

Creating a Seat Plan for Reserved Seating Events in osConcert

Why Use Reserved Seating?

Reserved seating gives your customers the freedom to choose specific seats and improves your event's professionalism. It's perfect for theaters, concerts, cinemas, and any venue with structured seating.

Step 1: Access the Seat Plan Maker

Visit the free online Seat Plan Maker provided by osConcert at:
<https://www.osconcert.com/seatplanmaker/>

You can create a layout from scratch or upload an existing CSV file.

Step 2: Set Grid Dimensions

Choose the number of rows and columns for your seat grid. This will determine the structure of your seating map.

Step 3: Customize Each Seat

Click on individual cells to assign:

- Seat Number
- Seat Name or Label
- Color (for visual clarity)
- Status (active, hidden, etc.)

Step 4: Save and Export

Once you finish your layout, export the seat plan as a CSV file. This file includes all seat positions and attributes.

Step 5: Import into osConcert

In the osConcert admin panel:

1. Go to your event category
2. Create or edit the event
3. Upload your CSV to import the seat map
4. Each seat becomes a product (ticket) that can be individually priced and tracked

Step 6: Preview and Test

Visit the front end of your event page to preview the seat plan. Ensure customers can select and purchase individual seats.

Advanced Tips

- Use colors to separate pricing sections (e.g., VIP, Balcony, General)
- Hidden cells can be used for aisles or blocked areas
- Double-click seats to edit names or numbers later
- Assign products directly to seats to track inventory and availability

Need Help?

If you're not confident creating your own seat plan, contact us for personalized help. We offer optional setup and support services to speed up your event launch.