

June 20, 2024

Hello Event Organizer,

We are excited to announce FMX as the district's new facility scheduling software. This will replace School Dude's FS Direct. This software will allow you to easily submit your facility reservation requests. Implementation will take place on June 25, 2024 for all events starting July 1st. If you have events that have been scheduled and approved for July and August they will be rolled over on your behalf.

The first step is to [register as a user](#) and set up your organization. The software will ask for information about your organization, this will include an up to date certificate of insurance and if applicable proof of non-profit status. Please have this information prior to registering. Your organization needs to be approved by the district before you can create a schedule request, so please allow yourself enough time to schedule your requests.

FMX has an easy to follow help center to assist you with the [creation of a schedule request](#).

When entering a schedule request it is very important to be as specific as possible with your request.

This is your opportunity to communicate with us on what you need to ensure your event is a success. You should be as detailed as possible; do you need chairs or tables set up, an extra garbage can, are you anticipating 35 people or 100 people, what is the nature of the event, sports, small group, etc.

When you enter the time of the event please include the start time to include any time you need for setup and break down. Please be aware that you will not gain access to the building prior to your approved start time. This is to ensure the safety of staff and students and no exceptions will be made.

For any questions regarding this transition, please contact Lynda Ariyan at lariyan@paramusschools.org.

Sincerely,



Brooke Bartley
Business Administrator/Board Secretary