

If you want to have assigned seatings or assigned placements within your events, you can use the Registration Assignments feature. We built this feature to be flexible for various event types. For example, you might want to let people pick their seats from a predetermined set of options, or you might need to auto-assign numbers to people in the order in which they purchased tickets.

## Registration Assignment Options

- Set up different assignments per Registration Type.
- Allow people to select their own seating groups or assignments, or auto-assign based on the order of purchase.
- Change where the numbering starts. By default, it starts at 1 but if you need to start at a different number, you can start it there.
- Add a suffix or prefix. These can be used to help differentiate registration groups. (For example, if you have an adult group and child group, you can use "A" for an adult group and "C" for a child group.)

## Using Registration Assignments

You can add Registration Assignments within the Registration Type settings. Go to **Campaigns > Edit This Campaign > Event/Registration > Manage > Registration Groups > [Registration Group Name] > [Registration Type Name]** > toggle Registration Assignments to "On".

First, decide whether you want people to pick their own seats or have them assigned automatically.

1. If you have a race/walk/run event and you want to assign bib numbers within Flipcause, you can select the auto-assign option, and bib numbers will be assigned automatically in sequential order. Skip to "Option 1" below to learn how.
2. If you have a concert or gala and want to allow people to pick their seats or tables, choose the self-select option. When this option is selected, you can upload an image of your seating chart or venue map for reference (note: seating assignments are not interactive—this is a visual reference only). On your registration selection page, people will be able to choose from the available remaining assignments. Skip to "Option 2" below to learn how.

## Option 1: How to Allow Registrants to Self-Select Assignments



2. Toggle the Registration Assignments button to **On**.
3. Name your Registration Assignment (e.g., "Gala Tables", "Concert Section A").
4. Enter a number that the Assignment IDs will start on. You can also enter an optional prefix or suffix to differentiate a Registration Type.
5. Select "Let registrant select on checkout" to allow registrants to choose their own assignments.
6. Under "Upload Photo", you can upload a reference photo as an example.
7. Repeat the steps above for each Registration Type.

## Option 2: How to Make Registration Assignments Automatically

1. Toggle the Registration Assignments button to **On**.
2. Name your Registration Assignment (e.g., "Adult Bibs", "General Admission").
3. Enter a number that the Assignment IDs will start on. You can also enter an optional prefix or suffix to differentiate a Registration Type.
4. When "Auto assign in order" is selected, assignments will be made automatically in sequential order (e.g., general admission tickets, bib number assignment).
5. Repeat the steps above for each Registration Type.

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- To learn how to run a report to view registrations, click here: [How to Filter Reports](#).
  - To learn how to set up a concert-style event, click here: [Registration Campaign: Concert](#).



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/5k style event, click here: [Peer-to-Peer Campaign: Athletic Event](#)

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