x=	-0.5	12582.5	y=	191.5	7232.5	width=	162	height=	47	data-label=	R56-S44	</>	<rect id="Rectangle" fill="#FFFFFF" x="12582.5" y="7232.5" width="162" height="47" data-label="R56-S44" />		
	<rect id=	Rectangle	fill=	#FFFFFF	x=	-0.5	12582.5	y=	287.5	7328.5	width=	162	height=	47	data-label=	R57-S44	</>	<rect id="Rectangle" fill="#FFFFFF" x="12582.5" y="7328.5" width="162" height="47" data-label="R57-S44" />		
	<rect id=	Rectangle	fill=	#FFFFFF	x=	-0.5	12582.5	y=	383.5	7424.5	width=	162	height=	47	data-label=	R58-S44	</>	<rect id="Rectangle" fill="#FFFFFF" x="12582.5" y="7424.5" width="162" height="47" data-label="R58-S44" />		

8. The joined column now has the transformation for x & y

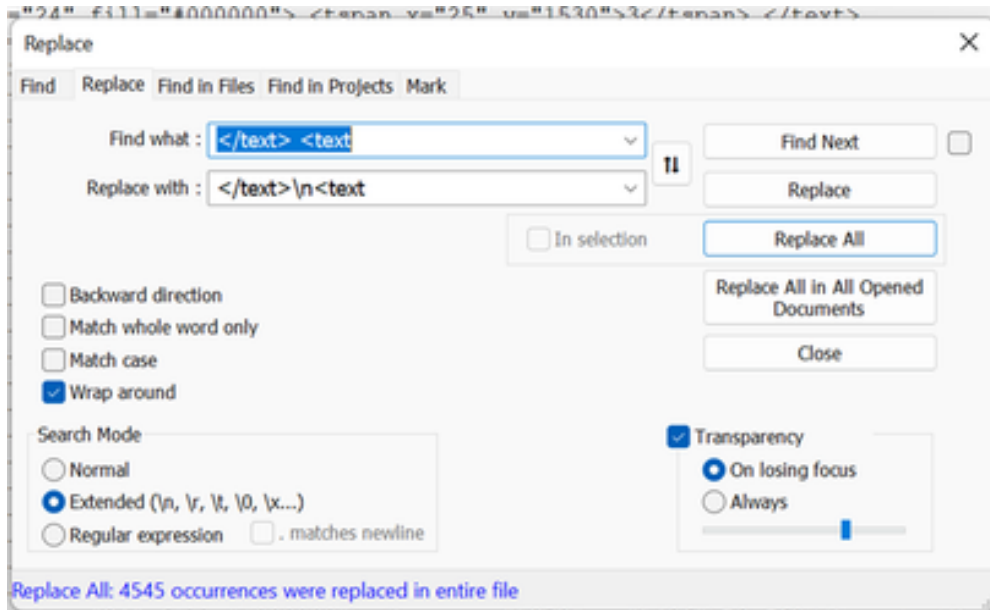
9. Copy it back to the SVG

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>'

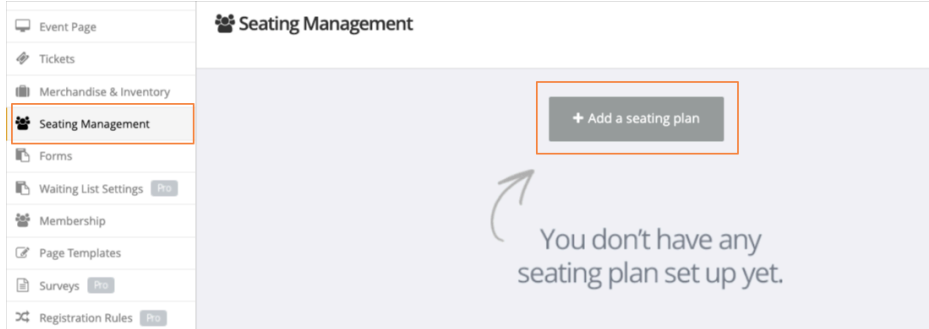


6. Select all & Copy to Excel
7. Follow the steps for <rect> tags as explained above
8. Save as SVG_v4

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

The dialog box is titled 'Import your seating plan'. It contains the following fields and elements:

- 'Seating plan name:' followed by a text input field containing 'Plan Name'.
- 'Seating plan file:' followed by a file selection area showing 'No file selected' and a 'Choose file' button.
- A note: 'Only SVG format supported.'
- A link: 'Click [here](#) to read more about the format to follow for your SVG file.'
- At the bottom, there are two buttons: 'Cancel' and 'Upload'.

