



Alachua County Public Schools Community Member Schedule Request Guide

Register an FMX Account

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

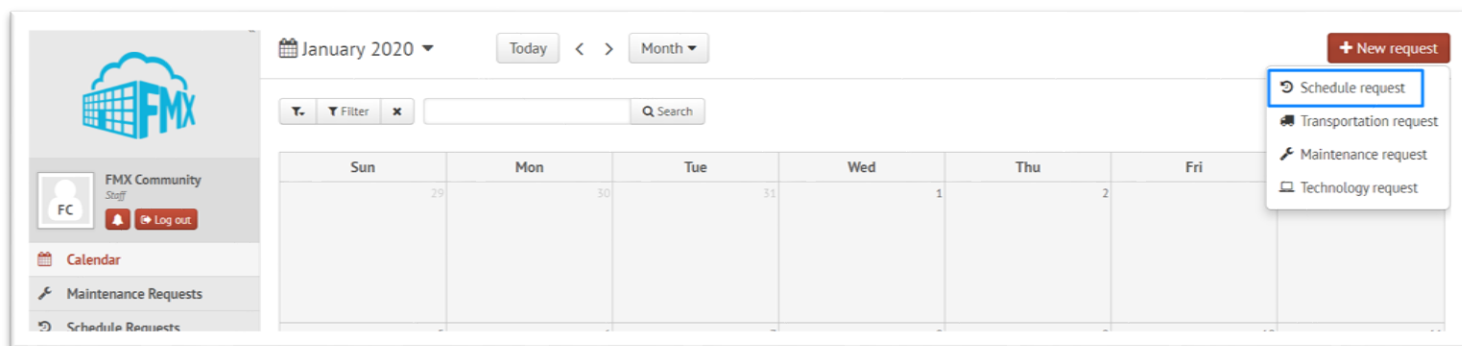
Step 1: Open an internet browser and navigate to (gmsbac.gofmx.com/register-community-member)

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).

The screenshot shows the 'New Schedule Request' form in the FMX Community 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 main form area is titled 'New Schedule Request' and contains the following fields:

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

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.

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.

The screenshot shows the 'Response' form. It has a title 'Response' and a single text input field labeled '* Response'.

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