

SCHEDULE REQUESTS (FACILITY RENTALS)

If you do not have an account, you will need to create one. Please go to basdk12.gofmx.com/register-community-member

Once you create an account, you will be in a pending phase until your credentials and permissions can be assigned. You will receive an email once this is completed.

If you do have an account, please sign in at <https://basdk12.gofmx.com>

Schedule Request Module

1. Navigate to the Schedule Request module on the left side and click New Request in the right-hand corner of the screen.

ID	Name	Package	Released	Event time	Reservation time	Schedule	Location	Status	Post	Assigned users	Created
21000001	High School	Open	Yes	Thu, Nov 26, 2020, 9:30am-10:00am	Thu, Nov 26, 2020, 9:30am-10:00am	Weekly on Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday	MSJ	Available			Mon, Jun 29, 2020, 10:55am
21000014	High School	Open	Yes	Thu, Nov 5, 2020, 11:00am-11:00am	Thu, Nov 5, 2020, 11:00am-11:00am	Days Off a week	MSJ	Pending (No Acknowledgement Log and cannot be added)			Thu, Nov 5, 2020, 8:55am
21000017	High School	Open	Yes	Thu, Nov 26, 2020, 9:30am-10:00am	Thu, Nov 26, 2020, 9:30am-10:00am	Weekly on Monday, Tuesday, Wednesday	MSJ	Available			Thu, Nov 5, 2020, 10:34am

- You will need to submit a request for each day of your event. For example, if you are doing a rehearsal on a Thursday and performance on Saturday and Sunday, you will need to make 3 entries, one on each date you are requesting.
- When entering the *From* and *To* times, please enter the time you want the facility open until the time you will be done at the facility and it can be locked up. Please don't only enter the actual times of the event. Also, please do not enter any set-up time or teardown time.

2. Fill out the schedule request form with the required information; these are fields that contain an asterisk (*).

New Schedule Request

Requests > New Schedule Request

Request

* Request type

* Event name

* Building

Resource types

* Resources

* Starts

All day

* From

* To

* Repeats

***Request Type:** This refers to the category of schedule request. If you are an outside group (not associated with the school district, it will need to be entered as a Community Event.

***Event Name:** This is the title of the schedule request or event. For example, Girl Scouts, Special Olympics, etc.

***Buildings:** The building(s) where the schedule request will take place.

***Resources:** This refers to the specific area(s) or location(s) in the building where the event will take place. For example, Auditorium, Cafeteria, Gym/MPR room, etc.

***Starts:** This is the date of the event. If this is an all day event (no specific duration), check the **All day** box. If this is a one time event (does not repeat) please select the date of the event.

***From:** The time you want the facility to be opened.

***To:** The time you want the facility to be closed.

***Repeats:** This field refers to the frequency of the event. The options are as follows:

- **Never** - The event occurs one time.
- **Daily** - The event occurs every (x) days.
- **Weekly** - The event occurs every (x) weeks on (x) days.
- **Monthly** - The event occurs every (x) months.
- **Custom** - frequency with a unique cadence

Weekly

***On:** select the days the event occurs each week by marking the appropriate checkboxes.

Example: an event that occurs on Monday, Wednesday, and Friday; every week

*** Repeats** Weekly

*** On** Sun Mon Tues Wed Thur Fri Sat

*** Every** Week

*** Ends** The following month

***Every:** the event will occur every (number) of weeks

***Ends:** the event will end...

- **The following week** – the event recurrences will end the week after the original event date
- **The following month** –the event recurrences will end the month after the original event date
- **The following year** – the event recurrences will end the year after the original event date
- **After a certain number of occurrences** – the event will end after (number) recurrences, including the first occurrence
- **On date** – the event recurrences will end on a specified date

Monthly

***By:** This refers to the manner in which the schedule request occurs. There are 4 options:

- **Day of month** - event occurs on a specific date each month (i.e. the 1st of each month)
- **Day of week** - event occurs on a specific day each month (i.e. the second Friday each month)
- **Weekday of month** - event occurs on a specific date each month, excluding weekend days (i.e. the first of each month unless it's a weekend, then move to the first weekday)
- **Weekend day of month** - event occurs on a specific date each month, excluding weekdays (i.e. the first of each month unless it's a weekday, then move to the first weekend day)

