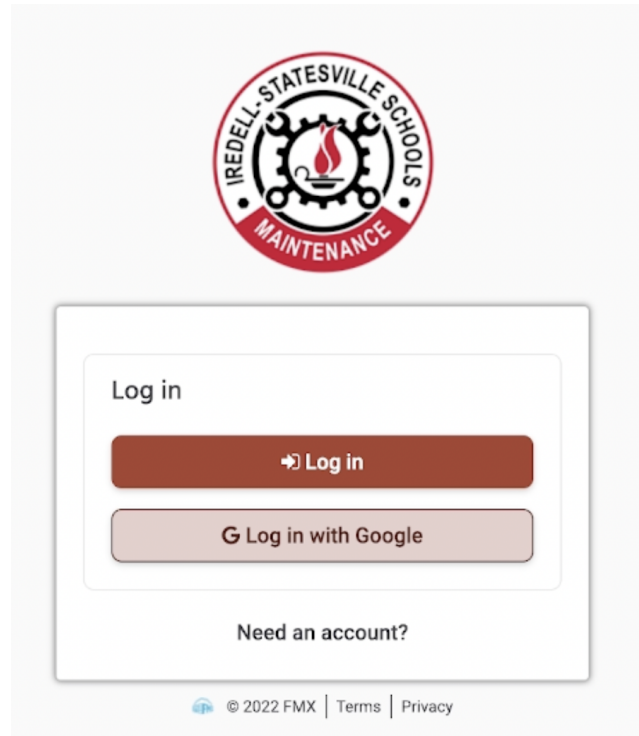


Signing up for an account:

- ☐ Go to iss.gofmx.com and Click "Log in With Google". Log in with your @iss.k12.nc.us email
- ☐ If you're already logged in, your account will automatically be created.



- ☐ **Note:** As a staff member, you will only be able to schedule internal, school sponsored events.
 - ☐ If you would like to rent a facility for personal or outside organization use, you will need to create an account under a personal email address.
 - ☐ See "Creating a FMX Account (Community Member)"
-

Scheduling an Event:

Note: The more information that you can provide in the form, the smoother we can make your event, so please take your time and fill in the information to the best of your knowledge. **Note:** The more information that you can provide in the form, the smoother we can make your event, so please take your time and fill in the information to the best of your knowledge.

- ☐ Once logged into your account, you will be taken to the calendar view of FMX.

- ☐ Click “New Event” in the top right corner, or click on the date that you’d like to reserve



Calendar

Schedule Requests

Help & Updates

My Logs

Calendar

July 2022

< > TODAY Month

New request

0

FS

Q

Saved

Filter

Legend

Settings

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23

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Choosing the Correct Event Request Type:

New Schedule Request

0

FS

Requests > New Schedule Request

Request

* Request type

* Event name

Athletic Event

Performance Event

Staff Event

* Building

* Resources

- ☐ Athletic Event (ISS Staff Only)

- ☐ A practice or game for a school team.
 - ☐ Example: School athletic team practices or games
 - ☐ **Performance Event (ISS Staff Only)**
 - ☐ A public or private (performance or practice) fine art or speaking, school sponsored event that requires a stage, complex sound or lighting systems, and/or technical staff. (After hours or during school)
 - ☐ Examples: School Sponsored Chorus concert or practice, Band Concert, Musical tech week, Play, Assemblies
 - ☐ **Staff Event (ISS Staff Only)**
 - ☐ A meeting or event using a space outside of your classroom or office.
 - ☐ Examples: Staff meeting, reserving a computer Lab, reserving a flex space or classroom
-

Recurring Events

- ☐ For recurring events, use the “Repeats” option.
- ☐ The custom option allows you to request recurring events that don’t happen on a set schedule.

The screenshot shows a form for creating a recurring event. The fields are as follows:

- * Starts:** 7/7/2022 (with a calendar icon)
- * From:** 9:00am
- * To:** 10:00am
- * Repeats:** A dropdown menu is open, showing options: Never, Daily, Weekly, Monthly, Yearly, and Custom (which is highlighted in red). To the right of the dropdown, there is a text label: "to choose multiple dates that don't recur on a".
- * Person Responsible:** An empty text input field.
- * Email:** An empty text input field.
- Check here if the day of contact is different than:** An unchecked checkbox.

New Schedule Request



Requests > New Schedule Request

The screenshot shows a form for a new schedule request with the following fields:

- * From:** 9:00am
- * To:** 10:00am
- * Repeats:** Custom (selected from a dropdown menu)
- * On:** 7/8/2022, 7/20/2022, 7/25/2022 (with a calendar icon)

Wait for Event Approval

- ☐ After you've submitted your schedule request, your event will need to be approved by the building administrator, you'll be notified when your event is approved or declined.

 **2263070 - Test Event**



Requests >  Test Event

STATUS **Pending Building Approver's approval**

DATE Thu, Jul 7, 2022


Respond


More



FMX Scheduling opened this request

July 5, 2022 @ 8:35 AM


Edit