



NORTH MASON SCHOOL DISTRICT

Online Facility Rental

User Guide



North Mason School District Community Member Schedule Request Guide

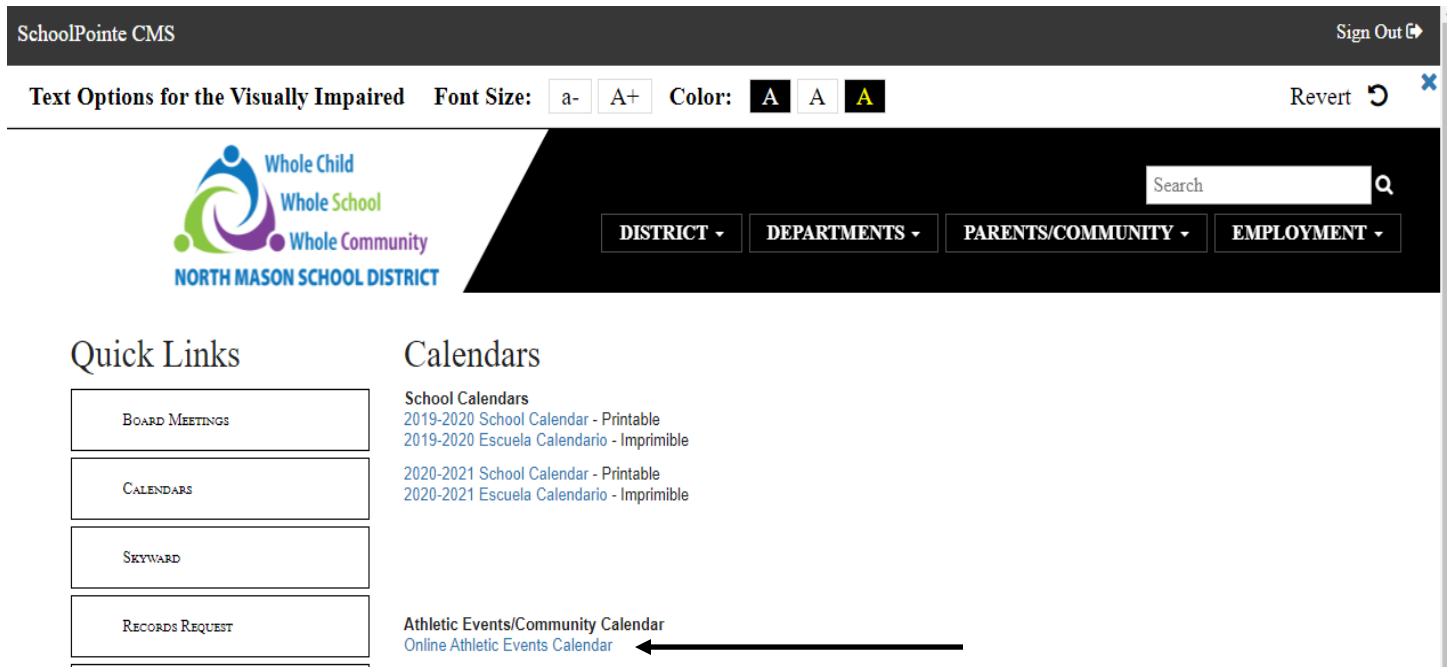
Register an FMX Account

Go to the district website

Select the **Parents/Community Tab**. Using the drop down tab, click on **calendars**.



Next, click on the **Online Athletic Events Calendar**



Next, click on the **Online Athletic Events Calendar**

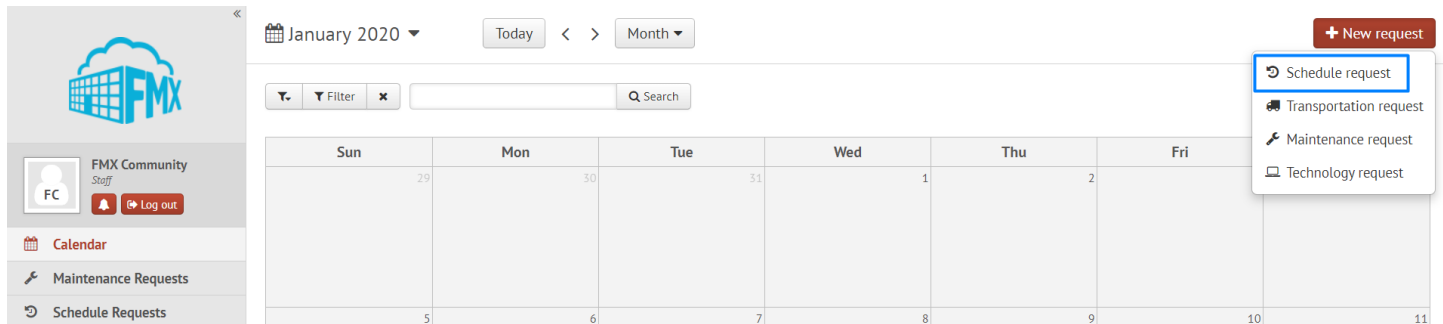
Step 1: Open an internet browser and navigate to (yourfmxsite.gofmx.com)

