



(MTSD) Community Member Schedule Request Guide

Register an FMX Account

Step 1: Open an internet browser and navigate to (<https://mtsd.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 (<https://mtsd.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 'FC' (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 days of the week as columns and dates as rows. A 'New request' button is in the top right. A dropdown menu is open, listing request types: 'Schedule request', 'Transportation request', 'Maintenance request', and 'Technology request'. The 'Schedule request' option is highlighted with a blue box.

Sun	Mon	Tue	Wed	Thu	Fri
29	30	31	1	2	
5	6	7	8	9	10
					11



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 in the FMX system. The form is titled 'Request' and contains the following fields:

- * Request type (dropdown menu)
- * Event name (text input)
- * Building (dropdown menu)
- * Resources (dropdown menu)
- * 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 menu: Never)
- Setup time (dropdown menu)
- Teardown time (dropdown menu)
- * Number of Attendees (text input)

The sidebar on the left includes the FMX logo, user information for 'FMX Community Staff' (FC), and navigation links for Calendar, Maintenance Requests, Schedule Requests (highlighted), Technology Requests, Transportation Requests, Buildings, Resources & Locations, Help & Updates, and My Logs. The footer shows '© 2020 FMX | Terms | Privacy'.

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.

