



## Worthington Community Member Schedule Request Guide

### Register an FMX Account

**Step 1:** Open an internet browser and navigate to <https://worthington.gofmx.com/register-community-member>.

**Step 2:** Fill out the community member registration form. (Please note that all fields 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.

**Step 4:** Submit a current copy of your liability insurance to the Worthington School District. This is required to enable your account for schedule requests.

### Login to FMX

**Step 1:** Open an internet browser and navigate to <https://worthington.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 **Save** 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 by the Principal and the Facilities Department.

The screenshot shows the 'New Schedule Request' form in the FMX system. The left sidebar contains navigation options: Calendar, Schedule Requests (selected), Maintenance Requests, Planned Maintenance, Users, Reports, Equipment, Resources, Buildings, and Organization. The user is logged in as 'FMX Admin, PM Administrator'. The form fields are as follows:

- Event name:** Staff Meeting
- Starts:** 7/28/2014
- From:** 3:00pm
- To:** 4:00pm
- Repeats:** Monthly
- By:** Day of the week
- Every:** Month
- Ends:** The following year
- Building:** Thomas Worthington High School
- Resource types:** Conference Room

## 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).

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

Staff Meeting on Mon, Jul 28 (Finalized)

Request by **FMX Admin**

Event name: Staff Meeting

Time: Mon, Jul 28, 3:00PM - 4:00PM

Building: Thomas Worthington High School

Resources: Conference Room 1

Cleanup: -

Transportation: -

Technology: -

Food service: -

Buttons: Respond, More info

## 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 (see picture below).

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

Staff Meeting on Mon, Jul 28 (Finalized)

Request by **FMX Admin**

Event name: Staff Meeting

Time: Mon, Jul 28, 3:00PM - 4:00PM

Building: Thomas Worthington High School

Resources: Conference Room 1

Cleanup: -

Transportation: -

Technology: -

Food service: -

Buttons: Respond, More info

Staff Meeting on Mon, Jul 28 (Finalized)

Response

\* Response: The laptop & projector have been set up for the presentation.

Request by **FMX Admin**

Event name: Staff Meeting

Time: Mon, Jul 28, 3:00PM - 4:00PM

Building: Thomas Worthington High School

Buttons: Save, Cancel



## Accept the estimate for your Schedule Request

**Step 1:** Once your request has been approved, the Worthington Schools Facilities Team will provide an estimate for the cost of your event. You will be notified of this estimate with an email.

**Step 2:** To accept or decline your estimate click the link in the email or log into FMX androgen click the “Accept Estimate” or “Decline Estimate” buttons after clicking on the Schedule Request in the calendar (see picture below).

**NOTE:** Clicking on “Decline Estimate” will cancel your request.

**Step 3:** If you accept your estimate you will receive an initial invoice for 50% of the estimate amount.

The image displays two side-by-side screenshots of a web application interface for managing schedule requests. Both screenshots show a window titled "test on Sun, Jul 27 (Pending estimate acceptance)".

The left screenshot shows the "Estimate by Jamie Gregory on Sun, Jul 27, 7:10PM" section with the following details:

- Amount:** \$100.00
- Description:** This estimate includes the space rental & custodial services.

The "Approval" section shows:

- By:** Brian Gregory
- Approved:** Sun, Jul 27, 6:45PM

The "Request by Brian-User Gregory" field is visible at the bottom. A red arrow points from the "Request by Brian-User Gregory" field to the "Accept Estimate" button in the bottom navigation bar. Other buttons in the bar include "Decline Estimate", "Respond", and "More info".

The right screenshot shows the same information, but the "Request by Brian-User Gregory" field is empty. A red arrow points from the "Request by Brian-User Gregory" field to the "Accept" button in the bottom right corner. The "Cancel" button is also visible next to it.