

SO, YOU WANT THE VERY **BEST** FOR YOUR EVENT?

WE DO
TOO!

let's **do** this thing!

- Step 1: Gather ALL pertinent information about your event
AT LEAST 31 days prior.
name, description, room/setup, date/time, babysitting and tech needs
- Step 2: Log into my.serviceU.com.
don't have a login? email mindy@whoisgrace.com
- Step 3: Check to see if your date/time is available.
-> Click **SCHEDULING** to search the calendar.
- Step 4: On the top - left side of the screen, click **New Event ▶** and follow prompts.
there are screenshots on the next page

← THESE ARE
**EXTREMELY
IMPORTANT!**

Your event won't be approved in time if you're missing this vital information.

NOTE:

You will need to be in communication with the babysitting coordinator at your location as your numbers change.

→ IF YOU SEE THESE MESSAGES, PLEASE FOLLOW THE INSTRUCTIONS:

This event is being added too close to the event date. Please follow up with emails to Mindy, Jess, Erin and Tim to make sure it can happen. If approved, an administrator can enter the event for you.

CONTACT JESS IMMEDIATELY. This is too close to an event to cancel. Please make sure all people who could potentially show up get properly notified.