



Lower Dauphin School District Community Member Schedule Request Guide

Register an FMX Account

Step 1: Open an internet browser and navigate to (ldsd.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 (ldsd.gofmx.com/login)

Step 2: Log in with the email address and password you selected earlier.

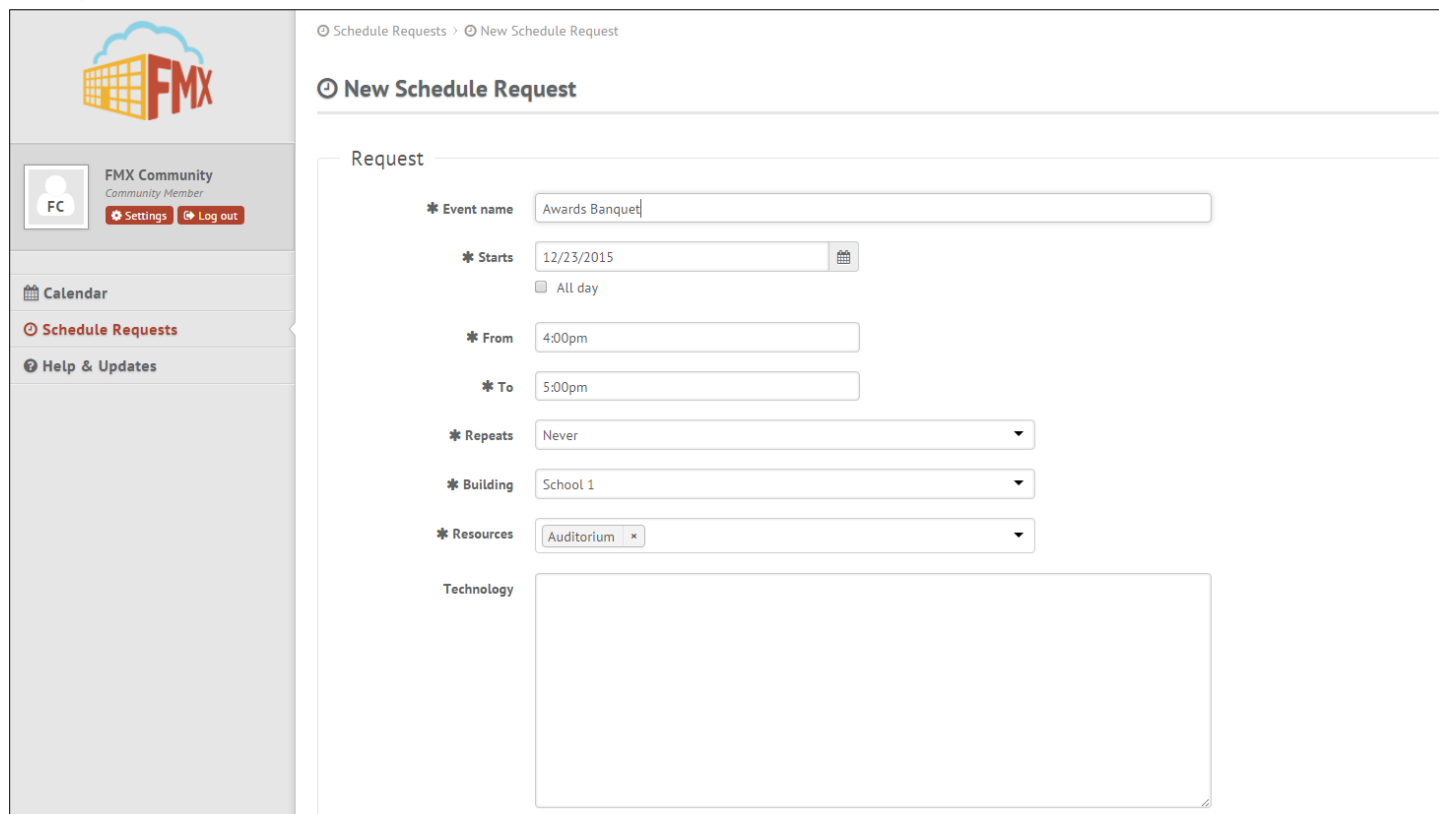
Create a Schedule Request

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

The screenshot shows the FMX Community Member interface. On the left is a sidebar with the FMX logo, a user profile section labeled 'FMX Community Community Member' with 'Settings' and 'Log out' buttons, and a navigation menu with 'Calendar', 'Schedule Requests', and 'Help & Updates'. The main area displays the 'December 2015 Calendar'. At the top of the calendar area are buttons for 'Today', the date '12/21/2015', and navigation arrows. A 'Filter' dropdown and a 'Search' input field are below. On the right, there are icons for settings, search, and view toggles (Day, Week, Month, Agenda), along with a 'Schedule request' button and a '+ New request' button. The calendar grid shows days of the week (Sun to Sat) and dates from 29 to 19.

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

Step 2: Enter the required fields (marked with an asterisk) and click **Save** to submit the schedule request (see picture below).



The screenshot shows the 'New Schedule Request' form in the FMX Community interface. The left sidebar contains the FMX logo, a user profile for 'FC' with 'Settings' and 'Log out' buttons, and a menu with 'Calendar', 'Schedule Requests' (highlighted), and 'Help & Updates'. The main content area is titled 'New Schedule Request' and contains a 'Request' section with the following fields:

- * Event name:** Text input field containing 'Awards Banquet'.
- * Starts:** Date input field containing '12/23/2015' with a calendar icon and an 'All day' checkbox.
- * From:** Time input field containing '4:00pm'.
- * To:** Time input field containing '5:00pm'.
- * Repeats:** Dropdown menu set to 'Never'.
- * Building:** Dropdown menu set to 'School 1'.
- * Resources:** Dropdown menu set to 'Auditorium'.
- Technology:** A large, empty text area for additional details.

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 **Details** (from the grid) or click **More info** and then **Details** (from the calendar, see picture below).

🕒 130204 - Awards Banquet on Wed, Dec 23

Pending FMX Administrator's approval

✕

FC

FMX Community opened this request

December 21 @ 3:47 PM

Event name

130204 - Awards Banquet

Time

Wed, Dec 23, 4:00PM - 5:00PM

Building

School 1

Resources

Auditorium

Technology

-

Food service

-

Furniture/other details

-

Event Set Up

-

Make private

☐

Respond

More info

🕒 130204 - Awards Banquet on Wed, Dec 23

Pending FMX Administrator's approval

Respond Details Delete

FC

FMX Community opened this request

December 21 @ 3:47 PM

Event name

130204 - Awards Banquet

Time

Wed, Dec 23, 4:00PM - 5:00PM

Copy request

Step 2: After making the necessary editing changes click **Save**.

