



Coatesville Area School District Community Member Schedule Request Guide

Register an FMX Account

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

*A copy of your organizations liability insurance certificate in the amount of \$1,000,000 must be attached.

*Requests must be entered at least 30 days prior to your event.

*School Board Policy 707 outlines the rules and regulations for the use of school facilities.

Login to FMX

Step 1: Open an internet browser and navigate to (rlasd.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 web application interface. On the left is a sidebar with the FMX logo, a user profile for 'FMX Community Staff' with a 'Log out' button, and a menu with 'Calendar', 'Maintenance Requests', and 'Schedule Requests'. The main area shows a calendar for January 2020 with days of the week as columns and dates 1 through 11 as rows. A 'New request' button is in the top right. A dropdown menu is open, 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).

*If the area or time frame you are requesting is already in use you will not be able to make your request. Please find an alternate date/time or location and try again.



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

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 Red Lion Area School District.

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.