



Raymore-Peculiar R-II Schedule Request Guide- Community

Login to FMX

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

Step 2: Log in with the following credentials:

- Email
- Password
-

Create a Request (Shortcut)

Step 1: Click **New request** in the right top corner of the calendar page.

The screenshot shows the FMX calendar interface for May 2021. The calendar grid displays dates from Sunday to Saturday. A sidebar on the left contains navigation options: Training Video - Community, Calendar, Invoices, Schedule Requests, Help & Updates, and My Logs. The 'Schedule Requests' option is highlighted. In the top right corner, there are two buttons: '+ New request' and 'Schedule request'. A red arrow points to the '+ New request' button.

Create a Schedule Request

Step 1: Click **Schedule Requests** in the left sidebar, then click **New request**.

The screenshot shows the 'Schedule Requests' page in the FMX interface. The left sidebar has 'Schedule Requests' highlighted. The main content area displays a table of requests with columns: Name, Buildings, Resources, Event time, Schedule, Requester, and Status. A '+ New request' button is visible in the top right corner.

Name	Buildings	Resources	Event time	Schedule	Requester	Status
2244948 - Test	High School	Gym and Security	Tue, May 11, 2021, 1:00pm - 2:00pm	Monthly on day 11, for a year	FMX Community Member	Pending Invoice
Busy	High School	Gym and Security	Sat, May 15, 2021, 3:00pm - 5:00pm	On 14 custom dates	-	-
2244965 - Community Event Test	High School	Gym and Security	Sat, May 22, 2021, 3:00pm - 6:00pm	Monthly on day 22, for a year	FMX Community Member	Finalized & upcoming

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

The screenshot shows the 'New Schedule Request' form in the FMX Community Member portal. The form is titled 'New Schedule Request' and is located under the 'Requests' section. The form includes the following fields:

- * Request type (dropdown menu)
- * Event name (text input field)
- * Building (dropdown menu)
- * Resources (dropdown menu)
- * Starts (date input field, currently set to 6/2/2021)
- * From (time input field, currently set to 3:00pm)
- * To (time input field, currently set to 4:00pm)
- * Repeats (dropdown menu, currently set to Never)
- Setup time (dropdown menu)
- Teardown time (dropdown menu)

The sidebar on the left contains the following navigation options:

- Training Video - Community
- Calendar
- Invoices
- Schedule Requests (highlighted)
- Help & Updates
- My Logs

The user is identified as 'FMX Community Member' and is logged in. The page also shows a breadcrumb trail: 'Requests > New Schedule Request'.

Request Type: Type of Event

Event Name: The name of your event you are scheduling

Building: Where the event will take place

Resources: Specific location within building, or extra services needed for event

For information on frequencies for the Repeats field, please visit <https://help.gofmx.com/hc/en-us/articles/360002195552-The-difference-between-frequencies-when-scheduling-an-event>

Step 3: Check your email for your request confirmation and a link to check the status of your request. New requests will either be finalized or move on to a "Pending" state if they will be approved.

