Northgate School District Community Member Schedule Request Guide

Register an FMX Account

Step 1: Open an internet browser and navigate to https://northgatesd.net.gofmx.com/register-community-member.

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.

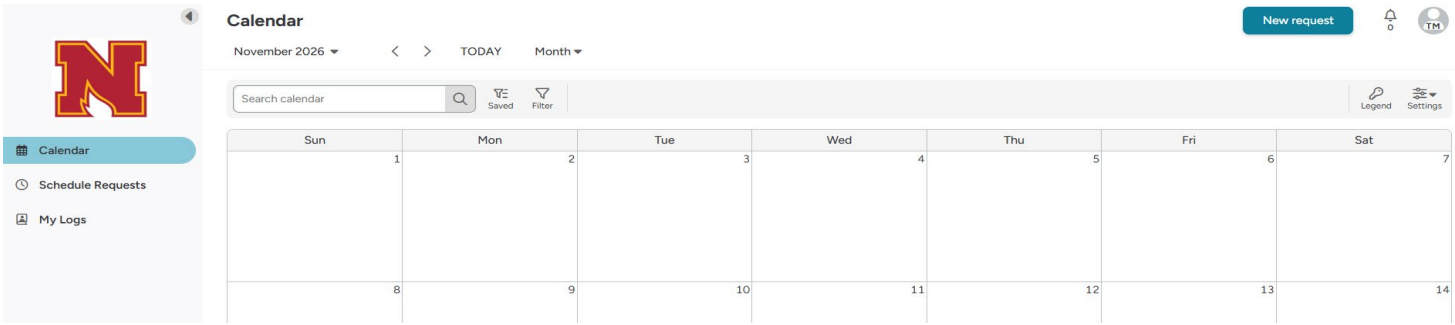
Login to FMX

Step 1: Open an internet browser and navigate to (yourfmxsite.gofmx.com)

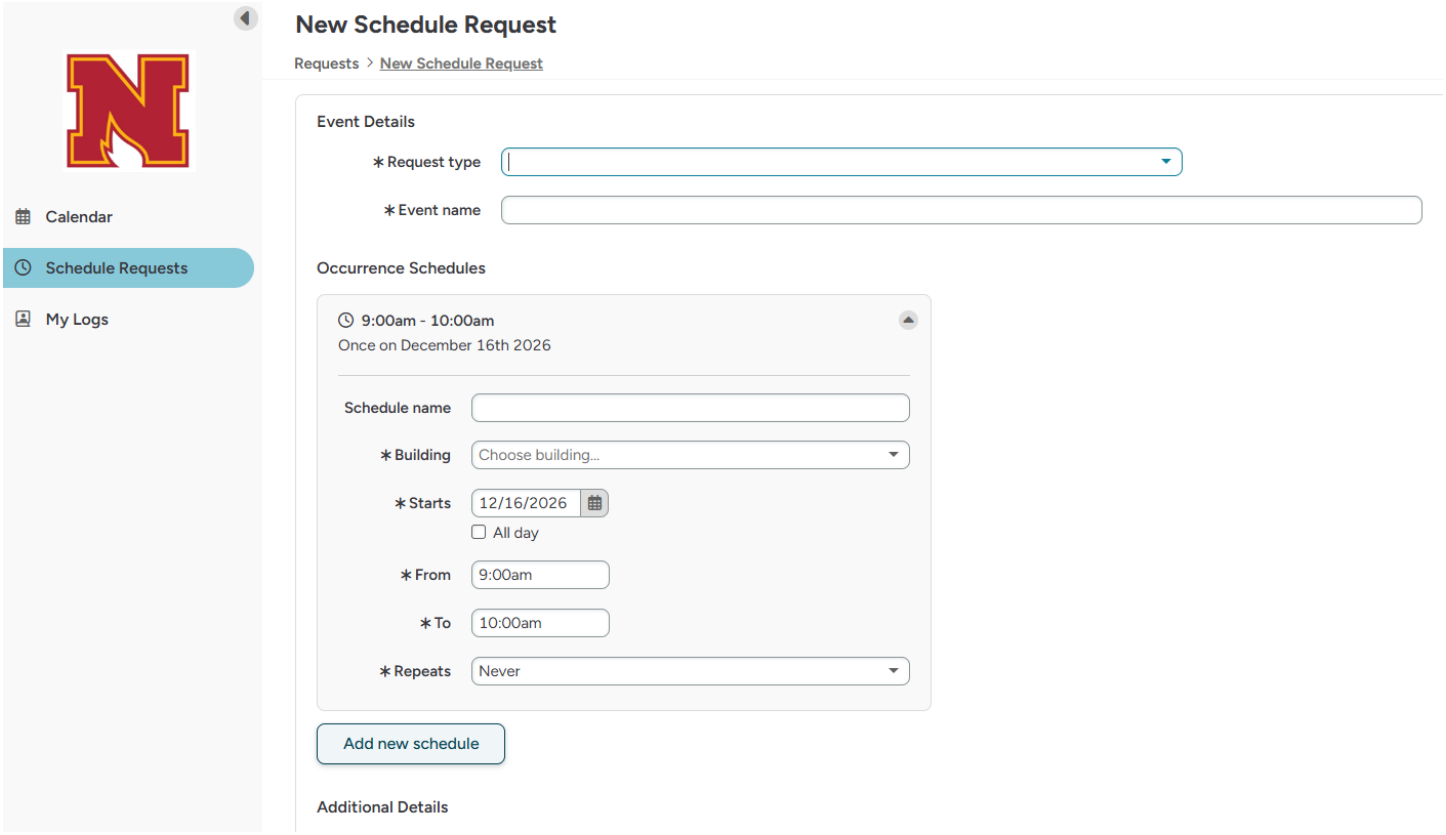
Step 2: Log in with the email address and password you selected earlier.

