



South-Western City School District Community Member Schedule Request Guide

Register an FMX Account

Step 1: Open an internet browser and navigate to (<http://buildinguse.swcsd.us>).

Step 2: Select Login link from page.

Step 3: "Need an Account?"

Step 4: Fill out the community member registration form. (Please note fields with an asterisk are required.)

Step 5: 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.

NOTE You will not be able to submit a request until your account and liability insurance are approved at the District Office.

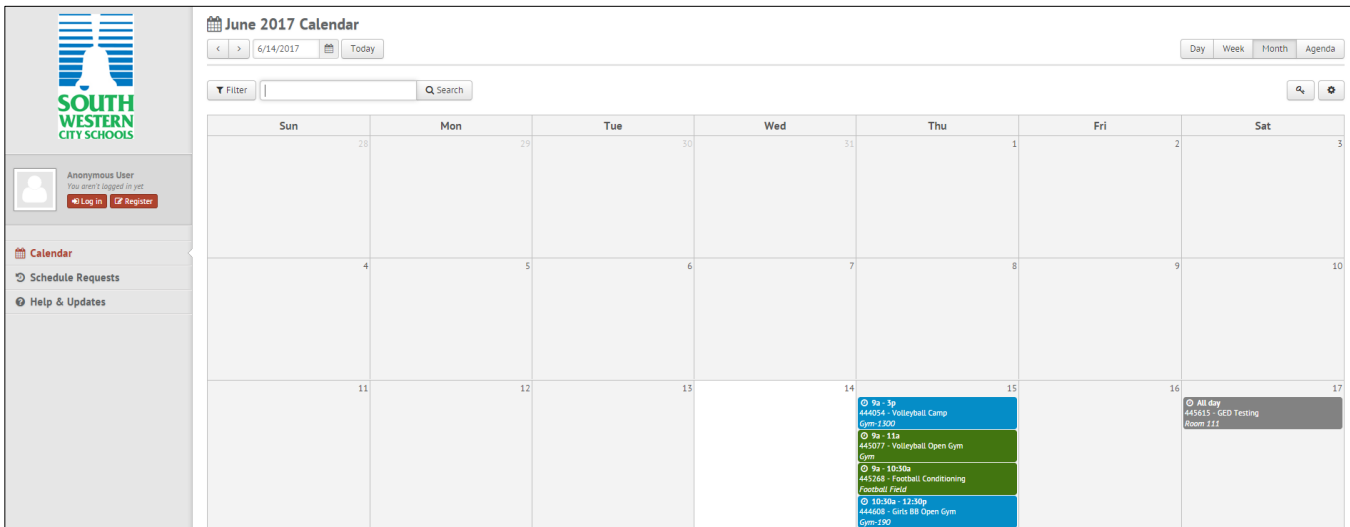
The screenshot shows a registration form for South-Western City Schools. The form is titled "Register" and is set against a background with the school district's logo. The form fields are as follows:

- Name:** A text input field with an asterisk indicating it is required.
- Email:** A text input field with an asterisk indicating it is required.
- Re-enter:** A second text input field for email confirmation, with an asterisk.
- Password:** A text input field with an asterisk indicating it is required.
- Re-enter:** A second text input field for password confirmation, with an asterisk.
- Organization Name:** A text input field with an asterisk indicating it is required.
- Phone:** A text input field with an asterisk indicating it is required.
- Address:** A large text area for the user's address, with an asterisk indicating it is required.
- Group Designation:** A dropdown menu with an asterisk indicating it is required.
- Group Designation Description:** A text area with a link to "View Group Designation Descriptions".
- Upload Liability Insurance:** A text input field with a file upload icon.
- Proof of Non-Profit Status:** A text input field with a file upload icon.

Login to FMX

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



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).

321019 - FMX TEST Request on Fri, Jun 2 Pending Building Approvers' approval

FS FMX Admin Secretary opened this request
June 2 @ 1:34 PM Edit

Request type Building Events

Event name 321019 - FMX TEST Request

Buildings Grove City High School

Resources Art Room-GH4

Event time Fri, Jun 2, 2:00pm - 3:00pm

Number of Attendees -

Will auditorium equipment be used?

Will the kitchen be used?

Additional Equipment Needs -

Additional Furniture Needs? -

Assign Respond ⋮

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

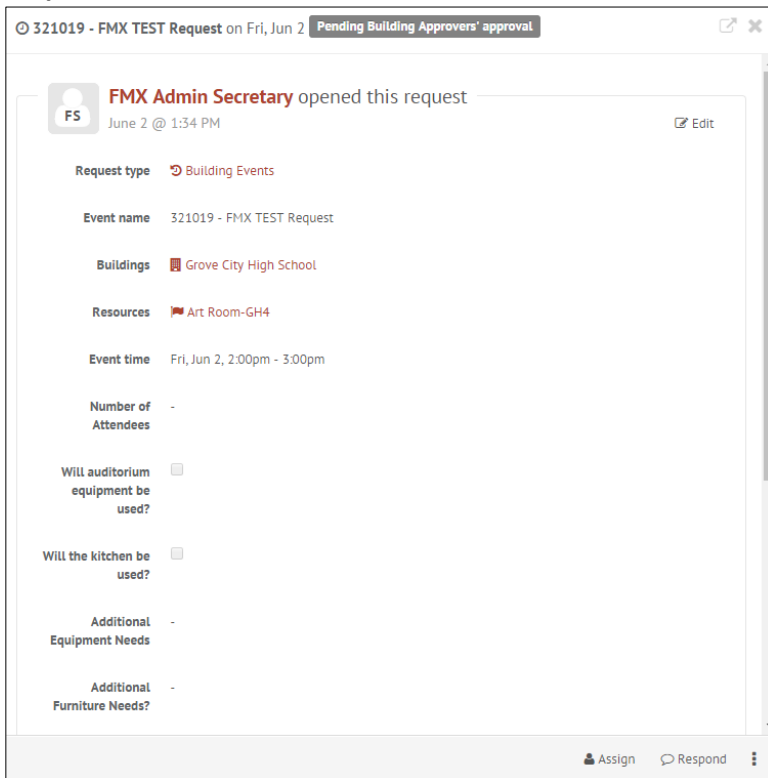
Time Wed, Dec 23, 4:00PM - 5:00PM

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**.



The screenshot shows a web application interface for a schedule request. At the top, the title bar reads "321019 - FMX TEST Request on Fri, Jun 2" and "Pending Building Approvers' approval". Below the title bar, a notification states "FMX Admin Secretary opened this request" with a timestamp of "June 2 @ 1:34 PM" and an "Edit" link. The main content area contains the following details:

- Request type:** Building Events
- Event name:** 321019 - FMX TEST Request
- Buildings:** Grove City High School
- Resources:** Art Room-GH4
- Event time:** Fri, Jun 2, 2:00pm - 3:00pm
- Number of Attendees:** -
- Will auditorium equipment be used?:**
- Will the kitchen be used?:**
- Additional Equipment Needs:** -
- Additional Furniture Needs:** -

At the bottom of the form, there are two buttons: "Assign" and "Respond".



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.

Accepting a Schedule Request Estimate

Before your event is approved, you will receive an estimate from the home office

Step 1: Check your email for a reply from no-reply@swcsd.gofmx.com

Step 2: Click the link in your email to access your schedule request

Step 3: If you approve the estimate, click the “thumbs up” icon. The District Office will be notified of your approval to continue processing your request.

NOTE If you decline the estimate, your request will be declined and removed from the calendar.

