



South Eastern School District Community Member Schedule Request Guide

Create a Schedule Request

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

December 2015 Calendar

Today 12/21/2015

+ New request

Filter Search

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19

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

Schedule Requests > New Schedule Request

New Schedule Request

Request

* Event name Awards Banquet

* Starts 12/23/2015

All day

* From 4:00pm

* To 5:00pm

* Repeats Never

* Building School 1

* Resources Auditorium

Technology

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 Principal and the Facilities Department.

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 **Details** (from the grid) or click **More info** and then **Details** (from the calendar, see picture below).

130204 - Awards Banquet on Wed, Dec 23 Pending FMX Administrator's approval

FMX Community opened this request
December 21 @ 3:47 PM

Event name 130204 - Awards Banquet

Time Wed, Dec 23, 4:00PM - 5:00PM

Building School 1

Resources Auditorium

Technology -

Food service -

Furniture/other details -

Event Set Up -

Make private

[Respond](#) [More info](#)

130204 - Awards Banquet on Wed, Dec 23 Pending FMX Administrator's approval [Respond](#) [Details](#) [Delete](#)

[Copy request](#)

FMX Community opened this request
December 21 @ 3:47 PM

Event name 130204 - Awards Banquet

Time Wed, Dec 23, 4:00PM - 5:00PM

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**.

130204 - Awards Banquet on Wed, Dec 23 Pending FMX Administrator's approval

FC FMX Community opened this request
December 21 @ 3:47 PM

Event name 130204 - Awards Banquet

Time Wed, Dec 23, 4:00PM - 5:00PM

Building School 1

Resources Auditorium

Technology -

Food service -

Furniture/other details -

Event Set Up -

Make private

[Respond](#) [More info](#)

Response

* Response

Step 2: Enter a response.

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

