



Albemarle County Public Schools Community Member Schedule Request Guide

Register an FMX Account

*****Have your Certificate of Insurance ready to upload*****

Step 1: Open an internet browser and navigate to (k12albemarle.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

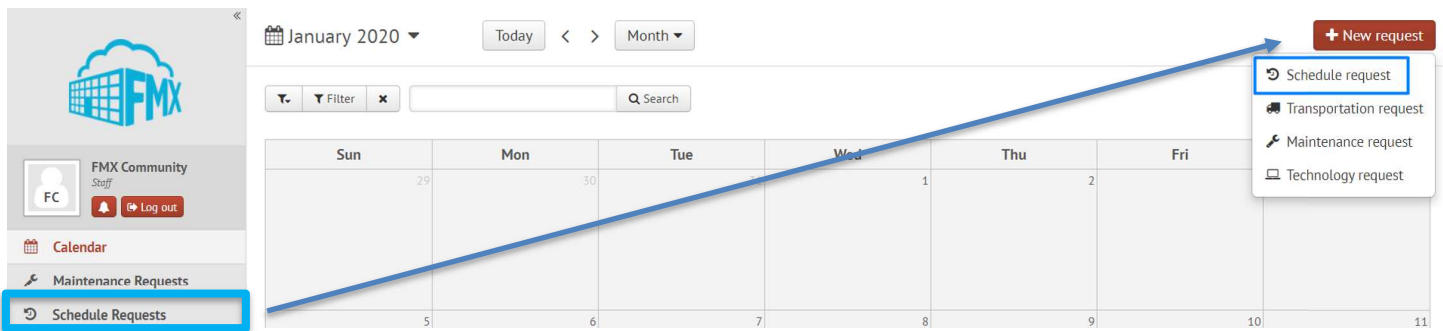
Step 1: Open an internet browser and navigate to (k12albemarle.gofmx.com) and choose the green button “Log In”



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**.



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: 1/27/2020
- All day
- * From: 5:00pm
- * To: 6:00pm
- * Repeats: Never
- 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 School Admin and the Building Services 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

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.