Design Your Packard Proving Grounds Historic Site Event Floorplan

Using AllSeated.com

Create an Account at **AllSeated.com**

- Open AllSeated.com on your web browser.
- Click the "Start Today" button in the upper right hand corner of the screen.
- Select "Host".
- Enter the required details (First Name, Last Name, Email Address, Password, Retype Password).
- Click the "Get Started" button.

Create a New Event

- Click the "New Event" button.
- Select the "Event Type".
- Give your event a name.
- Choose the event date.
- Enter the anticipated number of guests.
- Click the "Create Event" button.

Add the Packard Proving Grounds as Your Venue

- In the Venue section, click to "Add Venue".
- In the Search field, type in "Packard Proving Grounds".
- Click the Search icon.
- Select "Packard Proving Grounds" from the search results.
- You may opt to send a notification email to the Packard Proving Grounds now, or maybe later, by selecting the respective radio button.
- Click the "Invite" button.

Create Your Floorplan

- Click "Seating" scross the top Menu bar.
- Click "New Floorplan".
- Click "Venue" to use our preset building diagrams.
- Name your floorplan.
- Select either the Lodge-Garage or Repair-Garage by clicking the corresponding radio button.

- Click the "Done" button.
- On the left side, next to "Floorplans" (which will be highlighted), click "Objects".
- A list of Objects (tables, banquet tables, bars, furniture, etc.) will appear.
- Click on an Object you would like to add to your floorplan.
- The Object will appear under your mouse. Drag it to where you would like to arrange it on your floorplan diagram.
- When you click the Object on your diagram, a window will open up that will allow you to name your object, make changes to it, add place settings, and more.
- Continue adding Objects until your floorplan layout is complete.
- You can now print your floorplan or share it by clicking these options in the upper right corner of the screen.