Activity Scheduler User Guide - 2011

We now use the rSchoolToday™ Activity Scheduler form 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 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.
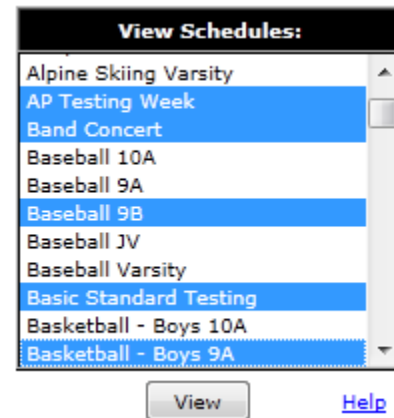
When viewing Schedules:
After you click on View Schedule, you have many options:
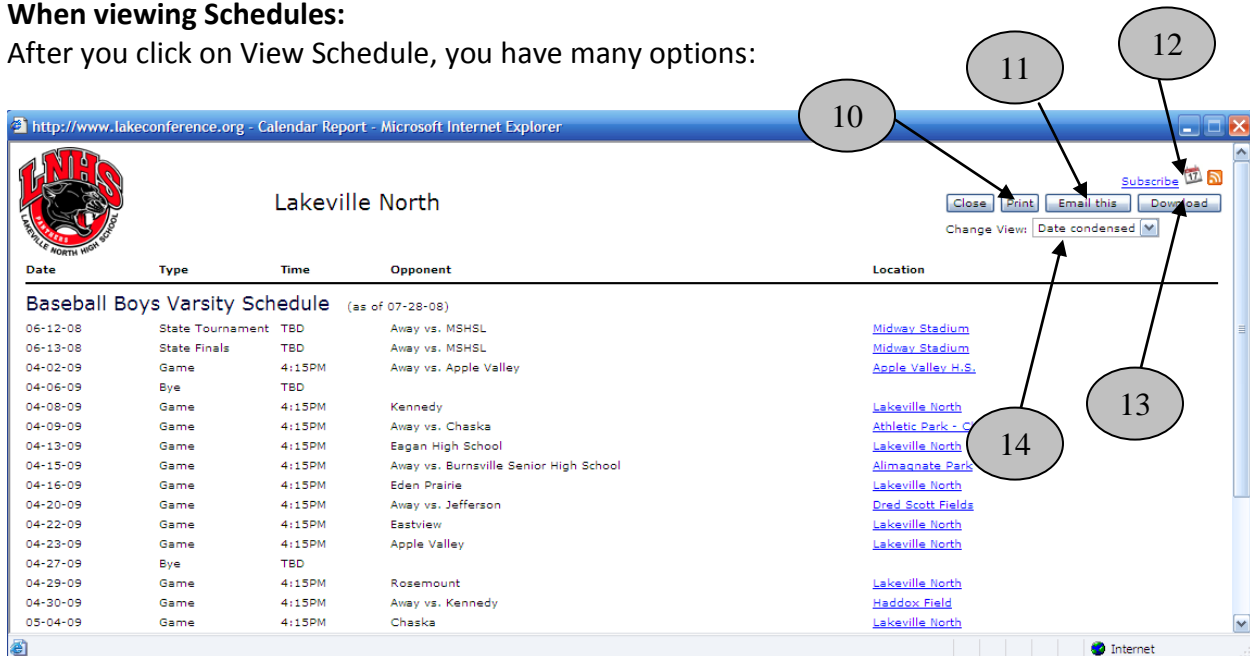
10) You can print schedules
11) Email schedules to a relative. This sends a link with the latest version of the schedule. You can also attach a file of the schedule but its best <u>not</u> to include attachments, since the link in these emails is ALWAYS the MOST up-to-date information and the recipient 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! 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.

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**…

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!

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@rschooltoday.com from 7am-10pm M-F Central time.