Edit a Schedule Request

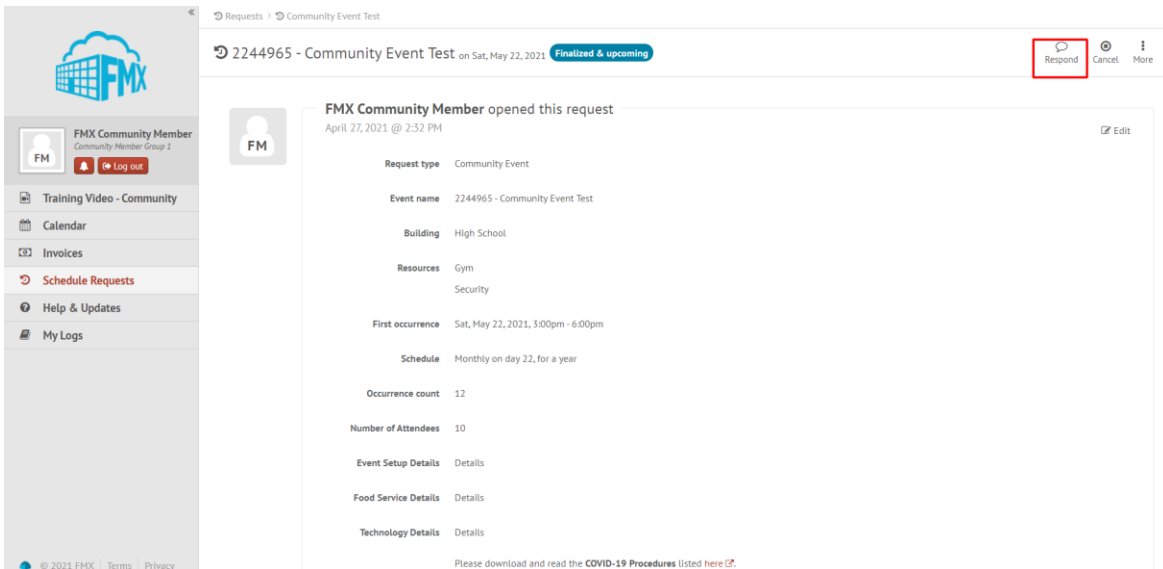
Step 1: Find the schedule request you wish to edit (on the calendar or in the schedule requests grid), then click **Edit**.

The screenshot displays the FMX Community Member interface. On the left is a navigation sidebar with options: Training Video - Community, Calendar, Invoices, Schedule Requests (highlighted), Help & Updates, and My Logs. The main content area shows a request titled '2244965 - Community Event Test' on Sat, May 22, 2021, with a 'Finalized & upcoming' status. The request was opened by an FMX Community Member on April 27, 2021. The details include: Request type: Community Event; Event name: 2244965 - Community Event Test; Building: High School; Resources: Gym, Security; First occurrence: Sat, May 22, 2021, 3:00pm - 6:00pm; Schedule: Monthly on day 22, for a year; Occurrence count: 12; Number of Attendees: 10; Event Setup Details: Details; Food Service Details: Details; Technology Details: Details. A red box highlights the 'Edit' button in the top right corner of the request details panel. At the bottom, there is a note: 'Please download and read the COVID-19 Procedures listed here' with a link icon.

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**.

