



## Wayland Union Schools Community Member Schedule Request Guide

### Register for an FMX Account

- Step 1. Open an internet browser and navigate to <https://waylandunion.gofmx.com/register>
- Step 2. Fill out the community member registration form (Please note fields with asterisk are required).
- Step 3. Once all required paperwork is received, uploaded and approved you will be able to login and make a schedule request.

### Login to FMX

- Step 1. Open an internet browser and navigate to [waylandunion.gofmx.com](https://waylandunion.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.
- Step 2. Enter the required fields (marked with an asterisk) and click Submit 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 Building & Grounds department. Once approved, you will receive an email that your request has been approved and finalized and you will be able to view the approved request as well as an estimate of associated costs (if applicable). You may edit a request by clicking on the request from your FMX calendar and then clicking the “Edit” button in the top right corner.

Notification of cancellation: Organizations must notify WUS Building & Grounds Department between the hours of 6:00 A.M. and 1:00 PM, Monday through Friday, whenever a function(s) is cancelled. (Important for organizations who have weekly reservations, i.e., basketball, scouts etc.). Failure to notify at least forty-eight (48) hours in advance may result in applicant being responsible for any costs incurred by the School District.

Questions or need more information? Please contact Kelle Tobolic in the Building & Grounds Department. Email: [tobolick@waylandunion.org](mailto:tobolick@waylandunion.org) or (269) 792-2012.