

Reserved Seating - Upload Seating Bays - Template

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Download the attached [Reserved Seating Blank.xls template](#) to provide SportsTG with Reserved Seating information required as part of the rollout process.

Please note:

- Each Bay / Section should be included on a different tab, clearly labelled the Section / Bay name.
- When referencing the top row and left hand column, where there is a seat, replace the 0 with a 1.
- The left hand column can be updated (ie change A to AA)
- The header row cannot be changed

Once completed and you are ready to add you will need to go back to Tools > Reserved Seating > Sections > Upload > Select Section > Choose File > Upload

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