

SCHEDULING

SCHEDULE EVENTS AND RESERVE
EVERYTHING YOU NEED ONLINE



Enter Everything in a Single System

Eliminate confusion by entering all event information into a single system. Distribute the workload by allowing authorized users to submit their own requests. Maintain control by routing requests to coordinators for approval.

Keep Everyone on the Same Page

After the event information is entered into the system, staff members can run reports that provide complete instructions on what is being used, how rooms need to be set up, which events require resources and support services (childcare, food services), and much more.

Manage It All Online

Eliminate unnecessary paper trails. You and your staff members can access the system at the office, from home, or on the road—anywhere with a web connection.

Eliminate the Headaches of Maintenance

No programming is required, and there is no software to install, maintain, and upgrade; all you need is a computer (PC, Mac, Tablet PC, or smartphone) with a current web browser.

Automatically Publish to Your Online Calendar

No need to retype the information into the online event calendar. Members, guests, and community members simply visit your online calendar to know what's going on.

Reserve Resources with Confidence

Space reservation and set-up, food and beverage coordination, audio/visual allocation, and transportation requirements can consume your day—or you can reserve with confidence when you schedule your event through ServiceU.

Upgrade to **ServiceU Green**

Reduce energy costs by 10–20% by integrating your event calendar with your HVAC system.

About ServiceU

Since 1999, ServiceU has been the trusted solution for providing software that helps churches, schools, and nonprofits simplify and automate administrative processes by moving them online. ServiceU's core product line includes software to manage **event scheduling**, **online giving and registrations**, **ticketing**, and **climate control**. ServiceU is dedicated to serving clients with cost-effective tools and superior customer service.