FMX Tips and Tricks

Schedule Request (Use of Facilities):

1. *Plan Accordingly:* FMX does not allow **Schedule Requests** to be submitted under 14 days of the event's start date. If you are unable to submit a request due to the 14-day window, you will need to contact Stephen Santilli for approval and he will need to enter the request for you.

2. *Request Type:* **Outside Organization Event** should never be used when scheduling a district/school event. **Outside Organization Event** is only used when an outside organization is requesting to use/rent our facility for their personal use.

3. *Repeats:* Don't over think this one. You can select **Custom** and enter as many dates on a request as you need. FMX does not limit this like School Dude did.

4. *Setup Time/Teardown Time:* Although these fields do not have an * indicating it is a required field, we do need this information. If the **Setup Time/Teardown Time** fields are left blank, a minimum of 15 minutes will be entered on the request by our department.

5. *Be Prepared:* If you answer yes to "Will there be a presenter, speaker, photographer, assembly presentation, DJ, bounce house, inflatables, food vendor, food truck, ice cream truck, grills, propane tanks, tents, rental equipment at your event?" you must list the name of the vendor/group/company providing services and attach their certificate of insurance to the request. The system will not allow the request to be submitted if these fields are not completed.

6. *Make Private:* A request only needs to be marked **Make Private** if you are scheduling an event that you do not want the public to know about.

7. *Changes/Rescheduling/Canceling Requests:* FMX allows the requester to revise a request they submitted. No more emailing Facilities with date, time, or set up changes. Just simply find your request on the calendar view, open it, and click edit. You also have the ability to cancel a request you submitted. This option is only available after a request has been fully approved or has not yet received any approvals.

Maintenance Request:

1. *Request Type:* Select the option that best fits the work you need to have done. If you are not sure which craft to choose, select Custodial. The goal is to submit the request so that our Facilities staff is aware something needs to be taken care of.

2. **Due:* This can be used if you need something delivered/moved by a specific date.

3. *Assign Workers:* This field will auto populate based on the **Request Type** & **Building** selected. <u>Do not change the employees listed in this field.</u> Changing the names in this field will delay the response time to your request.

If you need assistance or have questions about using FMX please reach out to Facilities Secretary Barbara Dodd doddb@eht.k12.nj.us or at Ext. 1801.