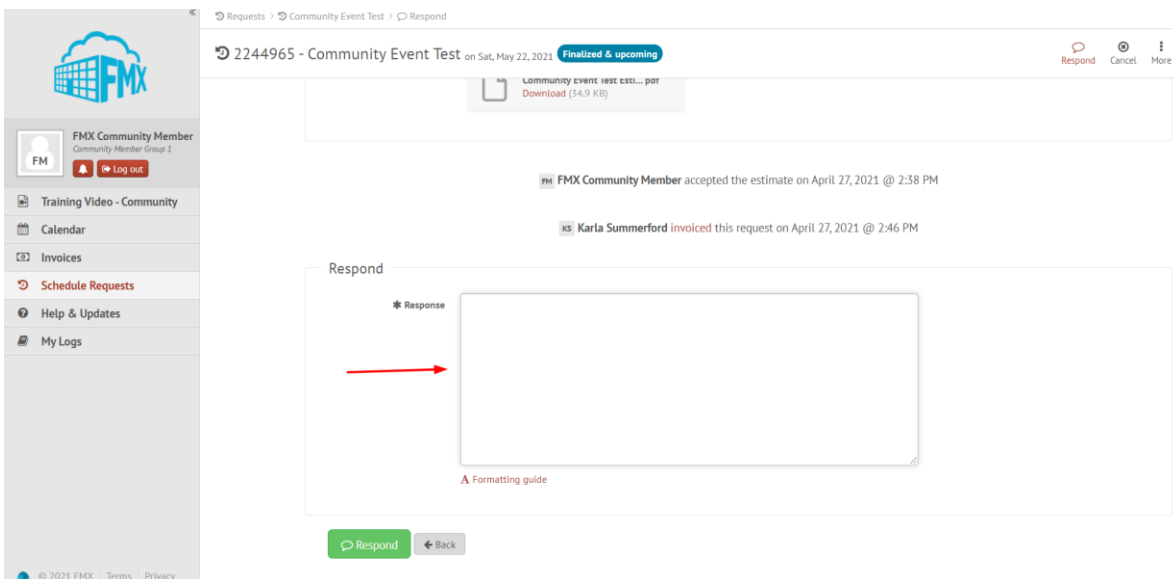


The screenshot shows the 'Respond' page for a schedule request. The breadcrumb trail is 'Requests > Community Event Test'. The request ID is '2244965 - Community Event Test' on 'Sat, May 22, 2021', with a status of 'Finalized & upcoming'. A red box highlights the 'Respond' button in the top right corner. The user is identified as 'FMX Community Member' (Community Member Group 1) with a 'Log out' button. The left sidebar contains navigation options: Training Video - Community, Calendar, Invoices, Schedule Requests (highlighted), Help & Updates, and My Logs. The main content area displays the request details:

- Request type:** Community Event
- Event name:** 2244965 - Community Event Test
- Building:** High School
- Resources:** Gym, Security
- First occurrence:** Sat, May 22, 2021, 3:00pm - 6:00pm
- Schedule:** Monthly on day 22, for a year
- Occurrence count:** 12
- Number of Attendees:** 10
- Event Setup Details:** Details
- Food Service Details:** Details
- Technology Details:** Details

At the bottom, there is a note: 'Please download and read the COVID-19 Procedures listed here.' An 'Edit' link is visible in the top right of the details section.

Step 2: Enter a response (see picture below).



The screenshot shows the 'Respond' page with a response form. The breadcrumb trail is 'Requests > Community Event Test > Respond'. The request ID is '2244965 - Community Event Test' on 'Sat, May 22, 2021', with a status of 'Finalized & upcoming'. A download link for 'Community event test esti... per' (54.9 KB) is visible. The user is identified as 'FMX Community Member' (Community Member Group 1) with a 'Log out' button. The left sidebar is the same as in Step 1. The main content area shows the following activity:

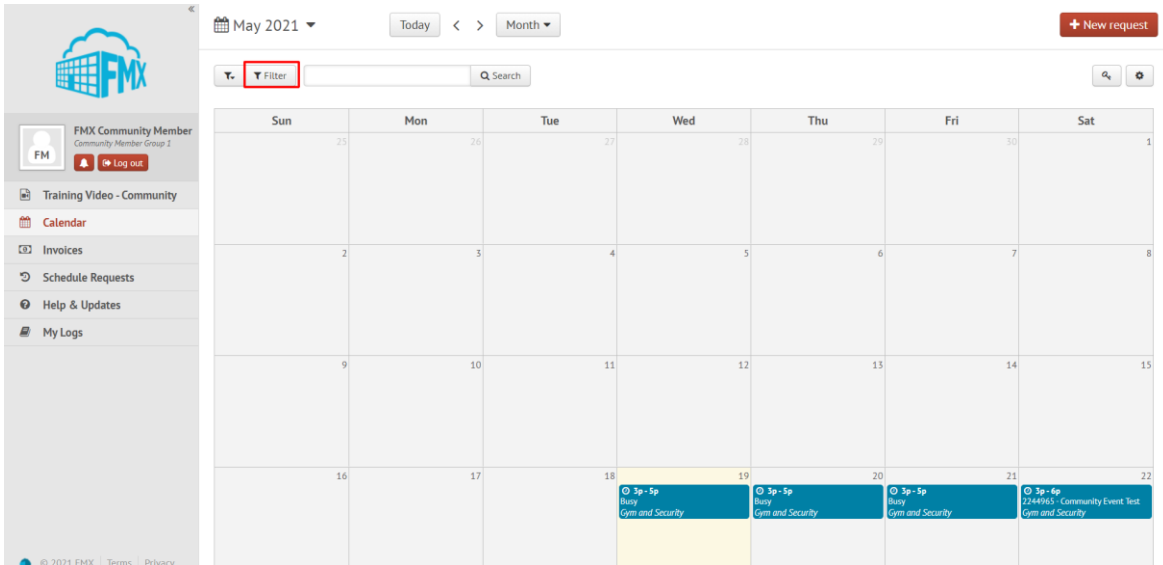
- FMX Community Member accepted the estimate on April 27, 2021 @ 2:38 PM
- Karla Summerford invoiced this request on April 27, 2021 @ 2:46 PM

The 'Respond' section features a text area with a red arrow pointing to it, a 'Response' label, and a 'Formatting guide' link. At the bottom, there are 'Respond' and 'Back' buttons.

