



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.)

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.

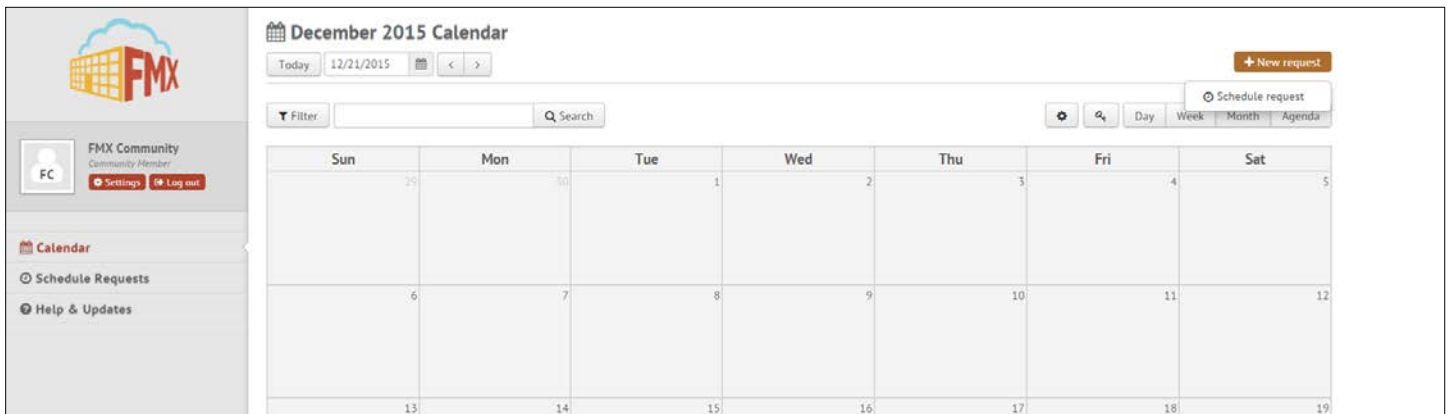
Login to FMX

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.

