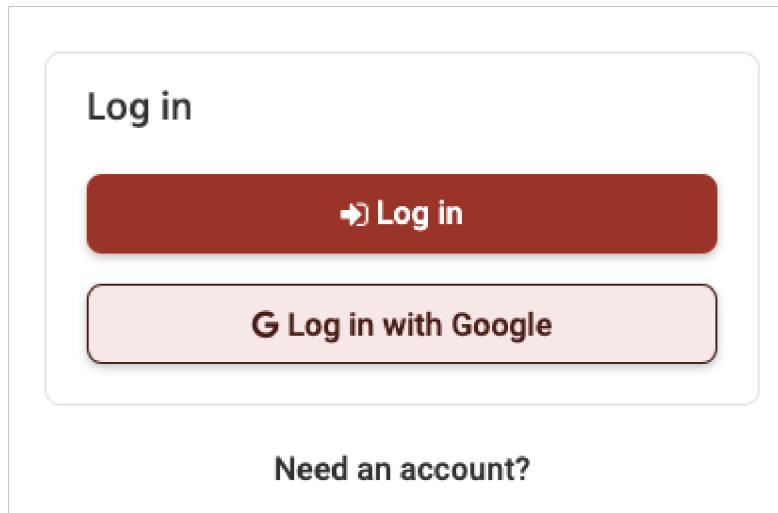


# Registering for an FMX Account

Welcome to our step-by-step tutorial on registering you or your organization with our new facility rental software, FMX. Whether you're looking to book a gymnasium, sports field, or school site space, this guide will walk you through the registration process. Our goal is to make your experience as seamless and straightforward as possible. Let's get started!

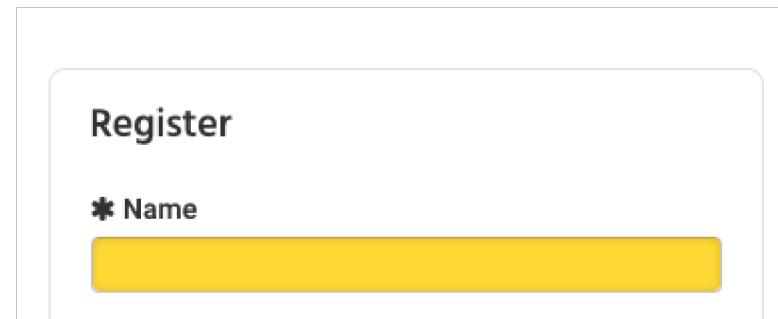
**Step 1:** Go to [www.mcusd.gofmx.com](http://www.mcusd.gofmx.com)



The image shows a login interface with a light gray background. At the top center, the word "Log in" is written in a dark gray sans-serif font. Below it is a large, dark red rectangular button with a white right-pointing arrow and the text "Log in" in white. Underneath the button is another rectangular button with a thin black border, containing a white "G" icon and the text "Log in with Google" in a dark gray sans-serif font. At the bottom center of the interface, the text "Need an account?" is displayed in a dark gray sans-serif font.

*\*If you are a first time-user submitting a request, select "Need an account?" **\*\*If you are an organization who frequently uses our fields, please contact us as an account has already been created for you.***

**Step 2:** Input your full, legal name into the "Name" field. Please include your first and last name.



The image shows a registration interface with a light gray background. At the top center, the word "Register" is written in a dark gray sans-serif font. Below it is a text input field with a yellow background and a thin black border. To the left of the input field, the text "\* Name" is displayed in a dark gray sans-serif font.

**Step 3:** Input your email address into the “Email” field then re-enter that same email address into the “Re-enter” field.

\* Email

\* Re-enter

**Step 4:** Input a password into the “Password” field. This field is case-sensitive and there are no requirements for your password. It can be as many characters and include as many special characters as you would like. Then, input that same password into the “Re-enter” field.

\* Password

\* Re-enter

**Step 5:** The next few fields relate to submitting Facilities Use Requests – organization name, phone number, billing address, and liability insurance.

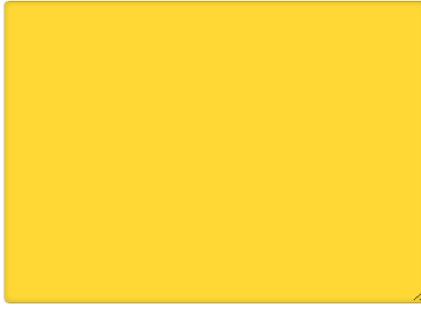
If you are submitting requests on behalf of an organization, please input that organization's information into “Organization Name”. If you are not submitting requests on behalf of an organization, please indicate “N/A” in the field. For example, if you are submitting requests on behalf of Mariposa Youth Sports, you would type “Mariposa Youth Sports” into the “Organization Name” field.

\* Organization Name

Input your phone number into the “Phone Number” field.

\* Phone Number

Input the billing address of your organization into the “Billing Address” field. Please note: This should match the billing address on your Liability Insurance.

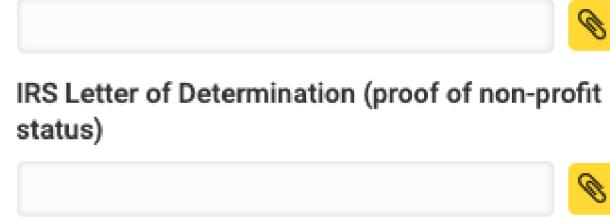


\* Billing Address

A large yellow rectangular box representing a placeholder for the Billing Address input field.

**Step 6:** Please include your Liability Insurance by clicking on the paperclip icon and selecting the file from your documents. We must have a current, valid liability insurance on file in order for you to use Mariposa County Unified School District facilities.

Please include your IRS Letter of Determination (proof of non-profit status) by clicking on the paperclip icon and selecting the file from your documents. We must have a current, valid IRS Letter of Determination on file if you are a non-profit organization in order to change your cost to rent our facilities.



Liability Insurance

IRS Letter of Determination (proof of non-profit status)

Two separate input fields, each with a paperclip icon to the right, representing placeholders for the user to upload documents.

**Step 7:** Select “Continue”. By submitting this form, you are agreeing that your user account is accurate to the best of your knowledge. You are also attesting that you are at least 21 years old, and understand that you must have any applicable documents on file to use Mariposa County Unified School District facilities.

Continue

Once you have submitted your request to create an account, your request will be reviewed by the Mariposa County Unified School District. Persons and organizations requesting to use Mariposa County Unified School District facilities must provide

applicable Certificate of Liability Insurance and IRS Letter of Determination (proof of non-profit designation), if applicable before rental requests can be submitted.