



Gaylord Community Schools Community Member Schedule Request Guide

Register an FMX Account

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

The screenshot shows the FMX Community Member interface. On the left is a sidebar with the FMX logo, a user profile icon labeled 'FC', and navigation links for 'Calendar', 'Schedule Requests', and 'Help & Updates'. The main content area is titled 'December 2015 Calendar'. It features a date picker set to 'Today 12/21/2015', a search bar, and a '+ New request' button. Below these are view options for 'Day', 'Week', 'Month', and 'Agenda'. The calendar grid shows days of the week (Sun to Sat) and dates from 1 to 19.

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

The screenshot shows the 'New Schedule Request' form in the FMX Community interface. The left sidebar contains the FMX logo, user profile 'FC', and navigation links for 'Calendar', 'Schedule Requests', and 'Help & Updates'. The main content area is titled 'New Schedule Request' and contains a 'Request' form with the following fields:

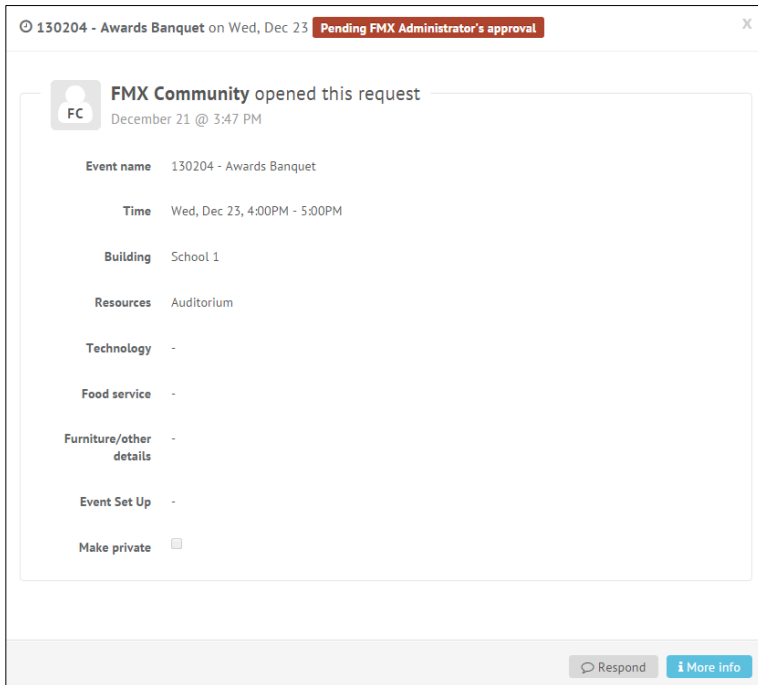
- * Event name: Awards Banquet
- * Starts: 12/23/2015 (with a calendar icon) and an 'All day' checkbox.
- * From: 4:00pm
- * To: 5:00pm
- * Repeats: Never (dropdown menu)
- * Building: School 1 (dropdown menu)
- * Resources: Auditorium (dropdown menu)
- Technology: (empty text area)

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 Facilities 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 **Details** (from the grid) or click **More info** and then **Details** (from the calendar, see picture below).



130204 - Awards Banquet on Wed, Dec 23 Pending FMX Administrator's approval

FC FMX Community opened this request
December 21 @ 3:47 PM

Event name 130204 - Awards Banquet

Time Wed, Dec 23, 4:00PM - 5:00PM

Building School 1

Resources Auditorium

Technology -

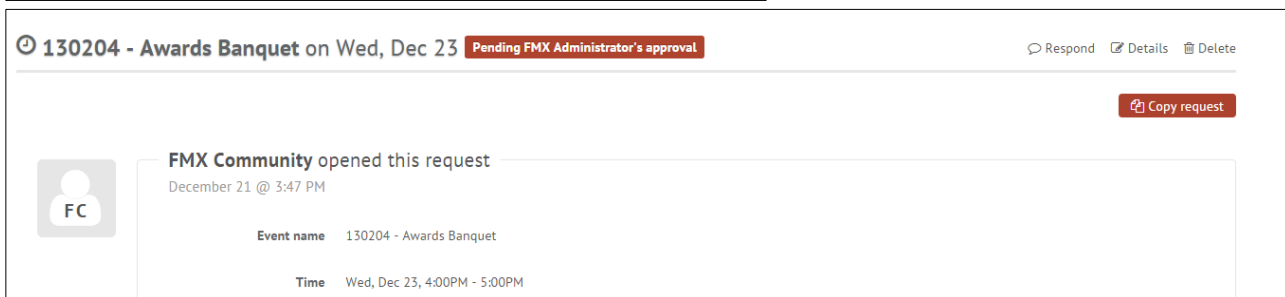
Food service -

Furniture/other details -

Event Set Up -

Make private

Respond More info



130204 - Awards Banquet on Wed, Dec 23 Pending FMX Administrator's approval Respond Details Delete

Copy request

FC FMX Community opened this request
December 21 @ 3:47 PM

Event name 130204 - Awards Banquet

Time Wed, Dec 23, 4:00PM - 5:00PM

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**.

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Building School 1

Resources Auditorium

Technology -

Food service -

Furniture/other details -

Event Set Up -

Make private

[Respond](#) [More info](#)

Response

* Response

Step 2: Enter a response.

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