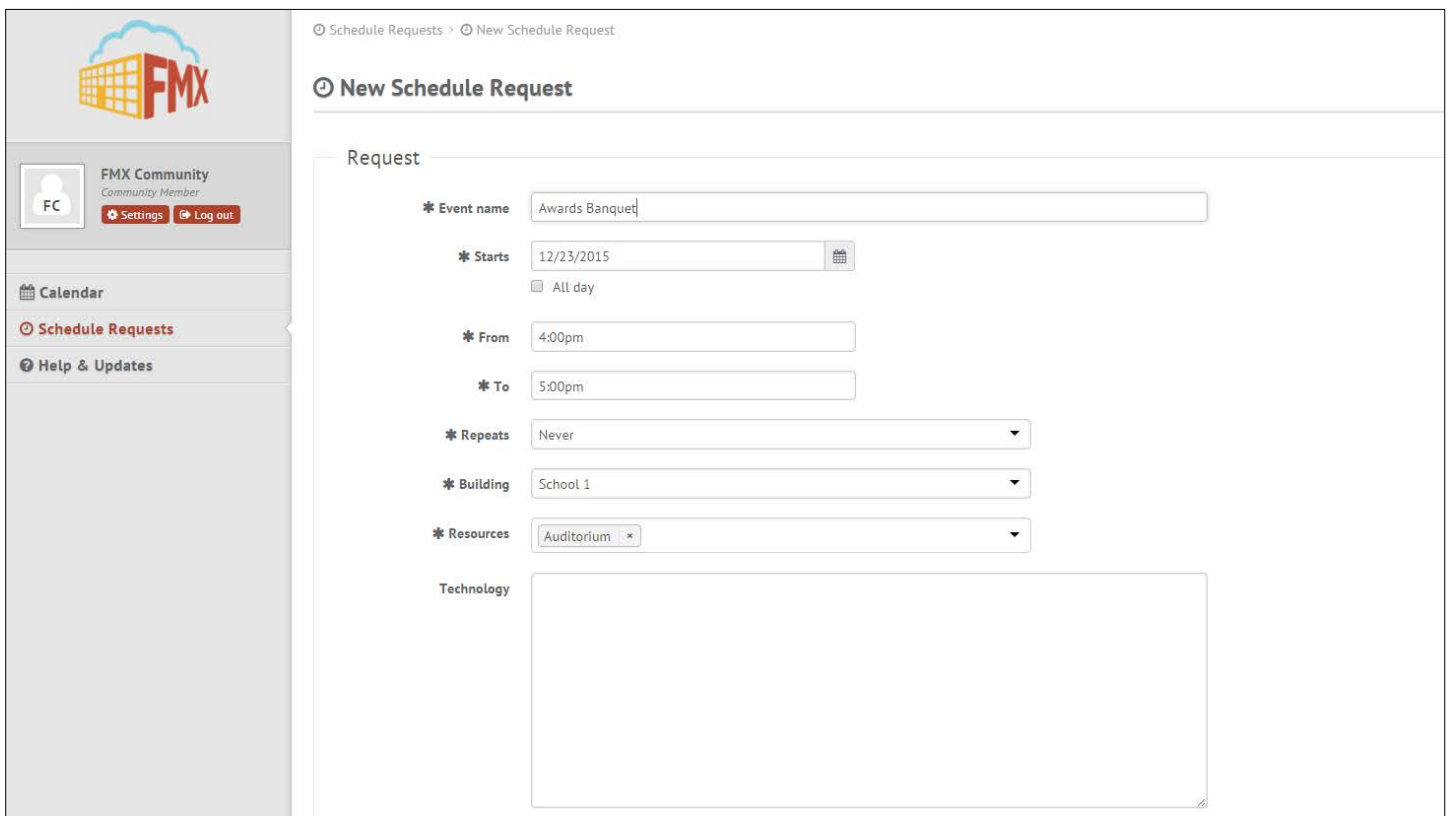
Create a Schedule Request

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



The screenshot shows the 'December 2015 Calendar' interface. The left sidebar contains the FMX logo, a user profile for 'FC' (FMX Community Member), and navigation links for 'Calendar', 'Schedule Requests', and 'Help & Updates'. The main area displays a calendar grid for December 2015, with a '+ New request' button in the top right corner.

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. The main area shows the 'New Schedule Request' form with the following fields:

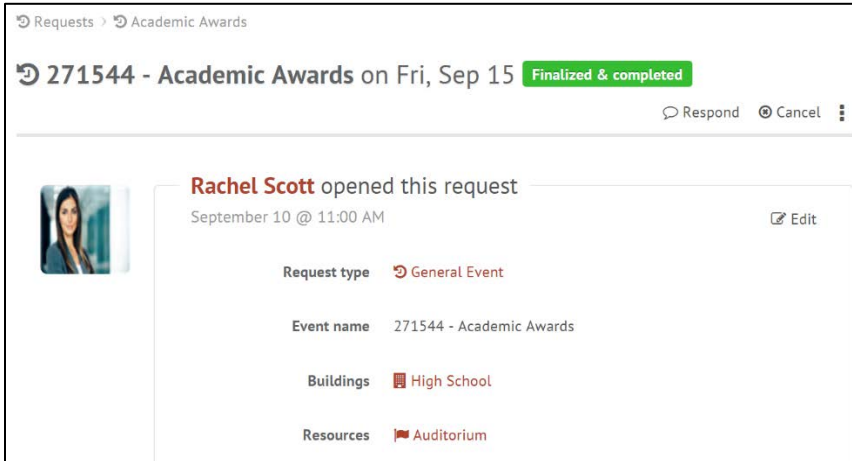
- * Event name: Awards Banquet
- * Starts: 12/23/2015 (with a calendar icon)
- All day
- * From: 4:00pm
- * To: 5:00pm
- * Repeats: Never
- * Building: School 1
- * Resources: Auditorium
- Technology: (empty text area)

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

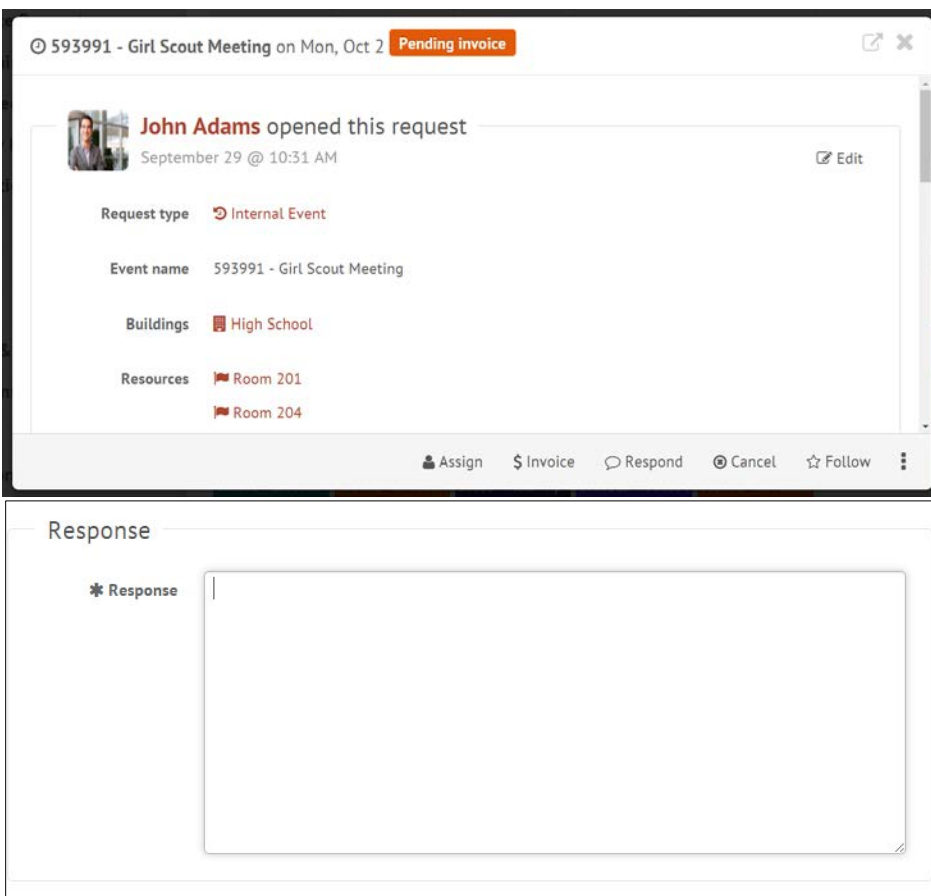
Step 1: Find the schedule request you wish to edit (on the calendar or in the schedule requests grid), then click **Edit**.



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**.



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.



