



Quick Guide to UCS Schedule Requests

1. **Login – SSO** (This is your UCS login)

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

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

UCS Athletic Events – all games and practices for UCS athletics

UCS Community Education – only community education will use this

UCS District Events – all district events (i.e. PD's, Wellness Fair, College Fairs, etc.)

UCS School Events – school group events (i.e. PTO/PTA events, Sci Olympiad, concerts, drama, etc.)

3. ***Enter the name of the event:** (do not put only PTO, meeting, practice, etc.; put the name of the event)

***Choose your building for the event:** (home school or another school for 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

***Additional Event Details:** Needs/wants for your event: Examples:

Doors unlocked, AC/Heat to be turned up or down, any set up needed, technician, custodian, **tables and/or chairs, portable lights, etc.

***please note – work orders must be submitted under maintenance requests for tables/chairs, portable lights, etc.*

4. ***Read the Facility Rules:** check the box that you've read them.

5. **Make private box:** Always check "No"

scan QR code for FMX homepage

6. **Click Submit**



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