

## Activity Scheduler-User Guide (2014-15)

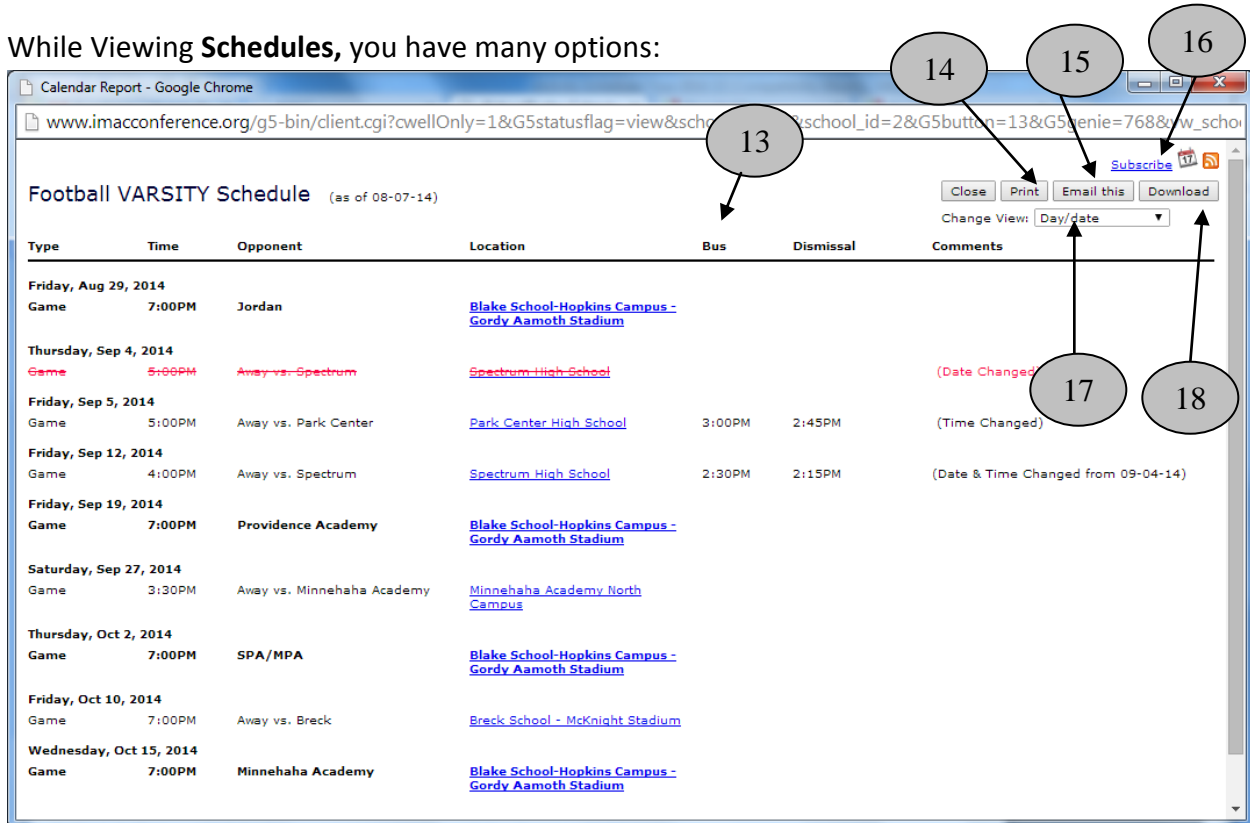
Our School now uses the Activity Scheduler from rSchoolToday® as our School Calendaring system. All of the information is updated in real-time. Here are some of the key features:

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
5. 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.”

While Viewing **Schedules**, you have many options:



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.

- |  |  |
|--|--|
| <input type="checkbox"/> Alpine Boys VARSITY         | <input type="checkbox"/> Soccer Girls VARSITY                |
| <input type="checkbox"/> Cross Country Boys VARSITY  | <input type="checkbox"/> Swimming Girls VARSITY              |
| <input type="checkbox"/> Cross Country Girls VARSITY | <input type="checkbox"/> Tennis Girls C TEAM                 |
| <input checked="" type="checkbox"/> Football JV      | <input type="checkbox"/> Tennis Girls JV                     |
| <input type="checkbox"/> Football VARSITY            | <input type="checkbox"/> Tennis Girls MS                     |
| <input type="checkbox"/> Nordic Boys VARSITY         | <input type="checkbox"/> Tennis Girls VARSITY                |
| <input type="checkbox"/> Soccer Boys C TEAM          | <input type="checkbox"/> Volleyball Girls C TEAM             |
| <input type="checkbox"/> Soccer Boys JV              | <input type="checkbox"/> Volleyball Girls JV                 |
| <input type="checkbox"/> Soccer Boys VARSITY         | <input checked="" type="checkbox"/> Volleyball Girls VARSITY |
| <input type="checkbox"/> Soccer Girls JV             |  |

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

**Categories**

- Admission
- All School
- Alumni
- Arts
- Athletics
- Lower School
- Middle School
- Student Services
- Upper School

