**(Your Organization Name) Community Member Schedule Request Guide**

Register an FMX Account

**Step 1:** Open an internet browser and navigate to (yourfmxsite.gofmx.com/register).

**Step 2:** Fill out the community member registration form. (Please note fields with an asterisk are required.)

**Step 3:** After filling out the form you will be sent an email with a confirmation link. Simply click the link to confirm your account and log in.

Login to FMX

**Step 1:** Open an internet browser and navigate to (yourfmxsite.gofmx.com)

**Step 2:** Log in with the email address and password you selected earlier.

Create a Schedule Request

**Step 1:** Click **Schedule Requests** in the left sidebar, then click **New request.**



**Step 2:** Enter the required fields (marked with an asterisk) and click **Submit** to submit the schedule request (see picture below).



**Step 3:** Check your email for your request confirmation and a link to check the status of your request. New requests will have a “Pending” status until they have been approved by the Principal and the Facilities Department.

Edit a Schedule Request

**Step 1:** Find the schedule request you wish to edit (on the calendar or in the schedule requests grid), then click the **Edit** icon(from the grid) or click **on the request** and then click the **Edit** icon (from the calendar, see picture below).

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**Step 2:** After making the necessary editing changes click **Save.**

Respond to a Schedule Request

**Step 1:** Find the schedule request you wish to respond to (on the calendar or in the schedule requests grid), then click **Respond.**

**Step 2:** Enter a response.



**Step 3:** Click **Respond** to send your response. This will generate an email notification to all users involved with the request.