***Every:** the event will occur every (number) of months

***Ends:** the event will end...

- **The following week** – the event recurrences will end the week after the original event date
- **The following month** –the event recurrences will end the month after the original event date
- **The following year** – the event recurrences will end the year after the original event date
- **After a certain number of occurrences** – the event will end after (number) recurrences, including the first occurrence
- **On date** – the event recurrences will end on a specified date

Custom

***On:** If the event has multiple recurrences without a particular cadence, enter the individual dates.

* **Repeats**

* **On**

Setup time

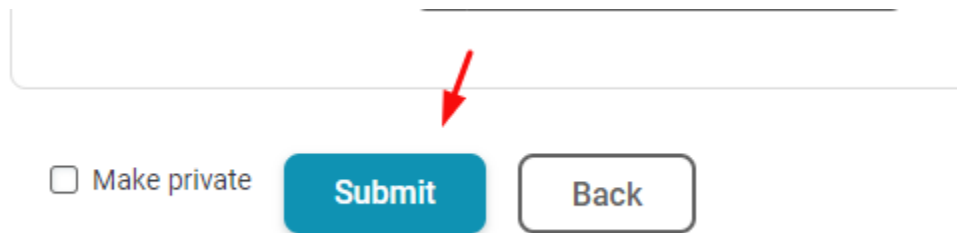
Attachments: if the event needs any documentation submitted (seating charts, approval forms, etc.), you can add those files here

Upcoming reminder: receive an email notification (x) days before the event's start date

Detailed Event Description: Please put as much detail about your event as possible in this section. If you need tables and chairs, please document that information in this section until we can get FMX to update our request form. Also, if you are planning on having food trucks at your event, please document that information in this section. We will email you an additional guideline form regarding food trucks on district property.

If you are requesting use of an auditorium, please use the drop-down box beside Please Select Any Desired Equipment. If you click on Stage Settings, it will give you additional fields to fill in about tables, chairs, podiums, risers, etc.

3. Once you have completed filling out the form, click the red **Submit** button at the bottom of the page.

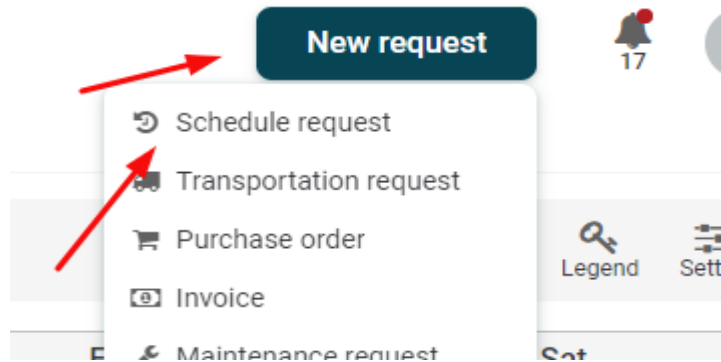


A screenshot of a form submission area. At the top, there is a horizontal line representing a form field. Below this line, there is a red arrow pointing downwards towards the 'Submit' button. To the left of the 'Submit' button is a checkbox labeled 'Make private'. To the right of the 'Submit' button is a 'Back' button. The 'Submit' button is a solid blue rounded rectangle with white text, while the 'Back' button is a white rounded rectangle with a black border and black text.

Shortcuts Using the FMX Calendar:

Shortcut 1

1. From your calendar, click on **New Request** button in the upper right-hand corner and select **Schedule Request**



Shortcut 2

1. From your calendar, click on the day for which you would like to create a request. Once selected, please select Schedule Request. Please note, this option will prefill the "Starts" date with the date you selected

Create New Request on Thu, Nov 18



Schedule request

Planned maintenance task

Transportation request

Purchase order

Maintenance request

Planning request

Technology request

Cancel

* Starts 

All day

* From

3. A new window will open for you to complete the details of your request. When finished, click **Submit**.