Quick Guide to UCS Schedule Requests
Non-Affiliated Groups

1. **Create a login (blue button) (QR code at the bottom to take you to site)**

2. ***Choose your Request Type:**

   Non-UCS Affiliated Group Events – any outside group not affiliated with UCS

3. ***Enter the name of the event:** (put the name of the event, not just PTO, Practice, etc)

   ***Choose your building for the event:**

   ***Resource type:** the location you want to use for your event (i.e. gym, classroom, PAC)

   ***Resources:** Specific location for gyms, classrooms, etc.;

   Choose "other" for classrooms and it will give you a drop down to add a room number

   ***Start Date:** date of the event

   ***From and To:** this is the start and end times for your event

   ***Repeat:** if your event is more than one day, enter here

   ***Setup/Teardown time:** the time you need *before* and *after* the event

   ***There are 4 boxes to add information for your event:** *(complete all these the best you can)*

   *Event Setup Details

   *Food Service Details

   *Technology Details

   *Additional Event Details

4. ***Read the Facility Rules:** check the box that you've read them.
5. **Make private box:** Always check "No"
6. **Click Submit**

scan QR code for FMX homepage

Login - FMX