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 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:
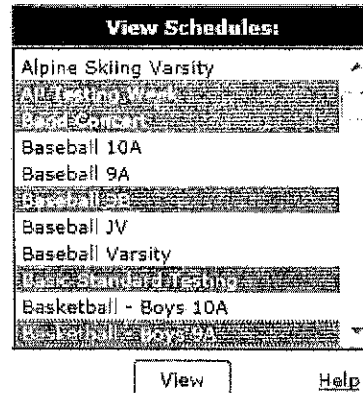

The Calendar will provide an instant view of all activity on today's date. Other features:

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 that are links will 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 "Notify Me" 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, Outlook, or personal calendar.
8. You can get the latest complete schedules for any activity. Click on the schedule you want and then click **View**.
9. You can get more detailed reports by location, by gender, by level, etc. from the Advanced 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.

View Schedules:

Alpine Skiing Varsity
Baseball 10A
Baseball 9A
Baseball JV
Baseball Varsity
Basketball - Boys 10A

[View]   Help

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 event reminders 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.

Notify Me!   Screen: ❶ ② ③ ④

[<< Back to Calendar]   [Returning Users Login Here]   [Continue >>]

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.

☐ Adaptive Hockey - MH ALL 10A	☐ Soccer Boys 9A
☐ Alpine Skiing Boys All	☐ Soccer Boys 9B
☐ Alpine Skiing Girls All	☐ Soccer Boys JV
☐ Baseball Boys Varsity	☐ Soccer Boys Varsity
☐ Basketball Boys 10A	☐ Soccer Girls 10A
☐ Basketball Boys 9A	☐ Soccer Girls 9A
☐ Basketball Boys 9B	☐ Soccer Girls 9B
☐ Basketball Boys JV	☐ Soccer Girls JV
☐ Basketball Boys Varsity	☐ Soccer Girls Varsity

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

Notify Me!   Screen: ❶ ② ③ ④

[<< Back to Calendar]   [<< Back one Screen]   [Continue >>]

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 ▼	☑
Basketball Girls Varsity	2 hours ▼	☑
Softball Girls Varsity	2 hours ▼	☑
High School Band Concert	1 day ▼	☑
Middle School Jazz Band	1 day ▼	☑
One Act Play	1 day ▼	☑

[<< Back to Calendar]   [<< Back one Screen]   [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!

www.southernnebraskaconference.org   Choose Tri County Schools