



HUSD New Community Member Facility Rental Guide

[Register an FMX Account](#)

Step 1: Open an internet browser and navigate to (husd.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 (husd.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** and choose Schedule Request (see picture below).

The screenshot shows the FMX web interface. On the left is a sidebar with the FMX logo and navigation options: 'Calendar', 'Maintenance Requests', and 'Schedule Requests'. The main area displays a calendar for January 2020. A dropdown menu is open, showing options: 'Schedule request', 'Transportation request', 'Maintenance request', and 'Technology request'. A '+ New request' button is visible in the top right corner of the calendar area.

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 Community Staff portal. 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 left sidebar contains the following navigation items:

- Calendar
- Maintenance Requests
- Schedule Requests (highlighted)
- Technology Requests
- Transportation Requests
- Buildings
- Resources & Locations
- Help & Updates
- My Logs

At the bottom of the sidebar, it says '© 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 Support Services Specialist.

[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

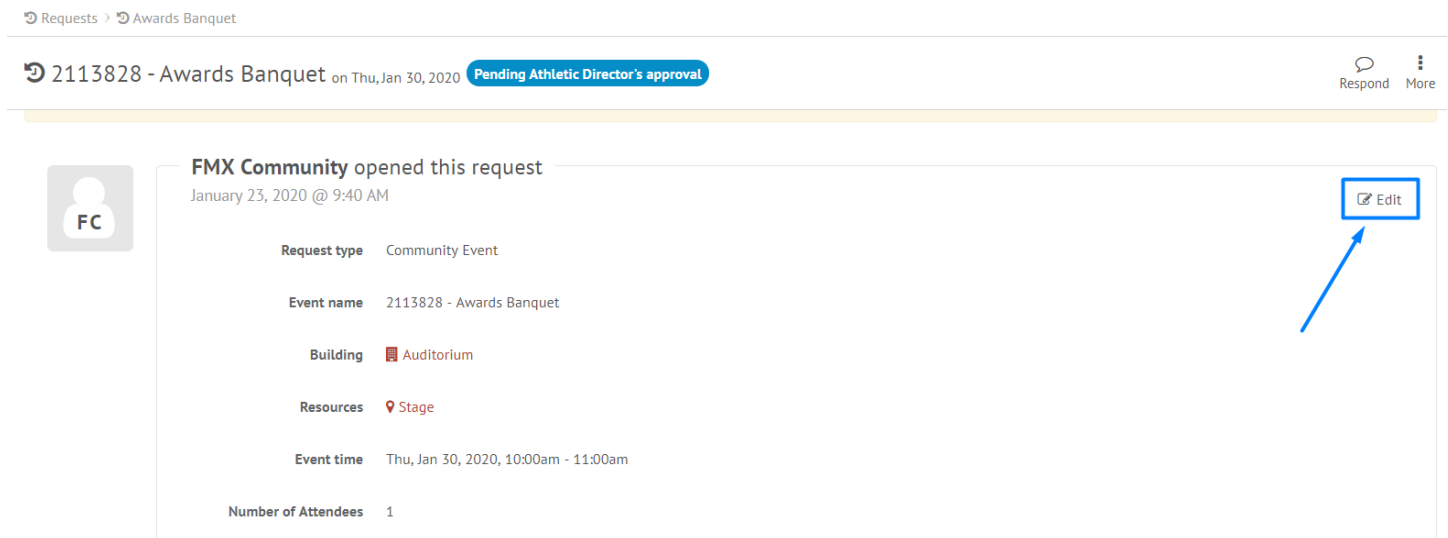
Building Auditorium

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**.

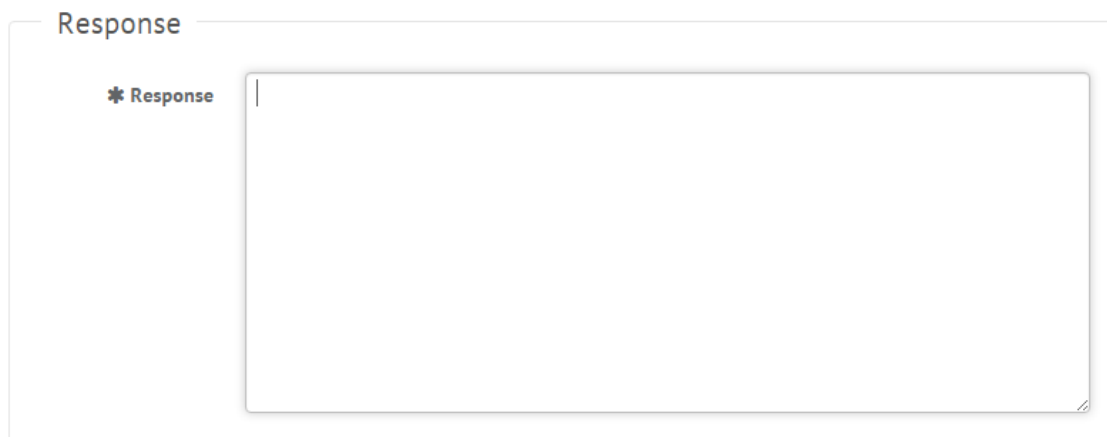
[Respond to a Schedule Request](#)

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.