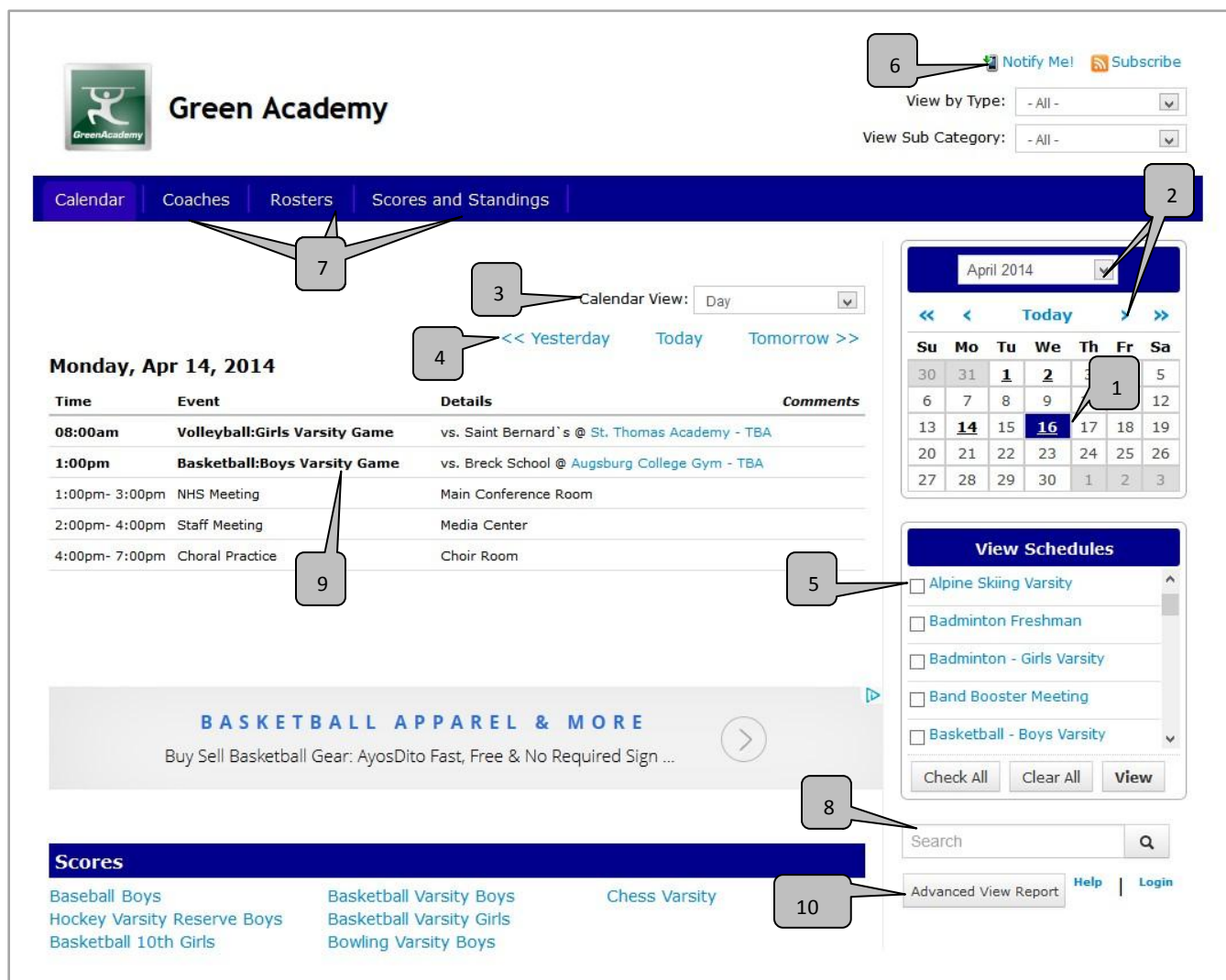


Activity Scheduler - User Guide for Parents

We use the **rSchoolToday™ Activity Scheduler** as our School Calendar, as it provides significant advantages to our school and community. Because it is web-based, we can provide you instant access to the most up-to-date information at all times. The rSchoolToday Activity Scheduler is already mobile ready, so you can view it using Smartphone/iPhone or Tablet/iPad. You can push schedules to your phone, tablet, or computer and they will automatically update with any changes. You can also sign up for instant notifications and reminders, via email or text message.

Here is a quick snapshot some of the key features.



