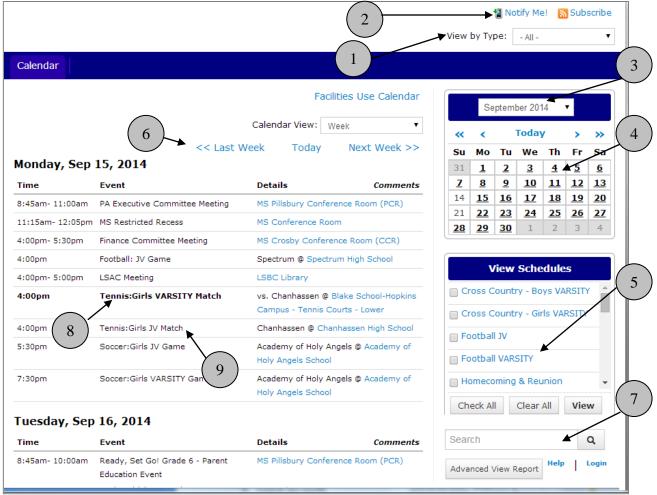
rSchoolToday[™]

Activity Scheduler-User Guide (2014-15)

Our School now uses the Activity Scheduler from rSchoolToday® as our School Calendaring system. All of the information is updated in real-time. Here are some of the key features:

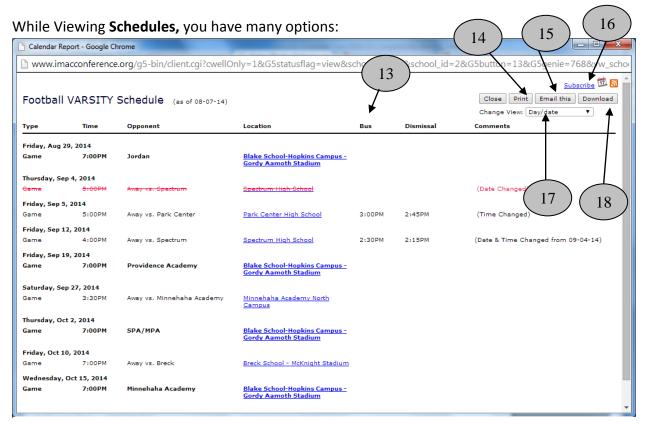


- 1. View each Calendar category
- 2. "Notify Me" Set up automatic email or text messages for reminders & changes.
- 3. Jump to any month
- 4. Click on any date within the month
- Get the latest schedules for any activities including bus times. Click your schedule(s), then View.
- 6. Page through the weeks
- 7. Calendar Search
- 8. Home Games show in **Bold**
- 9. Click any event to get event details, including:
- 10. Interactive Google Maps
- 11. Print able Details
- 12. Promote the event to Social Media sites



Notes about Viewing Schedules (item #5 above):

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."



- 13) View Bus Time and Early Dismissal
- 14) Print schedules
- 15) Email schedules. Cool Tip: This sends a link with the latest version of the schedule. Don't bother 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.
- 16) Subscribe to schedules. This will push your schedules to your iPhone, iPod, Droid, iPad, Outlook, Google Calendar, and automatically send you any schedule changes.
- 17) Get different views of the schedule, including the popular Month view.
- 18) Download a file of schedules to various file formats.

Notify Me! NOTIFY ME! Automatic notifications and reminders

Click "Notify Me" from the main calendar screen (see #2 above).

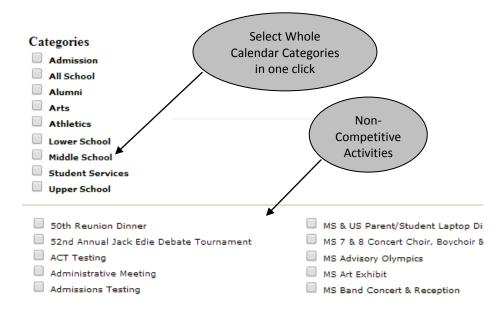
First, choose which competitive activities you want by checking them off on the list.

Alpine Boys VARSITY
Cross Country Boys VARSITY
Cross Country Girls VARSITY
✓ Football JV
Football VARSITY
☐ Nordic Boys VARSITY
Soccer Boys C TEAM
Soccer Boys JV
Soccer Boys VARSITY
Soccer Girls JV

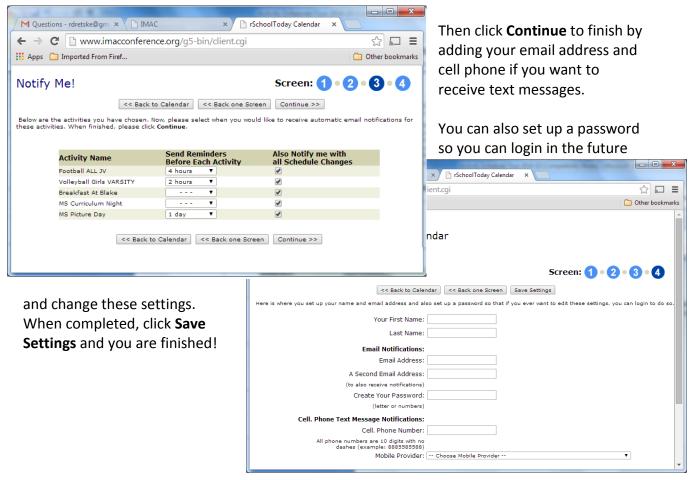
	Soccer Girls VARSITY
	Swimming Girls VARSITY
	Tennis Girls C TEAM
	Tennis Girls JV
	Tennis Girls MS
	Tennis Girls VARSITY
	Volleyball Girls C TEAM
	Volleyball Girls JV
4	Volleyball Girls VARSITY

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Then click **Continue** >> to move to the list of all "non-competitive" school activities published on the calendar.



Click **Continue** to set your desired notifications and reminders. All are optional.



Viewing from Tablets or Smart Phones

When viewing from smaller devices, the Date Picker (Calendar), The View Schedules Menu and the Other Functions are collapsed into the top bar as seen below.

