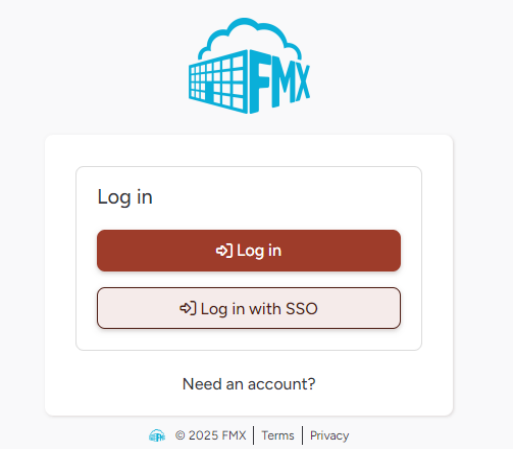
Go to link https://coventryschools.gofmx.com/

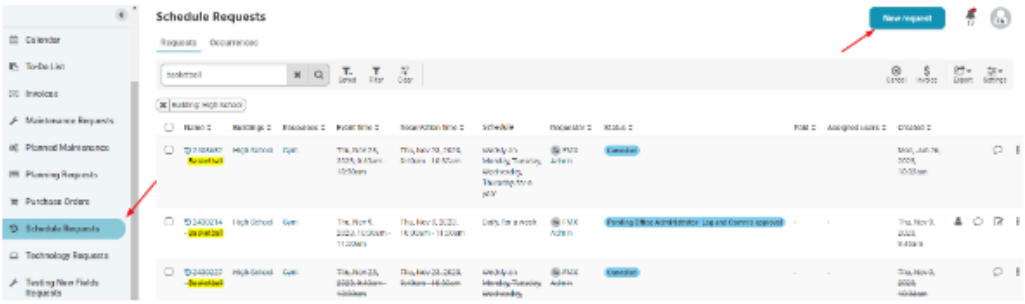
**District Staff - If you haven't yet, you will be asked to login with the SSO (single sign on) using your district/Google email and password. (ie; kratcliff@coventryschools.org)

**Other requesters will need to create an account

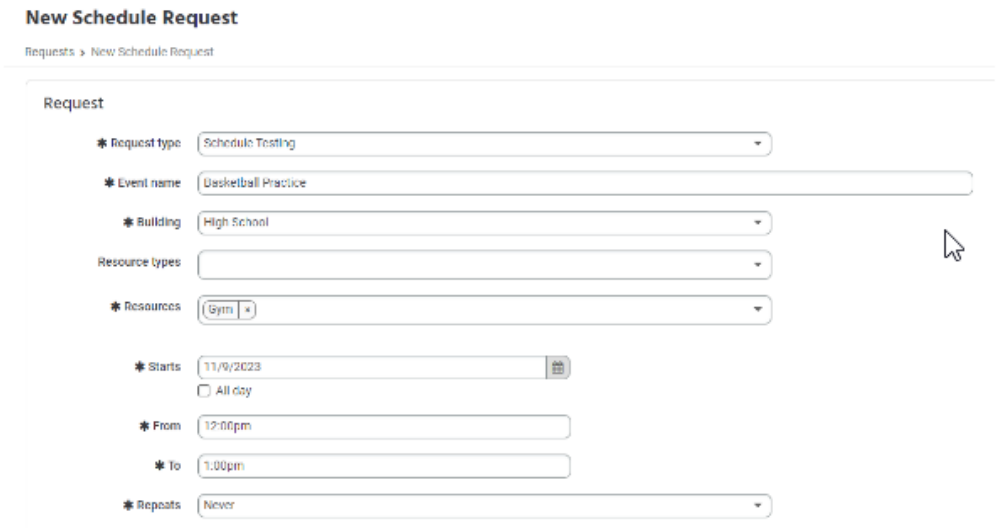


Schedule Request Module

1. Navigate to the Schedule Request module on the left side and click New Request in the right-hand corner of the screen.



2. Fill out the schedule request form with the required information; these are fields that contain an asterisk (*).



***Request Type**: This refers to the category of schedule request.

    ***Request Type:** Staff Event, Community Event etc

***Event Name**: This is the title of the schedule request or event.

**FMX will create a unique ID for each schedule request when submitted.*

Examples: Board Meeting, Girl Scouts, Youth Basketball Practice, Varsity Football vs. Central, etc.

