

Activity Scheduler User Guide –



We now use the rSchoolToday™ Activity Scheduler from rSchoolToday as our School Calendar as it provides significant advantages to our school community. Because it is Web-based, we can provide you instant access to the most up-to-date information at all times. All changes are reflected instantly to you as soon as they are made. Here are some of the key features:

The screenshot shows the 'Racine Horlick High School Calendar' in a Microsoft Internet Explorer browser window. The interface includes a navigation bar with 'Calendar' and 'Rosters' tabs. A calendar grid for September 2008 is visible, with a 'View Schedules' sidebar on the right. A table of activities for Tuesday, Sep 16, 2008, is displayed below the calendar. Numbered callouts (1-9) point to various features: 1 (address bar), 2 (calendar window close button), 3 (view whole week link), 4 (location link), 5 (notify me button), 6 (school logo), 7 (subscribe button), 8 (advanced view link), and 9 (login button).

Time	Event	Details	Comments
3:00pm	Mexican Independence Celebration	Cafeteria	
4:00pm	Tennis/Girls Varsity Meet	vs. Kenosha Bradford @ Kenosha Bradford High School	
4:00pm	Tennis/Girls JV Meet	vs. Kenosha Bradford @ Kenosha Bradford High School	
4:30pm	Soccer/Boys Varsity Game	vs. Franklin @ Levanian Field/Horlick	
4:30pm	Soccer/Boys JV Game	vs. Franklin @ Parklins Park	
4:30pm	Swimming & Diving/Girls JV Meet	vs. Kenosha Trampler @ Kenosha Trampler High School	
4:30pm	Swimming & Diving/Girls Varsity Meet	vs. Kenosha Trampler @ Kenosha Trampler High School - pool	
5:00pm	Volleyball/Girls JV Match	vs. Franklin @ Racine Horlick High School	
6:00pm	Volleyball/Girls Freshman Match	vs. Franklin @ Racine Horlick High School	
6:30pm	Volleyball/Girls Varsity Match	vs. Franklin @ Racine Horlick High School	

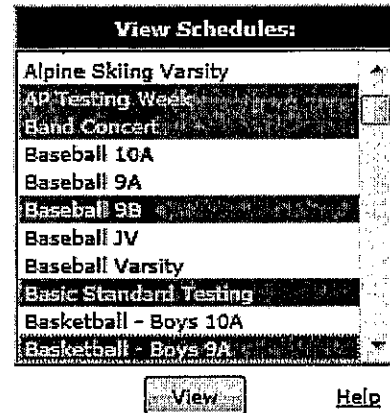
The Calendar will provide an instant view of all activity on today's date. Other features:

1. Click on any date within the month and see the activities for that day
2. Jump to any month in one click
3. One click here to view the whole week
4. Locations can be links that open to printable maps and directions to that location
5. Notify Me! You can set yourself up for automatic email reminders or text messages to your cell phone before any activity or with any changes to any schedules. (See #10 below for details).
6. The latest rosters and scores can be available right from these calendar tabs.
7. You can subscribe to schedules using RSS. This lets you push every day's events to your smart phone or personal calendar.
8. You can get detailed reports by location, by gender, by level, etc. from the Advanced View.
9. You can get the latest complete schedules for any activity. Click on the schedule you want and then click **View**.

Notes about View Schedules (item #9):

You can also hold down the 'control' key on your computer keyboard and click all the schedules you want to see, then click the **View** button. For Mac users it is the open-Apple key.

If you have a pop-up blocker on your computer, the first time you try to view a schedule, it may not open up. You will need to allow pop-ups from this site. With most blockers, closing the window that says "loading..." generally shows you a light yellow bar across the top of the screen that notifies you of the pop-up being blocked. If there is no immediate choice in that bar to "always allow pop-ups from this site," you can usually right-click on that yellow bar and then choose "always allow pop-ups from this site." This is a one-time set-up. If you still can't view schedules, please consult with someone who knows how to use the specific pop-up blocker you have.



