



## Bloomfield Hills Schools Community Member Schedule Request Guide

### Register an FMX Account

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

### Log in to FMX

Step 1: Open an internet browser and navigate to (bloomfield.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 displays the FMX web application interface. On the left is a sidebar with the FMX logo and navigation options: "FMX Community Staff" (with a "Log out" button), "Calendar", "Maintenance Requests", and "Schedule Requests". The main area shows a calendar for January 2020 with days of the week (Sun-Fri) and dates (29-31, 1-11). A "New request" button is visible in the top right corner. A dropdown menu is open, listing request types: "Schedule request" (highlighted with a blue box), "Transportation request", "Maintenance request", and "Technology request".



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 left sidebar contains navigation links: Calendar, Maintenance Requests, Schedule Requests (highlighted), Technology Requests, Transportation Requests, Buildings, Resources & Locations, Help & Updates, and My Logs. The user is identified as 'FC' with a 'Log out' button. The main content area is titled 'New Schedule Request' and contains the following fields:

- Request type**: A dropdown menu with an asterisk indicating it is required.
- Event name**: A text input field with an asterisk.
- Building**: A dropdown menu with an asterisk.
- Resources**: A dropdown menu with an asterisk.
- Starts**: A date input field showing '1/27/2020' with a calendar icon, an asterisk, and an 'All day' checkbox.
- From**: A time input field showing '5:00pm' with an asterisk.
- To**: A time input field showing '6:00pm' with an asterisk.
- Repeats**: A dropdown menu showing 'Never' with an asterisk.
- Setup time**: A dropdown menu.
- Teardown time**: A dropdown menu.
- Number of Attendees**: A text input field with an asterisk.

At the bottom left of the sidebar, there is a copyright notice: © 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 appropriate 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).





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.