***Buildings**: The building(s) where the schedule request will take place.

***Building:** High School

***Resources**: This refers to the specific area(s) or location(s) in the building where the event will take place.

***Resource:** Conference Room, Gym, Classroom

***Starts**: This is the date when the event will start. If this is an all day event (no specific duration), check the **All day** box. If this is a one time event (does not repeat) please select the date of the event.

***From:** the time when the event starts

***To:** the time when the event ends

***Repeats**: This field refers to the frequency of the event. The options are as follows:

- **Never -** The event occurs one time.
- **Daily -** The event occurs every (x) days.
- **Weekly -** The event occurs every (x) weeks on (x) days.
- **Monthly -** The event occurs every (x) months.
- **Yearly -** The event occurs every (x) years.
- **Custom -** frequency with a unique cadence

Daily

***Every:** the event will occur every day (Sunday- Saturday)

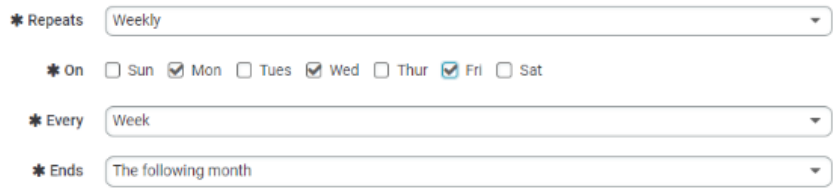
***Ends:** the event will end…

- **The following week** – the event recurrences will end the week after the original event date
- **The following month** –the event recurrences will end the month after the original event date
- **The following year** – the event recurrences will end the year after the original event date
- **After a certain number of occurrences** – the event will end after (number) recurrences, including the first occurrence
- **On date** – the event recurrences will end on a specified date

Weekly

***On**: select the days the event occurs each week by marking the appropriate checkboxes.

Example: an event that occurs on Monday, Wednesday, and Friday; every week



***Every:** the event will occur every (number) of weeks

***Ends:** the event will end…

- **The following week** – the event recurrences will end the week after the original event date
- **The following month** –the event recurrences will end the month after the original event date
- **The following year** – the event recurrences will end the year after the original event date
- **After a certain number of occurrences** – the event will end after (number) recurrences, including the first occurrence
- **On date** – the event recurrences will end on a specified date

Monthly

***By:** This refers to the manner in which the schedule request occurs. There are 4 options:

- **Day of month -** event occurs on a specific date each month (i.e. the 1st of each month)
- **Day of week -** event occurs on a specific day each month (i.e. the second Friday each month)
- **Weekday of month -** event occurs on a specific date each month, excluding weekend days (i.e. the first of each month unless it's a weekend, then move to the first weekday)
- **Weekend day of month -** event occurs on a specific date each month, excluding weekdays (i.e. the first of each month unless it's a weekday, then move to the first weekend day)

***Every:** the event will occur every (number) of months

***Ends:** the event will end...

Yearly

***Every:** the event will occur every (number) of years

***Ends:** the event will end...

- **The following week** – the event recurrences will end the week after the original event date
- **The following month** –the event recurrences will end the month after the original event date
- **The following year** – the event recurrences will end the year after the original event date
- **After a certain number of occurrences** – the event will end after (number) recurrences, including the first occurrence
- **On date** – the event recurrences will end on a specified date

**Biannual events will need to be set up as Yearly, every 2 years.*

Custom

***On:** If the event has multiple recurrences without a particular cadence, enter the individual dates.

Setup time: the time needed prior to the start time for the event set up

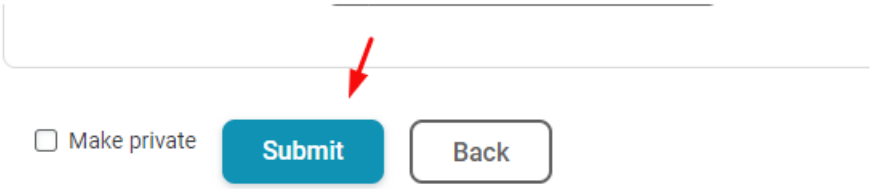
Teardown time: the time needed following the end time for the tear down of the event

On behalf of: If another user requested the event but didn't directly enter the request in FMX, select their name in here.

