

How to Set Up a Capacity-Restricted Event

This feature allows you to schedule and track reservations for limited-capacity events related to your restaurant, such as wine tastings, theater outings, etc. With this event scheduler, guests making reservations at your restaurant can also make a reservation for the event at the same time. The event counts down the capacity as reservations are made.

To reach the EVENTS window in the Administrative Application, either click on *Configuration* and

then *Events*, or click the button that looks like this:

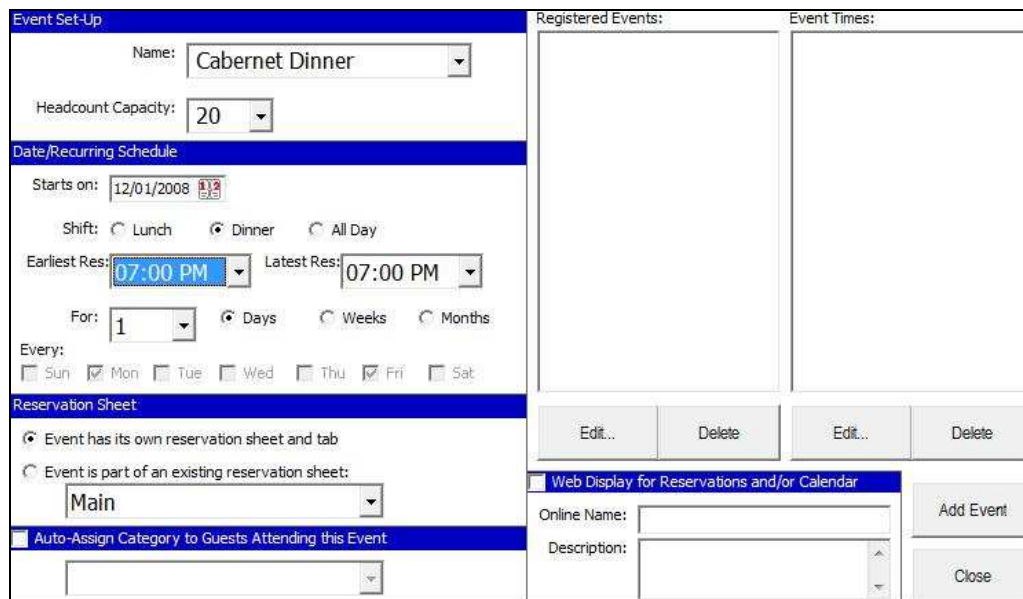



Figure 1 – Events window

Create a New Event in the Main Reservation Sheet

This option sets up an event to be held at a table or in a room that is currently within the inventory for a reservation sheet. For instance, if your event is to be held in a room or at a table that is frequently used for seating guests in the normal course of business, you would most likely want to use this type of setup.

1. **Name the Event** — In the EVENT SETUP section, enter the name of the event in the NAME field
2. **Assign the Capacity** — Use the HEADCOUNT CAPACITY drop-down menu to specify how many guests can attend
3. **Specify the Start Date** — Use the drop-down calendar to select the first date of the event
4. **Specify the Shift** — Use the LUNCH and DINNER radio buttons to identify the shift(s) during which this event will fall. If the event will be occurring throughout the day, select ALL DAY.
5. **Select the Reservation Time(s)** — Use the *Earliest Res* drop-down menu to select the starting time slot for the event. The *Latest Res* drop-down menu will default to the same time slot. Adjust this if the event is to be scheduled for more than one time slot.

6. **Specify the Frequency** — Select how many times the event will occur. If the event is going to occur on only one day or over several sequential days, select the number of days the event will run from the drop-down menu and make sure the **DAYS** radio button is selected. If the event is to run only on certain days of the week, check the days of the week it will fall on and select how many weeks or months the event will run. (Note: if you have exceptions during the course of the event's run, it is easy to delete dates for the event once they are created.)
7. **Specify to Event Is Part of an Existing Reservation Sheet** – Make sure the radio button next to *Event is part of an existing reservation sheet* is selected. Use the drop-down menu to select the reservation sheet that will be used.
8. **Add Category to Guest Profile** – If you would like to have all guests at this event to be assigned a category, check the box next to *Auto-Assign Category to Guests Attending this Event*. Use the drop-down menu to select the desired category.
9. **Make Event Selectable on the Web** – If you would like guests who make online reservations to be able to assign themselves to this event, check the box next to *Web Display for Reservations and/or Calendar*. Type the event name as you would like it to appear on the web in the *Online Name* field. Type a more detailed description of the event in the *Description* field.
10. **Schedule the Event** — Click *Add Event* to complete the creation of the event. The event name will appear in the REGISTERED EVENTS field, and the dates and shifts of the event will appear in the EVENT TIMES field when that event is highlighted.
11. **Apply Changes to the Main Application** — Click *OK* in the lower right corner of the EVENTS window. You must refresh the main application for the change to take effect.

Create a New Event With Its Own Reservation Sheet

This option sets up an event with its own reservation sheet, which is useful if the event is to be held at a table or in a room that is not normally used in day-to-day operations of the restaurant. This feature will set up an extra reservation sheet that will appear on the day/shift of the event.

1. **Begin Creating Event as Above** — Follow the instructions for #1 through 6 above.
2. **Specify that the Event Has its Own Reservation Sheet** — Make sure the radio button next to *Event has its own reservation sheet and tab* is selected.
3. **Complete the Event Setup** – Follow the instructions above for #8 and 9. Click the *Add Event* button.
4. **Review Reservation Sheet Setup** – The EDIT RESERVATION SHEET window will appear for this event's reservation sheet. The sheet name will default to the name of the event, and the *Limit Usage* fields will be restricted to the date of the event.

Figure 2 – Edit Reservation Sheet for Event Window

5. **Select Tables or Rooms** – If you wish to specify tables or rooms for this event, check the box next to *Constrain Maximum Capacity Based on Table Inventory*. Use the *All Tables* field or the *Select by Room* drop-down menu to select the tables/rooms to be used for this event. Use the arrows to move the tables to the *Tables available for booking* area.
6. **Manage Time Slot Capacity by Headcount or Party Count** – If you wish to constrain your time slot capacity for this event by cover count, select the total number of guests in the drop-down menu under *Total Headcount*. If you wish to cap the number of reservations per time slot by covers or by number of parties, choose the corresponding item from the drop-down menu under *Pace per time slot by*.
7. **Apply Changes to the Main Application** — Click *OK* in the upper right corner of the *Edit RESERVATION SHEET* window. You must refresh the main application for the change to take effect.

Edit or Delete an Event

1. **Select the Event** — On the *EVENTS* window, highlight the event you wish to edit or delete.
2. **Delete the Event** — To delete the event, simply click *Delete* under the *REGISTERED EVENTS* list. To delete a specific date of the event, select that date from the *EVENT TIMES* list and click *Delete* under *EVENT TIMES*.

If this event has its own reservation sheet, you must go to the *SCHEDULE* window and delete the event reservation sheet using the *Delete Sheet* button.

3. **Edit the Event** — To edit the name and capacity of the selected event, click *Edit* under the *REGISTERED EVENTS* list. To edit a specific date of the event, select that date from the

EVENT TIMES list. The EDIT EVENT window will appear, allowing you to change the event name, capacity, date, and shift for the event on that specific date. Click *OK* when you are done.

4. **Apply Changes to the Main Application** — Click *OK* in the lower right corner of the EVENTS window and/or the SCHEDULE window. You must refresh the main application for the change to take effect.

If you have any questions, please contact GuestBridge.

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