

Westerville City Schools Community Member Schedule Request Guide

Register an FMX Account

Step 1: Open an internet browser and navigate to westerville-local.gofmx.com/register

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

STATULE CITY SCHOOL	Liability Insurance
	501(c)(3) Document
LENCE SINU	IRS W-9
Register	
* Name	If associated with another organization, what is their group name?
# Email	
* Re-enter	→ Continue
* Password	Already have an account?
* Re-enter	
	🙃 © 2017 FMX Terms Privacy

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 westerville-local.gofmx.com/login

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.

FMX	December 2015 Today 12/21/2015	Calendar					+ New request
	T Filter	Q Search				o q Day W	Schedule request Month Agenda
FMX Community	Sun	Mon	Tue	Wed	Thu	Fri	Sat
FC Settings (+ Log out	29		1	2	3	4	5
Calendar							
2 Schedule Requests	6	7	8	9	10	11	12
@ Help & Updates							
	13	14	15	16	17	18	19

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

scietty.					
FMX	© Schedule Requests > © New Sch ⊘ New Schedule Req	nedule Request			
	Request				
FMX Community Community Member FC	≭ Event name	Awards Banquet			
	# Starts	12/23/2015	-		
🋗 Calendar		All day			
② Schedule Requests	* From	4:00pm			
O Help & Updates	* То	5:00pm			
	* Repeats	Never		•	
	₩ Building	School 1			
	* Resources	Auditorium			
		Auditorium			
	Technology				
P Help & Updates	* From * To * Repeats * Building * Resources Technology	*xuupm S:00pm Never School 1 Auditorium *		•	

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 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.**

John J	Adams opened this re	eauest				
Septem	ber 29 @ 10:31 AM					🕑 Edi
Request type	Internal Event					
Event name	593991 - Girl Scout Meeting					
Buildings	High School					
Resources	Room 201					
	- Room 204					
		Accian	\$ Invoice	O Respond	Cancel	12 Follo
		Assign	•	Pricipolia	O concer	
sponse		Assign		D Hespona	0 contex	
sponse		Assign		- prospona		
Sponse * Response	[]	Assign				
sponse * Response		Assign				
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Step 2: Enter a response.

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



