

How to use Social Tables for room diagramming

Social Tables is a cloud-based, to-scale diagramming software that the Reservations Office uses to create setup diagrams for events. Generally our staff will create a diagram for you, share it with you, and make any requested updates. We will share a link with you that will prompt you to register for an account. You'll be able to view the diagram and let us know if you approve of the setup. See below for steps on how to register for an account and get started!

1. When you request a room in EMS, be sure to select the most accurate setup type and add furniture quantities to your reservation.
2. Your event liaison from the Reservations Office will reach out to you regarding your desired setup. We will create a diagram based on the information you provided when submitting your reservation request, and we will send you an invitation to collaborate on the shared document on Social Tables.
3. You will get an email asking you to register for an account the first time you work with our office. Click on the link in the email, and you will be brought to a Social Tables webpage that looks like this:

Welcome!

Sign up to access events that are shared with you through Social Tables.

Join Now

First Name

Last Name

Business Type

Business Email

Password

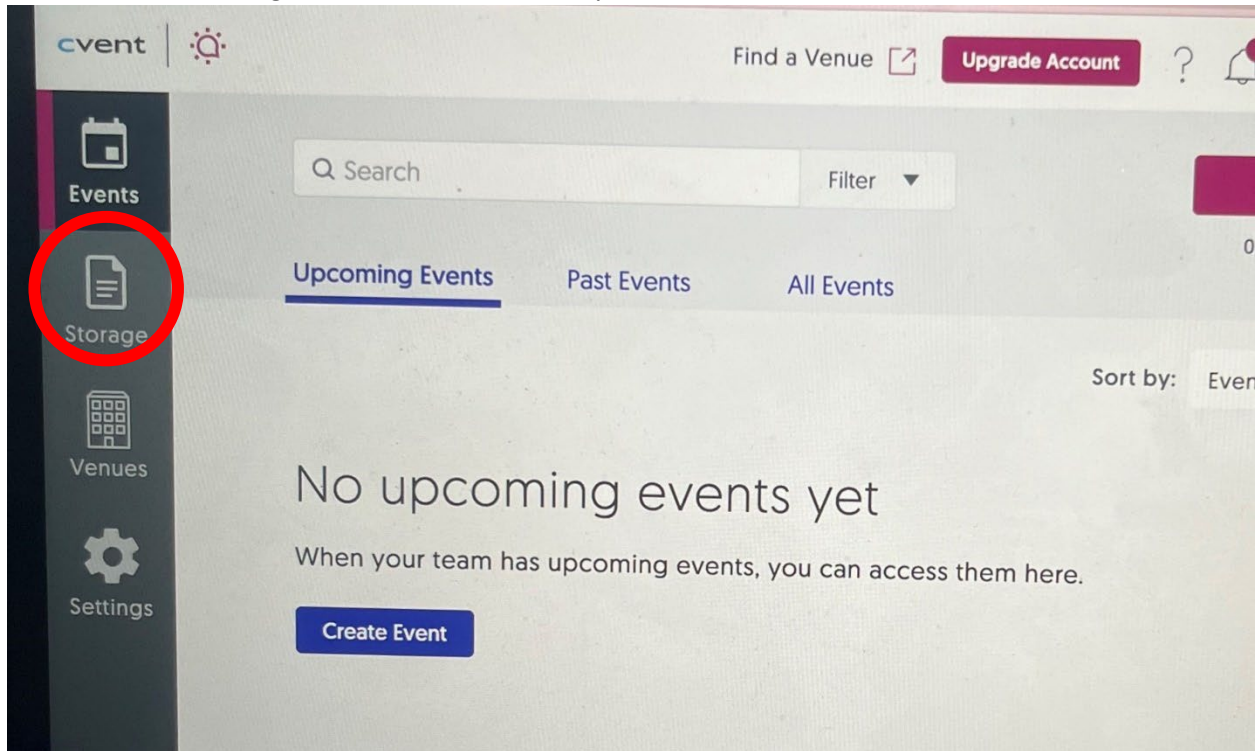
Confirm Password

By signing up you agree to our [terms of service](#)

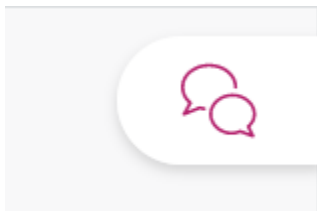
Have an account? [Log In](#)

4. Fill in your preferred name, Pitt email address, and a password of your choosing. Once your account is set up, you will be able to see any/all diagrams our office has shared with you!

- a. Note: Social Tables works best in Google Chrome or Firefox browsers.
5. You will not be spammed with emails! You will only receive notifications when we share a new diagram with you. Each event/reservation will have its own unique “share” link, but when logged in you will be able to access all of your past, present, and future diagrams. You will not need to access this site outside of working with our office to create diagrams.
6. When logged in, to view a diagram, click the “storage” button in the menu on the left side of the screen to view the diagram that was shared with you:

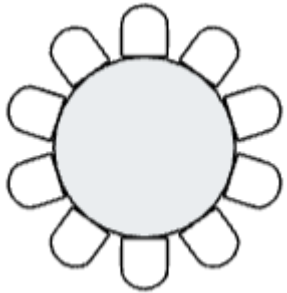


7. Now you can see the diagram we have created for you, and you will see any updates made in real time!
8. Use the “chat” feature on the right side of the screen when you’re in the diagram to send us an instant message! This is helpful if you want to adjust the number of tables or chairs, reorient some furniture, add or remove items, or any other changes you might want to make!

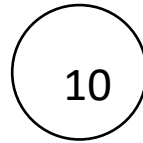


9. There are different permission levels that our office may assign to you in terms of viewing or editing access to a diagram. Most often, if you have access to make edits you’ll be able to rearrange furniture, number of chairs per table, etc. All changes made are automatically saved!
10. Our office is available for 1:1 training as needed. The Reservations Office is located on the main floor of the William Pitt Union, to the left of the information desk, and we can be reached at 412-648-7817 with any questions on how to use this system.

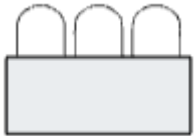
Rounds:



Instead of



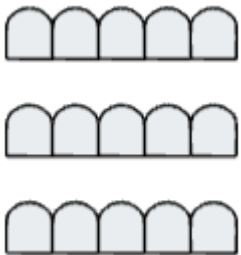
6ft Tables:



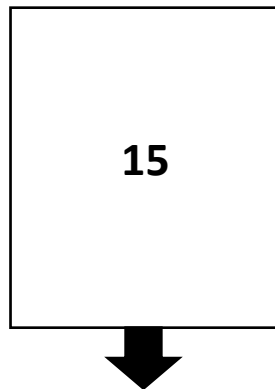
Instead of



Lecture Style:



Instead of



Easels:



Instead of



Coatrack:



Instead of



548 event chair



Nordy's event chair



Chairs: curved part is back of the chair

Compost Bin:



Instead of



Cocktail Table:



Instead of



White Event Trash Can:



Instead of



Stanchions:



Permanent Blue Trash+Recycling Bins:



Event Recycling Bin:



Instead of



Podium:



Instead of



Soft Seating:

