

# Creating a Seating Section

Last Modified on 11/05/2017 10:07 am AEST

Reserved Seating Sections or bays need to be created so that your members can be assigned a seat for the season

In order to create a Section you will first need to have create a Reserved Seating Type. If you have not created the type yet please follow the steps in [this article](#)

In order to create a Reserved Seat Section please follow the below steps

1. Select **Tools** from the top menu
2. Expand the **Reserved Seating** menu on the left hand side
3. In the expanded menu select **Sections**
4. A list of all existing seating sections will appear in the middle of your screen. To create a new section press **Add**
5. You will now need to select the **Reserved Seat Type** that you have created from the drop down and give your section a **title** such as Bay 1.
6. If your seat numbers are not starting from 1 you will need to change the number in the **Seats** tab. This is for when your seat numbers start at 50, 51, 52 rather than 1, 2, 3 etc
7. Press **Save** and you have created the Reserved Seating Section itself

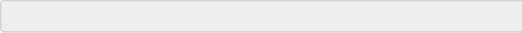
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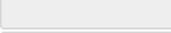
### Reserved Seat Sections

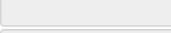
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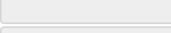
General **Seats** Image

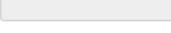
**Reserved Seat Type:**  Sample Bay 

**Title:** 

**Code:** 

**Tag 1:** 

**Tag 2:** 

**Tag 3:** 

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