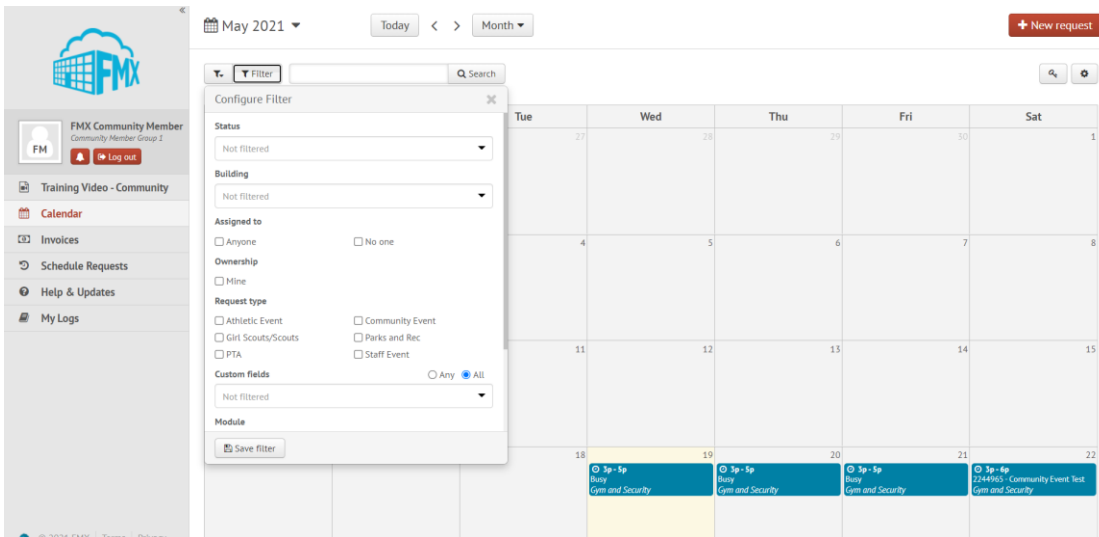
Step 3: Click **Respond** to send your response. This will generate an email notification to all users involved with the request.

Filter in Calendar View

Step 1: Click the **Filter** button above the calendar view (see picture below)



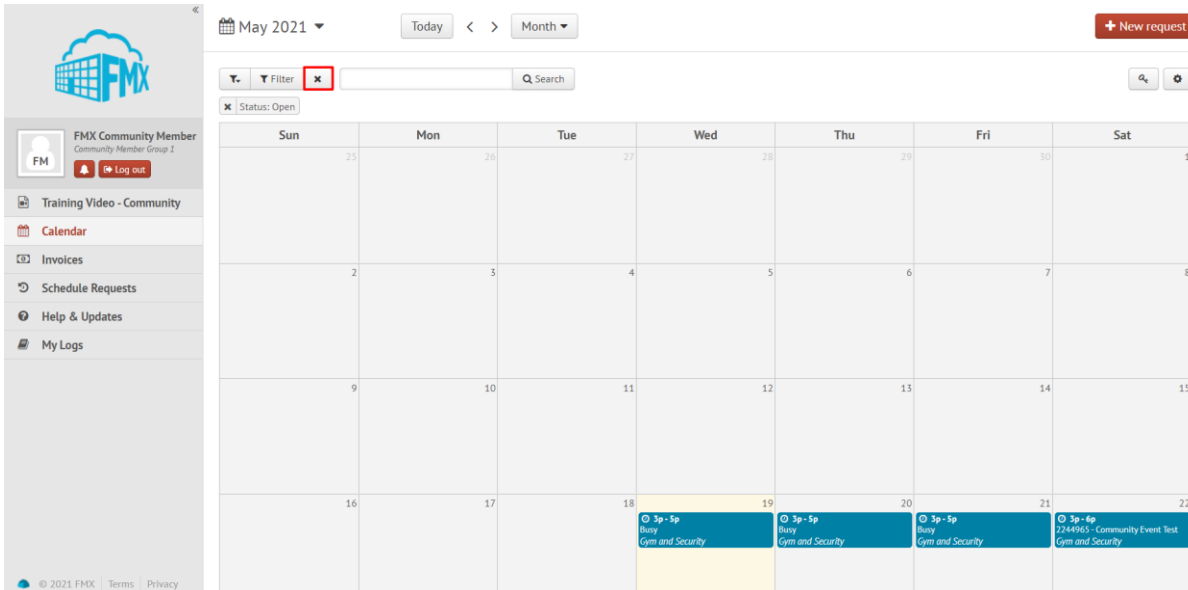
Step 2: Select the filter you would like (see picture below)



