

Activity Scheduler User Guide

We now use the rSchoolToday™ Activity Scheduler 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' interface. It includes a navigation bar with 'Calendar' and 'Rosters' tabs, a monthly calendar for September 2008, a daily event list for Tuesday, Sep 16, 2008, and a 'View Schedules' sidebar. Numbered callouts (1-9) point to various features: 1 points to the 'Close Calendar Window' button; 2 points to the month/year dropdown; 3 points to the 'View whole week' link; 4 points to a location link in the event details; 5 points to the 'Notify Me!' button; 6 points to the 'Rosters' tab; 7 points to the 'Subscribe' button; 8 points to the 'Go to Advanced View' button; and 9 points to a schedule item in the 'View Schedules' list.

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 @ Levonian Field/Horlick	
4:30pm	Soccer:Boys JV Game	vs. Franklin @ Pershing Park	
4:30pm	Swimming & Diving:Girls JV Meet	vs. Kenosha Tremper @ Kenosha Tremper High School	
4:30pm	Swimming & Diving:Girls Varsity Meet	vs. Kenosha Tremper @ Kenosha Tremper High School - pool	
5:00pm	Volleyball:Girls JV Match	vs. Franklin @ Racine Horlick High School	
5:00pm	Volleyball:Girls Freshman Match	vs. Franklin @ Racine Horlick High School	
6:30pm	Volleyball:Girls Varsity Match	vs. Franklin @ Racine Horlick High School	

The Calendar can provide an instant view of all activity on any given day. Other features:

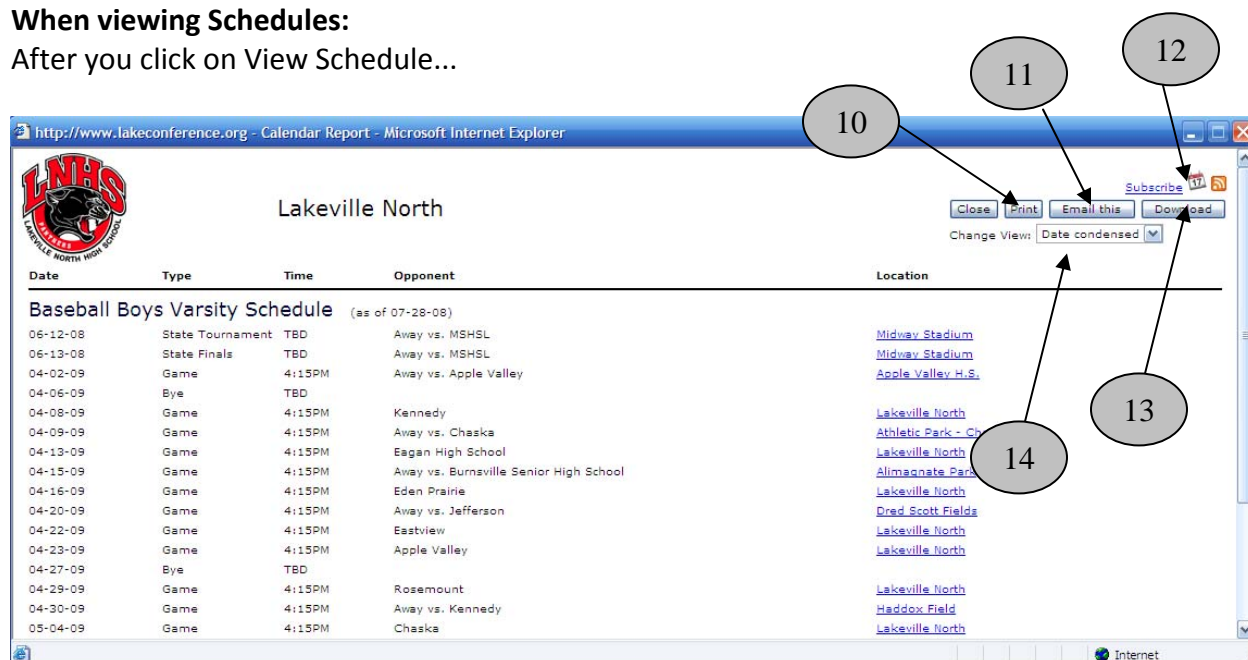
1. Click on any date within the month and see the activities for that day
2. Jump to any month in one click
3. One click to view the whole week
4. Locations can be links that open to printable maps and directions to that location
5. Notify Me! You can set yourself up for automatic email reminders before any activity or for email notices for any changes to any schedules. (See #10 below for details). Click here to set these up.
6. The latest rosters and scores can be available right from the calendar.
7. You can subscribe to schedules using RSS.
8. You can get detailed reports by location, by gender, by level, etc. form 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):

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



10) You can print schedules rosters, and scores yourself.

11) You can email schedules, rosters, etc. to anyone you want. Emailing schedules sends a link to the latest version of the schedule. It can also attach a file of the schedule to the email but its best not to since the link in these emails is the MOST up-to-date and they can always choose to print it after they open the schedule.

12) Click here to Subscribe to schedules via RSS

13) Click here to download schedules to your PDA, Palm, Outlook, iCal, vCal, etc. There are instructions for this on a Help link on the screen.

14) You can use this dropdown to choose various ways to view the schedules. The same is true of Rosters. These include the classic Month view, or a date condensed view with options.

