



# (Peoria Unified School District #11) Community Member Schedule Request Guide

## Register an FMX Account

**Step 1:** Open an internet browser and navigate to (peoriaunified.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 (peoriaunified.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 displays the FMX web application interface. On the left is a sidebar with the FMX logo, a user profile for 'FMX Community Staff' with a 'Log out' button, and navigation links for 'Calendar', 'Maintenance Requests', and 'Schedule Requests'. The main area shows a calendar for January 2020 with dates 29 through 11. A search bar and filter options are visible above the calendar. A 'New request' button is in the top right, and a dropdown menu is open, listing 'Schedule request', 'Transportation request', 'Maintenance request', and 'Technology request'. The 'Schedule request' option is highlighted with a blue border.



**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 contains the FMX logo and a user profile for 'FMX Community Staff' with a 'Log out' button. Below the profile are navigation links: Calendar, Maintenance Requests, Schedule Requests (highlighted), Technology Requests, Transportation Requests, Buildings, Resources & Locations, Help & Updates, and My Logs. The footer of the sidebar shows '© 2020 FMX | Terms | Privacy'. The main form area is titled 'New Schedule Request' and contains the following fields:

- \* Request type (dropdown)
- \* Event name (text input)
- \* Building (dropdown)
- \* Resources (dropdown)
- \* Starts (date input: 1/27/2020, with a calendar icon and an 'All day' checkbox)
- \* From (time input: 5:00pm)
- \* To (time input: 6:00pm)
- \* Repeats (dropdown: Never)
- Setup time (dropdown)
- Teardown time (dropdown)
- \* 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).





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.