Green Academy

Notify Me! | Subscribe

View by Type: - All -

View Sub Category: - All -

Calendar | Coaches | Rosters | Scores and Standings

Calendar View: Day

<< Yesterday | Today | Tomorrow >>

Monday, Apr 14, 2014

Time	Event	Details	Comments
08:00am	Volleyball:Girls Varsity Game	vs. Saint Bernard's @ St. Thomas Academy - TBA	
1:00pm	Basketball:Boys Varsity Game	vs. Breck School @ Augsburg College Gym - TBA	
1:00pm- 3:00pm	NHS Meeting	Main Conference Room	
2:00pm- 4:00pm	Staff Meeting	Media Center	
4:00pm- 7:00pm	Choral Practice	Choir Room	

BASKETBALL APPAREL & MORE

Buy Sell Basketball Gear: AyosDito Fast, Free & No Required Sign ...

View Schedules

- Alpine Skiing Varsity
- Badminton Freshman
- Badminton - Girls Varsity
- Band Booster Meeting
- Basketball - Boys Varsity

Check All | Clear All | View

Search

Advanced View Report | Help | Login

Scores

- Baseball Boys
- Hockey Varsity Reserve Boys
- Basketball Varsity Boys
- Basketball Varsity Girls
- Basketball 10th Girls
- Bowling Varsity Boys
- Chess Varsity

1. Click on any date to see the activities for that day. Underlined dates have activities on that date.

2. Jump or flip to any month.
3. Switch between the Week and Day View.
4. Flip to the next/previous day or week
5. View the full Schedule for any activity or activities. Choose the schedule(s) you want and click View.
6. **Notify Me!** Set yourself up for Change Notifications or Reminders as email or text messages.
7. View Rosters, Scores, Standings, and Coaches Directory (if published).
8. Search – search by activity or location
9. Click any activity for more details, including maps, social networking, address, phone #, etc.
10. **Advanced View Report** gives you detailed reports by location, gender, level, location, etc.

More detail on some of the key features.

Activity Detail

Click on any Activity to get full details, including interactive Google Maps, and sharing the activity to your Facebook, Twitter or Linked-In site. This page is also printable.

Viewing Schedules

To create a personal calendar, select all the schedules you want to see, and then click on the **View** button.

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 'always allow pop-ups from this site.' Then try it again.

This pulls up a combined schedule of all the activities you selected. Now, you can push those schedules to your phone, tablet, or computer. Your phone, tablet, or computers will auto-update with any new events or changes made by the school (see below).

When viewing Schedules:

After you click on View, you have many options:

The screenshot shows the Green Academy website's schedule page. At the top left is the Green Academy logo. The page title is "Green Academy Multiple-Activity Schedule (as of 11-18-13)". Below the title is a table with columns: Activity, Time, Opponent, Location, Bus, and Return. The table lists several events, including choir rehearsals, basketball games, and baseball games. At the top right of the page, there are buttons for "Close", "Print", "Email this", and "Download". A "Change View:" dropdown menu is set to "Day/date". A "Subscribe" button with a calendar icon is also present. Callouts 11 through 15 point to these features: 11 points to the Print button, 12 to the Email this button, 13 to the Subscribe button, 14 to the Change View dropdown, and 15 to the Download button.

Activity	Time	Opponent	Location	Bus	Return
Saturday, Jul 6, 2013					
Choir Rehearsals	1:00PM-5:00PM		SECC - St. Enrique Main Theatre		Choir Rehearsal on Saturday.
Friday, Aug 23, 2013					
Basketball: Boys Varsity Game	8:00AM	Southern Collegiate Academy	Green Academy - Main Gym		
Monday, Sep 23, 2013					
Baseball: Varsity Championship	8:00AM	Away vs. Eastern Engineering and Technology Academy	Eastern Engineering and Technology Academy		
Monday, Sep 30, 2013					
Baseball: Varsity Game	4:00PM	College Court	Green Academy - Baseball Field		
Thursday, Nov 21, 2013					
Basketball: Boys Varsity Game	7:30PM	Away vs. Organ Creek Side Middle			
Wednesday, Nov 27, 2013					
Basketball: Boys Varsity Game	8:00AM	Point Pleasant Academy	Green Academy - Basketball Court - Outdoor		

11. You can print schedules.

12. Email schedules. This sends a link with the latest version of the schedule. You can also attach a file of the schedule to the email, but it's MUCH better to only send the link.

13. Subscribe to schedules. This will let you push the initial schedule plus all added events and changes to your iPhone, iPod, iPad, Droid, Outlook, Google Calendar, iCalendar, etc.