NOTIFY ME! Automatic Email 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 choose which activities you want by checking them off on the list on the screen below, then clicking **Continue >>** to move to the next screen. The first screen shows all competitive activities, and the following screen shows all other school activities published on the Calendar including practice schedules if published.

Notify Me! Screen: 1 • 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**.

<input type="checkbox"/> Adaptive Hockey - MH ALL 10A	<input type="checkbox"/> Soccer Boys 9A
<input type="checkbox"/> Alpine Skiing Boys All	<input type="checkbox"/> Soccer Boys 9B
<input type="checkbox"/> Alpine Skiing Girls All	<input type="checkbox"/> Soccer Boys JV
<input type="checkbox"/> Baseball Boys Varsity	<input type="checkbox"/> Soccer Boys Varsity
<input type="checkbox"/> Basketball Boys 10A	<input type="checkbox"/> Soccer Girls 10A
<input type="checkbox"/> Basketball Boys 9A	<input type="checkbox"/> Soccer Girls 9A
<input type="checkbox"/> Basketball Boys 9B	<input type="checkbox"/> Soccer Girls 9B
<input type="checkbox"/> Basketball Boys JV	<input type="checkbox"/> Soccer Girls JV
<input type="checkbox"/> Basketball Boys Varsity	<input type="checkbox"/> Soccer Girls Varsity

Then, click **Continue >>** to get to this screen:

Southwest High School Calendar 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 Email Reminders Before Each Activity	Also Notify me with all Schedule Changes
Baseball Boys 9	4 hours	<input checked="" type="checkbox"/>
Basketball Girls Varsity	4 hours	<input checked="" type="checkbox"/>
Soccer Girls Varsity	4 hours	<input checked="" type="checkbox"/>
Band Concert	1 day	<input checked="" type="checkbox"/>
IB Testing	2 days	<input checked="" type="checkbox"/>
Parent Meeting	2 days	<input checked="" type="checkbox"/>
Picture Day	1 day	<input checked="" type="checkbox"/>

Choose if and when to get email reminders before each of your chosen activities.

MOST importantly, check off the box for each that says “**Also Notify Me with all Schedule Changes,**” so that you get an instant email anytime someone makes a change to any of these schedules. The email you get will include all the details of the schedule change and will come from “notifications@asmail.rschooltoday.com.” Then click **Continue** to add your email address (and a second email if desired), and a password so you can change these settings at will. There is no need to subscribe again next year to each activity – they carry over from year to year.

Advanced View

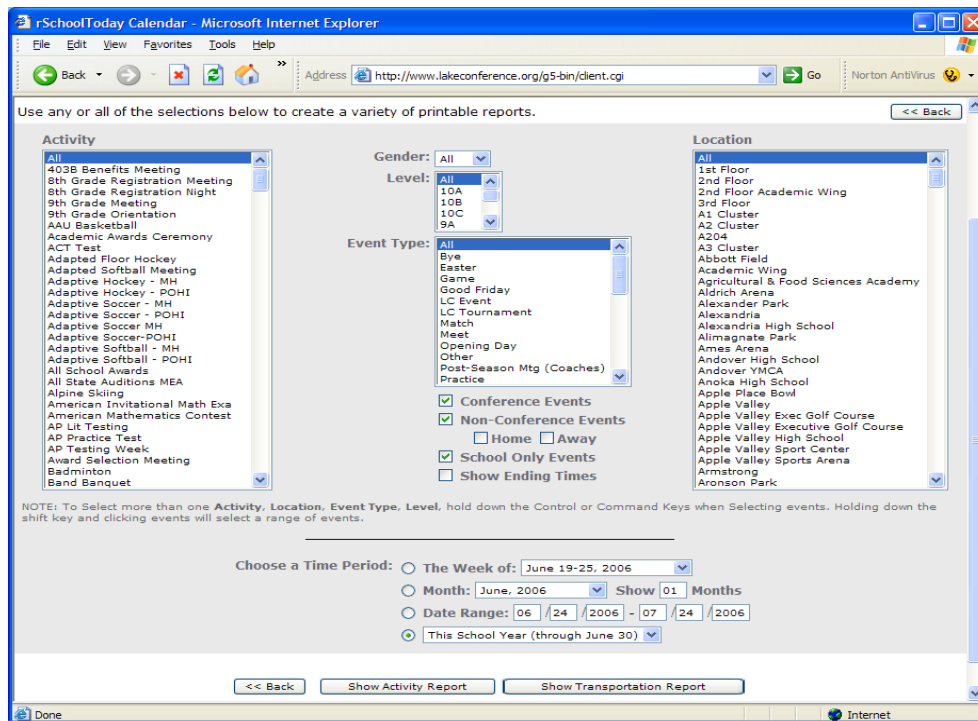
For the few of you who might want very specific schedules or reports, the Advanced View is the place to find it.

Click here to go to the Advanced View (see #8 above).

From the advanced view you can choose any report criteria and then select **Show Activity Report**. The default setting for each field is “All” and will show that way unless you change it.

Note: you can control+click or shift+click any number of entries from any of the larger dropdown windows. (Macintosh users use the Open Apple button). So for instance, you can easily get a report of all girl’s home basketball games in January for all levels.

Another common report is to see all activities happening in a specific location across a date range.



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 8am-7pm M-F.