



Washington Local Schools Community Member Schedule Request Guide

Register an FMX Account

Step 1: Open an internet browser and navigate to <https://wls4kids.org/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 <https://wls4kids.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 displays the FMX Community web application interface. On the left is a sidebar with the FMX logo, a user profile for 'FC' with a 'Log out' button, and navigation links for 'Calendar', 'Maintenance Requests', and 'Schedule Requests'. The main area shows a calendar for January 2020 with dates 29 through 11. A search bar and filter options are at the top. A 'New request' button is in the top right, with a dropdown menu listing 'Schedule request', 'Transportation request', 'Maintenance request', and 'Technology request'. The 'Schedule request' option is highlighted with a blue box.



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

The screenshot shows a web application interface for submitting a schedule request. On the left is a sidebar with navigation options: Calendar, Maintenance Requests, Schedule Requests (highlighted), Technology Requests, Transportation Requests, Buildings, Resources & Locations, Help & Updates, and My Logs. The main content area is titled 'New Schedule Request' and contains a 'Request' form with the following fields:

- * Request type (dropdown menu)
- * Event name (text input)
- * Building (dropdown menu)
- * Resources (dropdown menu)
- * Starts (date input, currently 1/27/2020, with an 'All day' checkbox)
- * From (time input, currently 5:00pm)
- * To (time input, currently 6:00pm)
- * Repeats (dropdown menu, currently 'Never')
- Setup time (dropdown menu)
- Teardown time (dropdown menu)
- * Number of Attendees (text input)

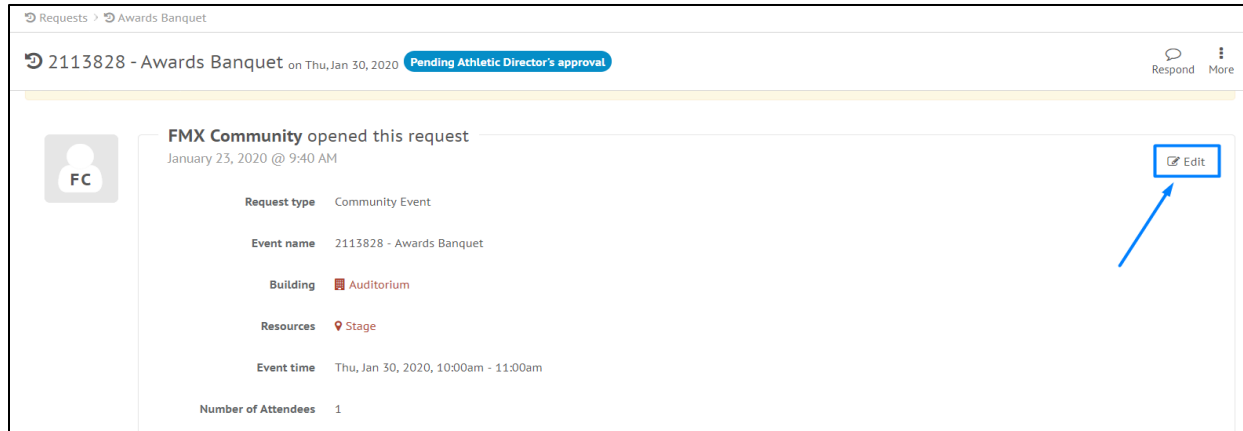
At the bottom left of the page, there is a copyright notice: © 2020 FMX | Terms | Privacy.

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 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.