When viewing Schedules:

After you click on View Schedule, you have many options:

Date	Type	Time	Opponent	Location
Baseball Boys Varsity Schedule (as of 07-28-08)				
06-12-08	State Tournament	TBD	Away vs. MSHSL	Midway Stadium
06-13-08	State Finals	TBD	Away vs. MSHSL	Midway Stadium
04-02-09	Game	4:15PM	Away vs. Apple Valley	Apple Valley H.S.
04-06-09	Bye	TBD		
04-08-09	Game	4:15PM	Kennedy	Lakeville North
04-09-09	Game	4:15PM	Away vs. Chaaska	Athletic Park
04-13-09	Game	4:15PM	Eagan High School	Lakeville North
04-15-09	Game	4:15PM	Away vs. Burnsville Senior High School	Almognata Park
04-16-09	Game	4:15PM	Eden Prairie	Lakeville North
04-20-09	Game	4:15PM	Away vs. Jefferson	Dred Scott Fields
04-22-09	Game	4:15PM	Eastview	Lakeville North
04-23-09	Game	4:15PM	Apple Valley	Lakeville North
04-27-09	Bye	TBD		
04-29-09	Game	4:15PM	Rosemount	Lakeville North
04-30-09	Game	4:15PM	Away vs. Kennedy	Maddox Field
05-04-09	Game	4:15PM	Chaaska	Lakeville North

- 10) You can print schedules
- 11) Email schedules to a relative. This sends a link with the latest version of the schedule. You can also attach a file of the schedule but its best not to include attachments, since the link in these emails is ALWAYS the MOST up-to-date information and the recipient can then choose to print or download, or export, etc.
- 12) Subscribe to schedules. This will let you get real time updates of any schedule changes pushed to your iPhone, iPod Touch, Droid, iPad, Outlook, etc.
- 13) Download a file of schedules to various file formats.
- 14) You can use this dropdown to choose multiple ways to view the schedules, including the classic Month view.



Notify me!

NOTIFY ME! Automatic notifications and reminders.

One of the most helpful features of the Calendar is the “Notify Me” function. If you click “Notify Me” from the main calendar screen (see #5 above), you can get text messages to your cell phone or email notifications for both reminders before events and any schedule changes.

First, choose which competitive activities you want by checking them off on the list on the screen below, then clicking **Continue >>** to move to a list of all other “non-competitive” school activities

published on the calendar.

Screen: **1** * **2** * **3** * **4**

Welcome! You can set yourself up to receive automatic email notifications for any activities or changes to activity schedules. Check off any of the activities below that you would like to receive email notifications for schedule changes or to remind you about the start of the event. When finished selecting, click Continue.

<input type="checkbox"/> Adaptive Hockey - MH ALL 10A <input type="checkbox"/> Alpine Skiing Boys All <input type="checkbox"/> Alpine Skiing Girls All <input type="checkbox"/> Baseball Boys Varsity <input type="checkbox"/> Basketball Boys 10A <input type="checkbox"/> Basketball Boys 9A <input type="checkbox"/> Basketball Boys 9B <input type="checkbox"/> Basketball Boys JV <input type="checkbox"/> Basketball Boys Varsity	<input type="checkbox"/> Soccer Boys 9A <input type="checkbox"/> Soccer Boys 9B <input type="checkbox"/> Soccer Boys JV <input type="checkbox"/> Soccer Boys Varsity <input type="checkbox"/> Soccer Girls 10A <input type="checkbox"/> Soccer Girls 9A <input type="checkbox"/> Soccer Girls 9B <input type="checkbox"/> Soccer Girls JV <input type="checkbox"/> Soccer Girls Varsity
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Then, click **Continue** to choose if and when to get reminders before each of your chosen activities (optional). MOST importantly, check off the box for each that says “Also Notify Me with all Schedule Changes.” Then click **Continue...**

Faribault High School Calendar

Screen: **1** * **2** * **3** * **4**


Below are the activities you have chosen. Now, please select when you would like to receive automatic email notifications for these activities. When finished, please click Continue.