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**Non-Competitive Activities**

- 50th Reunion Dinner
- 52nd Annual Jack Edie Debate Tournament
- ACT Testing
- Administrative Meeting
- Admissions Testing
- MS & US Parent/Student Laptop Di
- MS 7 & 8 Concert Choir, Boychoir &
- MS Advisory Olympics
- MS Art Exhibit
- MS Band Concert & Reception

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

**Notify Me!** Screen: 1 • 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
Football ALL JV	4 hours	<input checked="" type="checkbox"/>
Volleyball Girls VARSITY	2 hours	<input checked="" type="checkbox"/>
Breakfast At Blake	- - -	<input checked="" type="checkbox"/>
MS Curriculum Night	- - -	<input checked="" type="checkbox"/>
MS Picture Day	1 day	<input checked="" type="checkbox"/>

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

Then click **Continue** to finish by adding your email address and cell phone if you want to receive text messages.

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!

<< 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:

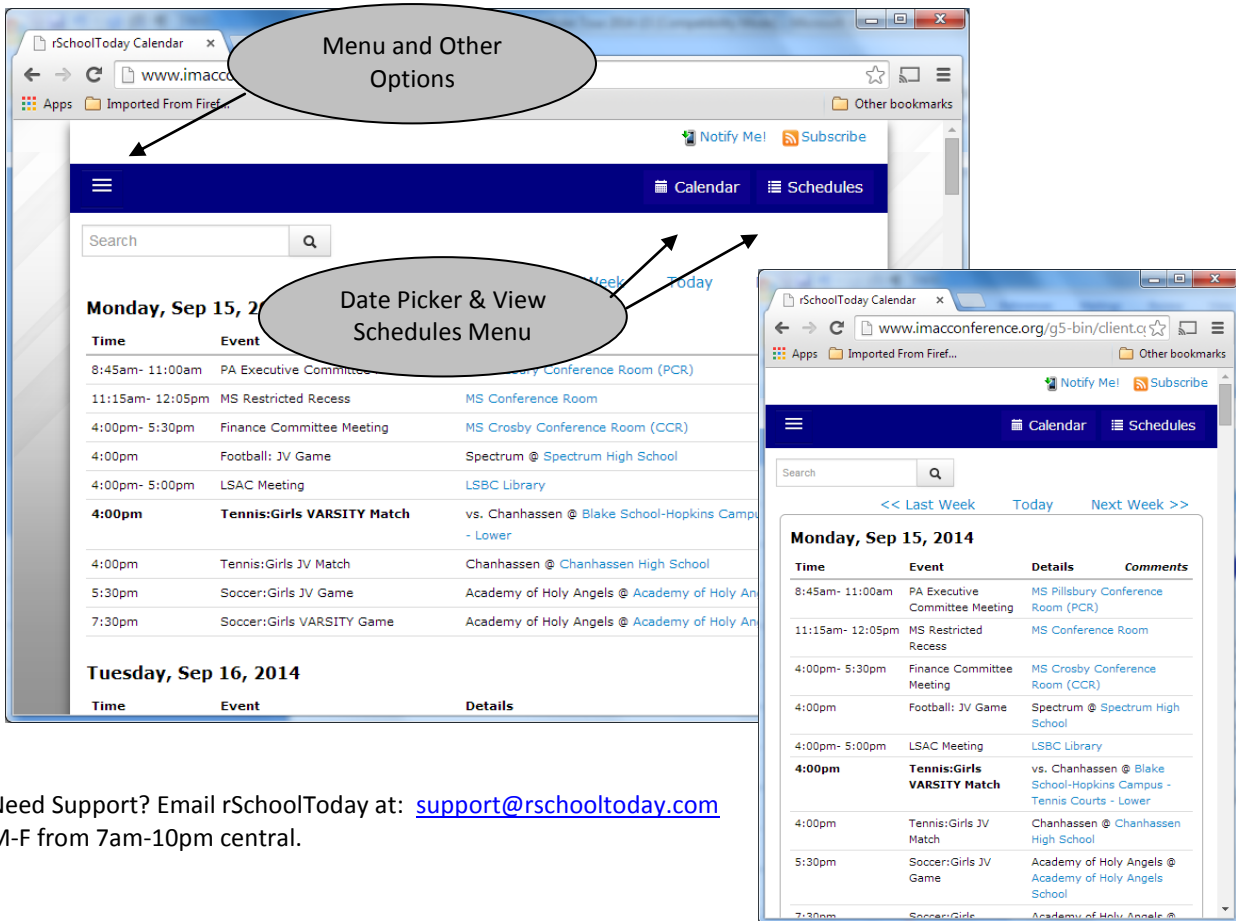
All phone numbers are 10 digits with no dashes (example: 8885555588)

Mobile Provider: -- Choose Mobile Provider --

Screen: 1 • 2 • 3 • 4

## 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.



Need Support? Email rSchoolToday at: [support@rschooltoday.com](mailto:support@rschooltoday.com)  
M-F from 7am-10pm central.