



# Olentangy Local Schools Community Member Schedule Request Guide

## Register an FMX Account

**Step 1:** Open an internet browser and navigate to (olsd.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 (olsd.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, a user profile for 'FC' (FMX Community Staff) with a 'Log out' button, and navigation links for 'Calendar', 'Maintenance Requests', and 'Schedule Requests'. The main area displays a calendar for January 2020, with days of the week (Sun-Fri) and dates (29-11). A '+ New request' button is in the top right. A dropdown menu is open, listing request types: 'Schedule request' (highlighted with a blue box), '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).



Requests > New Schedule Request

## New Schedule Request

Request

- \* Request type
- \* Event name
- \* Building
- \* Resources
- \* Starts    
 All day
- \* From
- \* To
- \* Repeats
- Setup time
- Teardown time
- \* Number of Attendees

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**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

Edit

**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

**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.