Activity Name	Send Reminders Before Each Activity	Also Notify me with all Schedule Changes
Baseball Boys JV	2 hours ▼	<input checked="" type="checkbox"/>
Basketball Girls Varsity	2 hours ▼	<input checked="" type="checkbox"/>
Softball Girls Varsity	2 hours ▼	<input checked="" type="checkbox"/>
High School Band Concert	1 day ▼	<input checked="" type="checkbox"/>
Middle School Jazz Band	1 day ▼	<input checked="" type="checkbox"/>
One Act Play	1 day ▼	<input checked="" type="checkbox"/>

The last step is to add your name, and if you would like email notifications, add your email address (and you can add a 2nd email if you like). If you would like text messages to your cell phone, add in your cell phone number and mobile carrier from the dropdown menu.

You can also set up a password so you can login in the future and change these settings. When completed, click **Save Settings** and you are finished!

Big 9 - Mozilla Firefox
 File Edit View History Bookmarks Tools Help
 SACS CONNECTION Big 9 Big 9 Conference Student Eligibility & Informa...
 http://www.big9.org/g9-bin/client.cgi
 Google

 **Faribault High School Calendar**

Notify Me! Screen: **1** * **2** * **3** * **4**

<< Back to Calendar << Back one Screen Save Settings

Here is where you set up your name and email address and also set up a password so that if you ever want to edit these settings, you can login to do so.

Your First Name:
 Last Name:
 Email Notifications:
 Email Address:
 A Second Email Address:
 (to also receive notifications)
 Create Your Password:
 (letter or numbers)
 Cell. Phone Text Message Notifications:
 Cell. Phone Number:
 All phone numbers are 10 digits with no dashes (example:
 8885585588)
 Mobile Provider:

IMPORTANT NOTE: Many Spam Blockers will not let these auto-notification emails get through to you. This is not something we can control. If you think there is a chance that a spam filter is in place at the email address you provided (either your company or your Internet Service Provider), please copy this paragraph of text into an email message to them to ask them to allow emails from "auto-notify@rschooldtoday.com" or "mail.dvwebsite.com" to be delivered to you.

Save Settings


Powered by the rSchoolToday Athletic Scheduler © 2006 Distributed Website Corp.

We hope you find the Calendar beneficial and look forward to your feedback!

If you have questions, please contact rSchoolToday directly and they will assist you. They can be reached at: support@rschooldtoday.com from 7am-10pm M-F Central time.

How to steps for Students and Parents to sign-on to

Here are your step by step instructions on how you can sign-up to be notified about schedules and changes to your son/daughters athletic team schedules.

Below is the top of the athletic page calendar to the upper right hand side is the "Notify Me!"  logo



Kittatinny Regional High School

 **Notify Me!**  **Subscribe**

Simply click on this "Notify Me! link then select the team(s) and levels for notification

- Baseball Boys Freshmen
- Baseball Boys JV
 - Baseball Boys Varsity
 - Basketball Boys Freshmen
 - Basketball Boys JV
 - Basketball Boys Middle School
 - Basketball Boys Varsity

the next page will ask if there are any other activities or events that you may want notification

- 6th Grade Activity Night
- 7/8 Dance
 - 7/8 Holiday Dance
 - 7/8th Grade Boys Basketball Try-outs
 - 7th & 8th Grade Field Hockey Practice

Next Step:

Activity Name	Send Reminders Before Each Activity  Fill down	Also Notify me with all Schedule Changes  Fill down
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Last Step: Here is where you set up your name and email address as well as your password, so that if you ever want to edit your settings you can log in and do so. Simply indicate how you want to be notified (email or text or both) and now you are ready to **GO!**