Create a Schedule Request

Step 1: Click **Schedule Requests** in the left sidebar, then click **New request.**



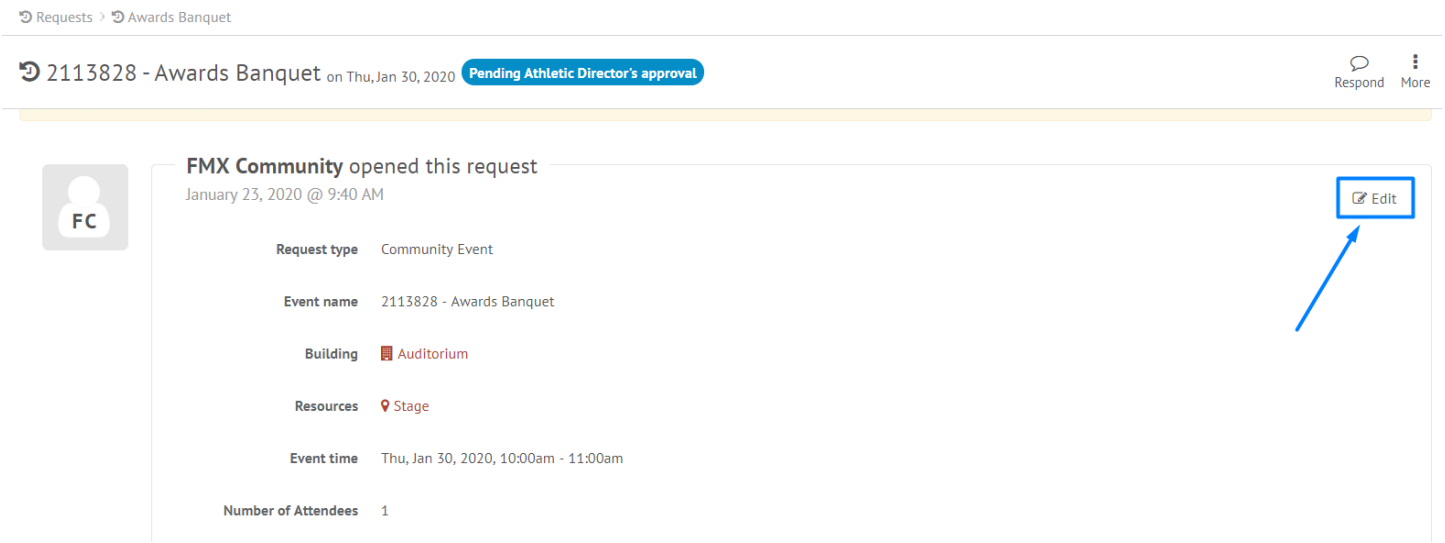
Step 2: Enter the required fields (marked with an asterisk) and click **Submit** to submit the schedule request (see picture below).



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.

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).

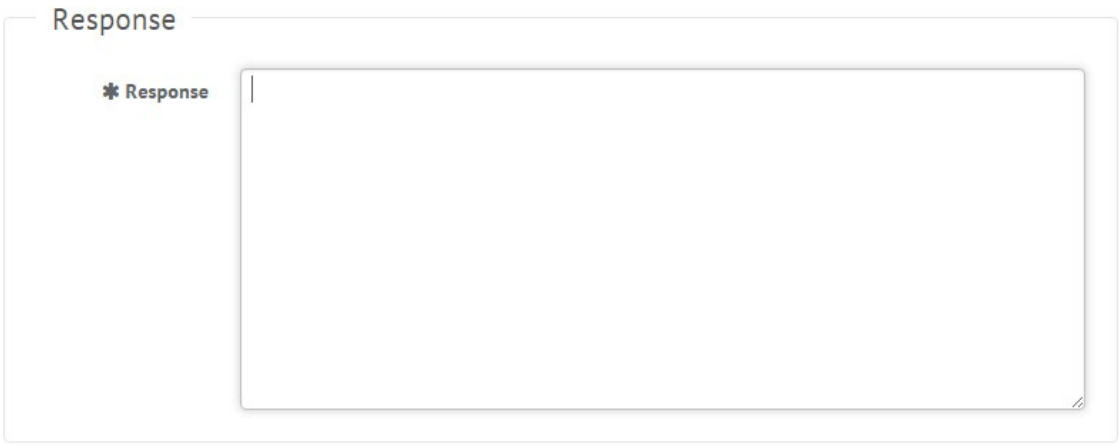


Step 2: After making the necessary editing changes click **Save.**

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.



Step 3: Click **Respond** to send your response. This will generate an email notification to all users involved with the request.