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



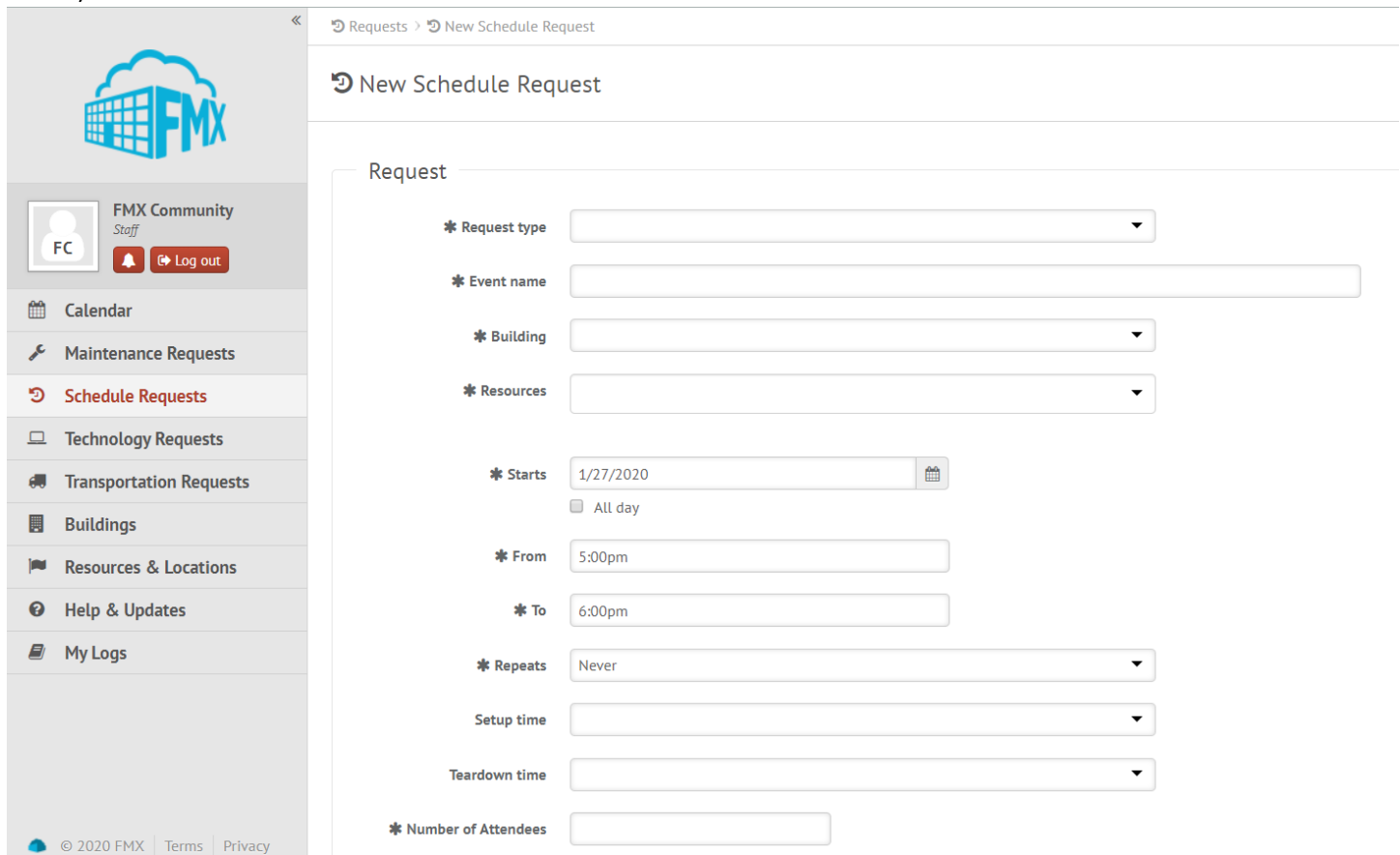
Create a Schedule Request

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



The screenshot shows the FMX Community interface. On the left is a sidebar with the FMX logo and user information for 'FC' (FMX Community Staff). Below the user info are navigation links: Calendar, Maintenance Requests, and Schedule Requests. The main area displays a calendar for January 2020. At the top right of the calendar area is a '+ New request' button. A dropdown menu is open from this button, listing request types: Schedule request (highlighted), Transportation request, Maintenance request, and Technology request.

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



The screenshot shows the 'New Schedule Request' form. The left sidebar is the same as in Step 1, but 'Schedule Requests' is highlighted. The main area shows the form with the following fields:

- * Request type (dropdown menu)
- * Event name (text input)
- * Building (dropdown menu)
- * Resources (dropdown menu)
- * Starts (date picker set to 1/27/2020, with an 'All day' checkbox)
- * From (time input set to 5:00pm)
- * To (time input set to 6:00pm)
- * Repeats (dropdown menu set to Never)
- Setup time (dropdown menu)
- Teardown time (dropdown menu)
- * Number of Attendees (text input)

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).

Requests > Awards Banquet

2113828 - Awards Banquet on Thu, Jan 30, 2020 Pending Athletic Director's approval Respond More

FC **FMX Community** opened this request
January 23, 2020 @ 9:40 AM

Request type Community Event

Event name 2113828 - Awards Banquet

Building Auditorium

Resources Stage

Event time Thu, Jan 30, 2020, 10:00am - 11:00am

Number of Attendees 1

[Edit](#)

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.

Response

* Response

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

[Community Member Training Video -Schedule Requests](#)

