



Lancaster Community Member Schedule Request Guide

Register an FMX Account

Step 1: Open an internet browser and navigate to <https://lancaster.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 Lancaster 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://lancaster.gofmx.com>.

Step 2: Log in with the email address and password you selected earlier.

Trouble Logging In? Call Tish Duncan @ 740-687-7312 or email: I_duncan@lcsschools.net

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

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).

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

Accept the estimate for your Schedule Request

Step 1: Once your request has been approved, the Lancaster City 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.

NOTE: Clicking on "Decline Estimate" will cancel your request.