PARISH DATA SYSTEM™

ACSTechnologies.

Facility Scheduler™

Schedule rooms and equipment efficiently and easily.

PDS Facility Scheduler removes the worry from scheduling events for your parish or organization's facilities. With this specialized software, you can simplify the most complex scheduling processes, eliminate conflicts, and maintain regular communication with facility users. The result is that you never overbook or forget key details such as setup or cleanup requirements.

Problem to Solve:	PDS Facility Scheduler Solution:
Parish administrators need to schedule events for all of their facilities without overbooking or forgetting key details.	With PDS Facility Scheduler, you can book your facilities and book your equipment, and view requirements such as setup or cleanup details. Plus, you'll be alerted when there are scheduling conflicts.
Parishioners want to see the calendar of events for their parish.	Take your calendars online with no design experience required. Just create the Web calendar in the program and publish it to your website. Also, upload your events to Google Calendar for sharing. Print calendars that can be posted at each viewing facility.
Parish staff need to track and manage fees for events and facilities.	Ensure the financial side is handled appropriately when managing events by easily monitoring fees required, paid, and owed for facility usage.

Key Features:

- Schedule one-time or recurring events
- Schedule event packages that require multiple facilities over a series of days
- Show scheduled events on your website
- Send an email after scheduling
- Generate daily, weekly, monthly, or yearly calendars
- Create reminder letters, billing statements, envelopes, and labels
- Choose a default calendar to display
- Find suitable places to hold meetings based on requirements
- Check the availability of any facility for any time or date range
- Automatically create scheduling and billing reminders for facility users
- Maintain contact information for both organization leaders and facility administrators
- Import contact information from PDS Church Office™ or PDS Formation Office™
- Determine who has access to each area of the program
- View a log of users' activities
- Quickly customize reports and data fields to fit your record-keeping needs.

800.892.5202

parishdata.com/facilityscheduler