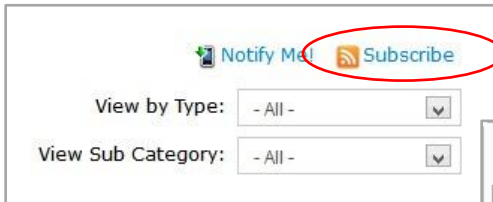
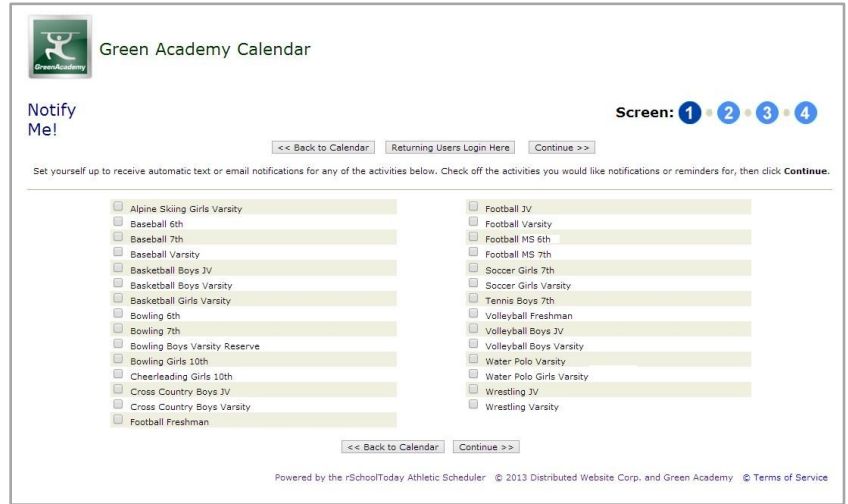
14. Choose multiple ways to view the schedules, including the classic Month view calendar.

15. Download a file of the schedules to various file formats.

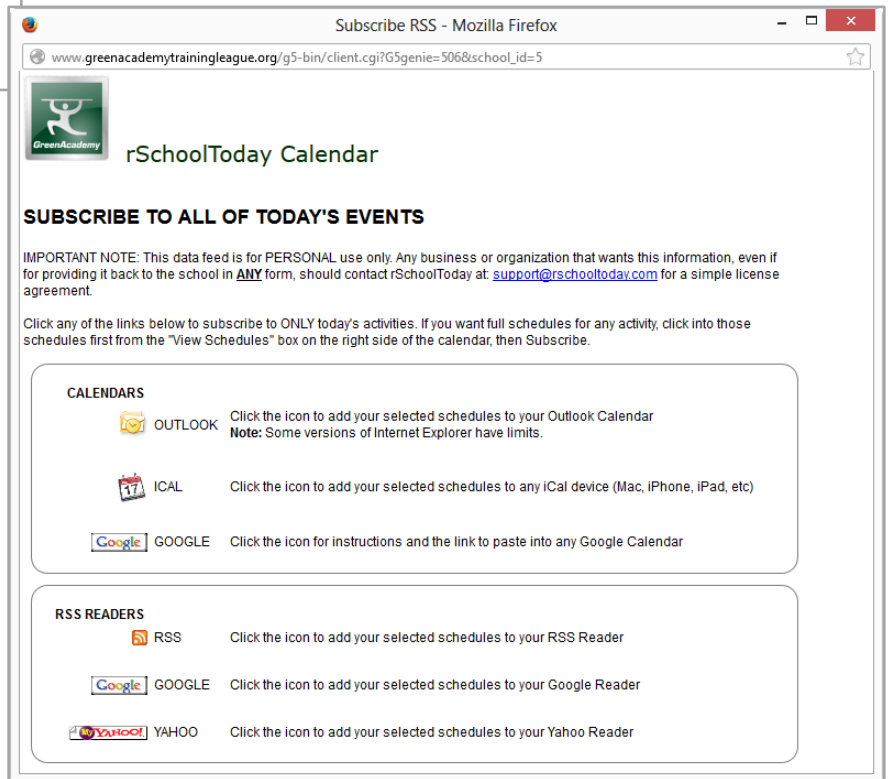


NOTIFY ME! Automatic notifications and reminders

Click “Notify Me” from the main calendar screen (see # 6 above) and follow the instructions to subscribe to schedules and get text messages and/or email notifications for reminders before events and for schedule changes.



To subscribe to schedules, click ‘Subscribe’. You can subscribe to ‘All of Today’s Events’ or full schedules for any activity including future updates to the schedules. You can use Outlook, Google Calendar, iCal (for Mac users), RSS Reader, Google Reader, and Yahoo Reader.



Contact rSchoolToday directly with questions at: support@rschooltoday.com or **Toll-Free at: 1-(800)893-0914** from 7am-8pm CST Monday through Friday.