NOTE: You may choose more than one filter at a time

Remove All Filters on a Calendar View

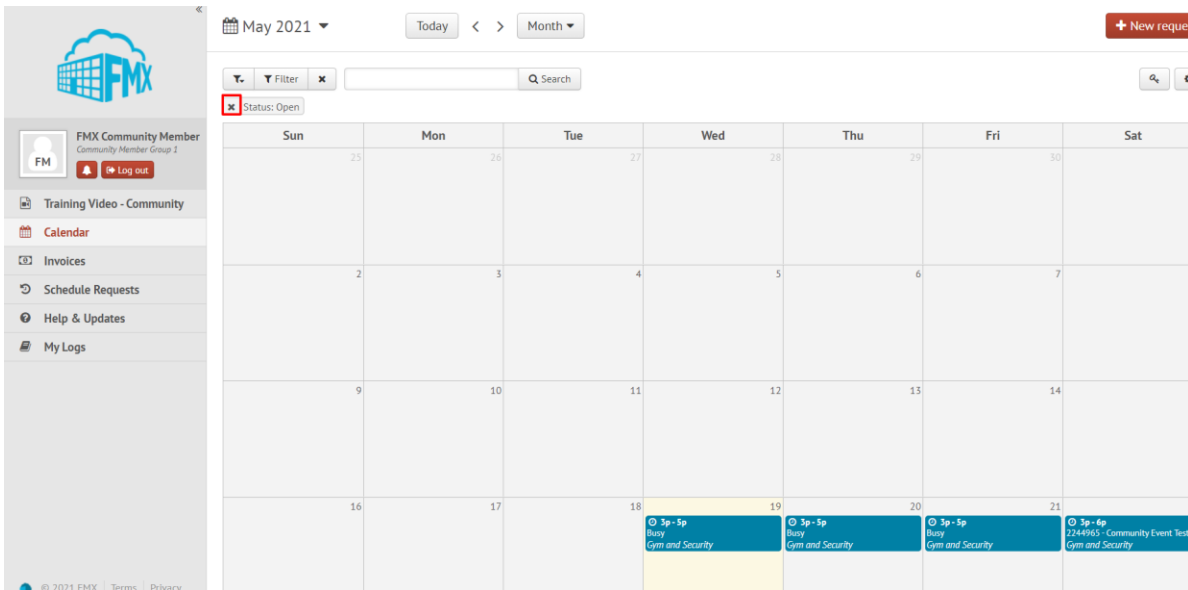
Step 1: With any filters applied, click on the X to remove all filters currently applied to the calendar



The screenshot shows a web-based calendar interface for May 2021. The left sidebar contains navigation links: Training Video - Community, Calendar, Invoices, Schedule Requests, Help & Updates, and My Logs. The main calendar area displays a grid of dates from Sunday, May 23 to Saturday, May 29. A filter dropdown menu is open at the top, showing a search bar and a list of filters. The 'Status: Open' filter is selected, and a red box highlights the 'X' button next to the 'Filter' label, indicating the action to remove all filters.

Remove A Single Filter on a Calendar View

Step 1: Click the X next to the individual filter that you would like to remove



The screenshot shows the same calendar interface as above. The filter dropdown menu is open, and the 'Status: Open' filter is selected. A red box highlights the 'X' button next to the 'Status: Open' filter, indicating the action to remove this specific filter.