The screenshot shows the 'Seating Plan' management interface. At the top is a button '+ Add a seating plan'. Below it is a card for the 'Seating Plan' with the following details:

- SEATING PLAN: **Seating Plan**
- SEATS ASSIGNED: 10/117
- Four action buttons: 'Assign tickets to seats', 'Assign attendees to seats', 'Export', and 'Delete'.
- At the bottom, it says 'No ticket(s) assigned to seats.'

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

The screenshot displays the 'Admin Form' configuration interface. On the left, there are tabs for 'Predefined Fields' and 'Customized Fields'. Under 'Personal Particular', the 'Last Name' field is highlighted in green. The main form area shows a 'Page 1' header and two input fields: 'Seat No' and 'Last Name'. On the right, the 'SELECTED FIELD SETTINGS' panel is open, showing the configuration for the 'Seat No' field. The 'FIELD LABEL' is 'Seat No' and the 'FIELD TYPE' is 'Single line text'. The 'ADMIN LABEL' is 'Seat No' with a 'change' link. The 'FIELD NAME' is 'seating_seat_label', which is highlighted with an orange box. Below this, the 'INSTRUCTIONS TO USER' field is empty. The 'DEFAULT VALUE' field is also empty. The 'Unique value (No duplicates)' checkbox is unchecked. Under 'Field options', the 'Readonly' checkbox is checked and highlighted with an orange box. Other options like 'Compulsory' and 'Customize visibility' are unchecked. The 'Validations and limits' and 'Advanced settings' sections are partially visible at the bottom.

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

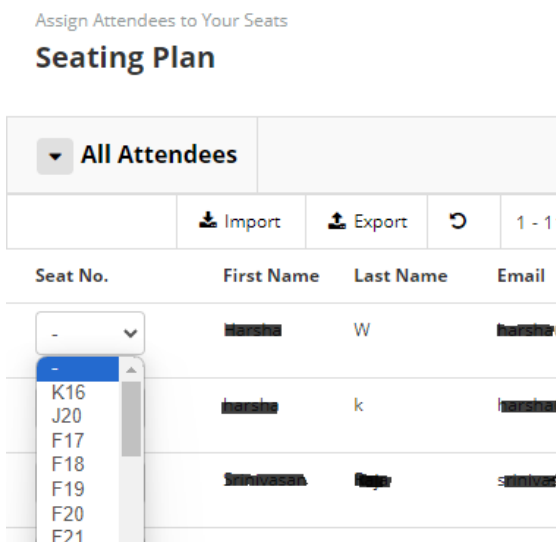
a) Drag-and-Drop

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.

Seating Plan

▼ All Attendees				
Seat No.	First Name	Last Name	Email	
				1 -

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

Seat Assignment

This seat is assigned to [Attendee 1]

swap it with [Attendee 2]

assign it to [Attendee 2]. [Attendee 1] will be unassigned to this seat and will not have any seat.

Confirm Cancel

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

Seat Assignment

This seat is assigned to [Attendee 1]

swap it with [Attendee 2]

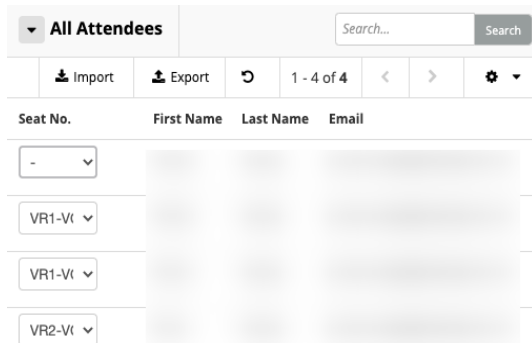
assign it to [Attendee 2]. [Attendee 1] will be unassigned to this seat and will not have any seat.

Confirm Cancel

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-