



Kutztown Area School District - Community Member Schedule Request Guide

Register an FMX Account

Step 1: Open an internet browser and navigate to (kasd.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 (kasd.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 interface. On the left is a sidebar with the FMX logo and navigation options: 'Calendar', 'Maintenance Requests', and 'Schedule Requests'. The main area displays a calendar for January 2020. A dropdown menu is open over the calendar, listing request types: 'Schedule request', 'Transportation request', 'Maintenance request', and 'Technology request'. A '+ New request' button is visible in the top right corner of the calendar area.

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



Requests > New Schedule Request

New Schedule Request

Request

- * Request type
- * Event name
- * Building
- * Resources
- * Starts All day
- * From
- * To
- * Repeats
- Setup time
- Teardown time
- * Number of Attendees

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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).

Requests > Awards Banquet

2113828 - Awards Banquet on Thu, Jan 30, 2020 Pending Athletic Director's approval Respond More

FC

FMX Community opened this request
January 23, 2020 @ 9:40 AM

- Request type Community Event
- Event name 2113828 - Awards Banquet
- Building Auditorium
- Resources Stage
- Event time Thu, Jan 30, 2020, 10:00am - 11:00am
- Number of Attendees 1

[Edit](#)



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.

Response

* Response

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