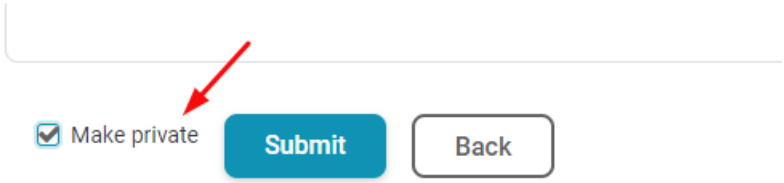
Attachments: if the event needs any documentation submitted (seating charts, approval forms, etc.), you can add those files here
Upcoming reminder: receive an email notification (x) days before the event's start date

Followers: If you'd like to add any other users as followers to the event (like copying someone on an email), select their name here. Followers can receive progress update notifications.
Custom Fields: Custom fields are always an option if you need to add any other required/non-required details to your schedule request form. Custom fields must be added by a site administrator.

5. Once you have completed filling out the form, click the red **Submit** button at the bottom of the page.



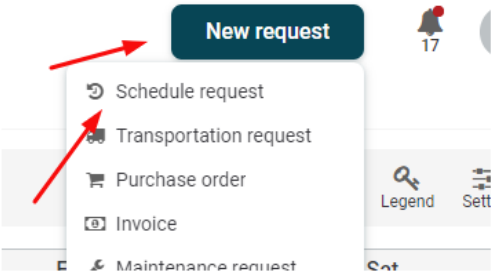
**FMX offers the ability to mark events as private to limit visibility to particular user types. This setting must be enabled by a site administrator.*



Shortcuts Using the FMX Calendar:

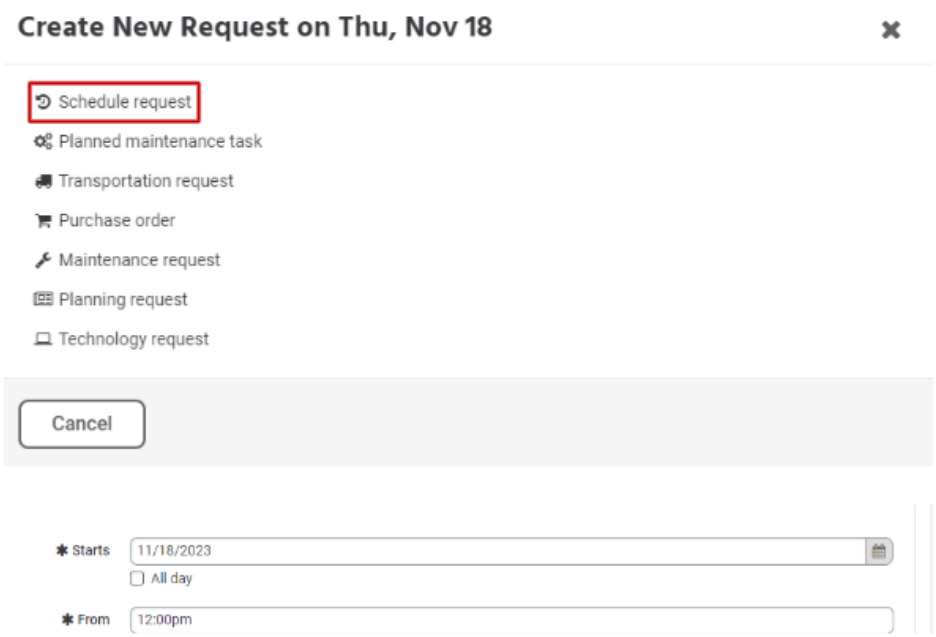
Shortcut 1

1. From your calendar, click on **New Request** button in the upper right-hand corner and select **Schedule Request**



Shortcut 2

1. From your calendar, click on the day for which you would like to create a request. Once selected, please select Schedule Request. Please note , this option will prefill the "Starts" date with the date you selected.



3. A new window will open for you to complete the details of your request. When finished, click **Submit.**