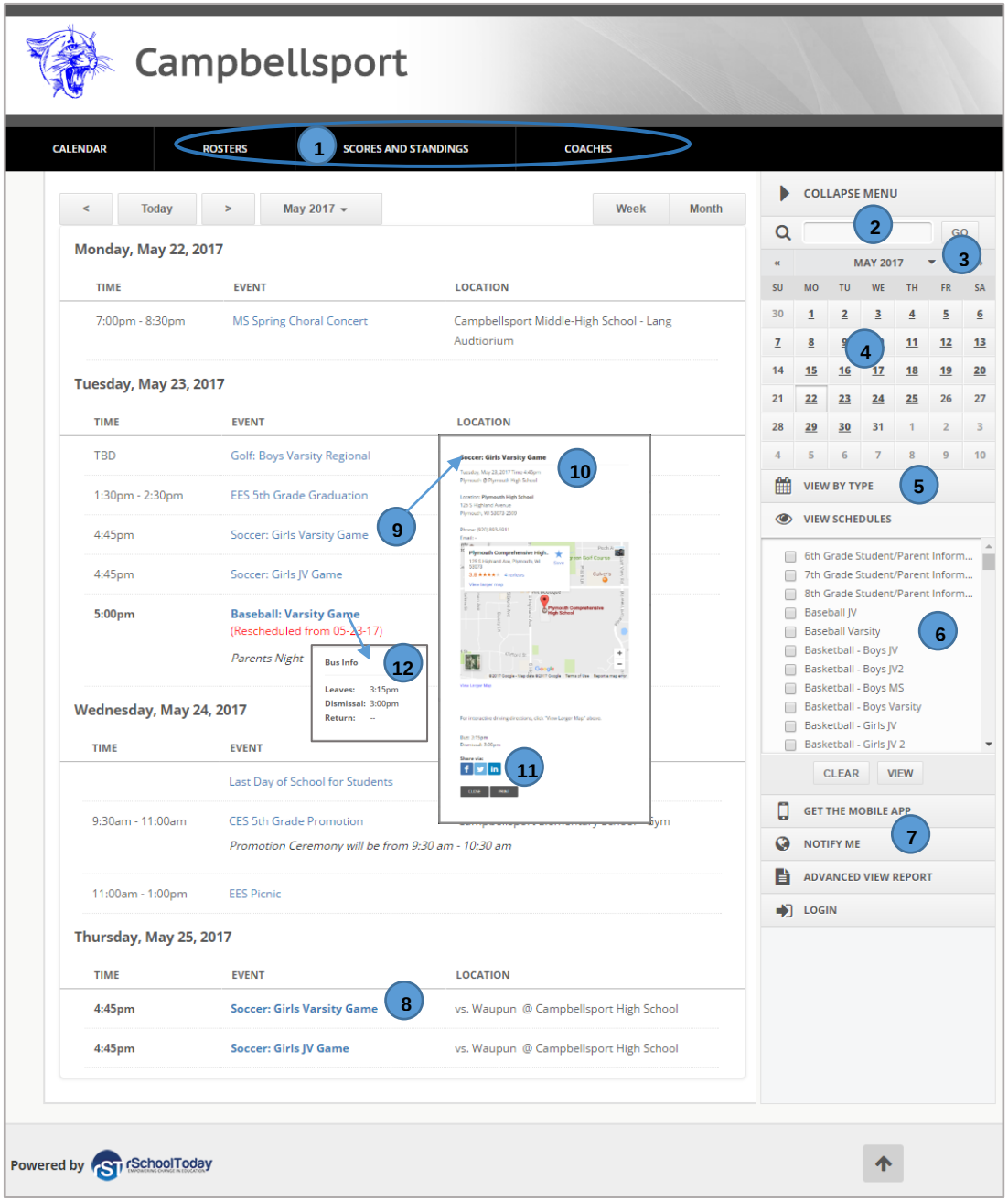
Activity Scheduler Parents User Guide

Our School uses the Activity Scheduler from rSchoolToday. Here is a quick tour of its features:



1) View Rosters, Scores/Standings, or Coaches Directory

2) Search the calendar by word

3) Jump to any month

4) Jump to any date

5) Select Calendar Categories if they exist.

6) VIEW SCHEDULES - Get the latest schedules, including bus times. Select the schedules you want and then click VIEW.

7) NOTIFY ME - Get text or email notifications and reminders.

8) Home games are shown in Bold

9) Click any event for more details, including:

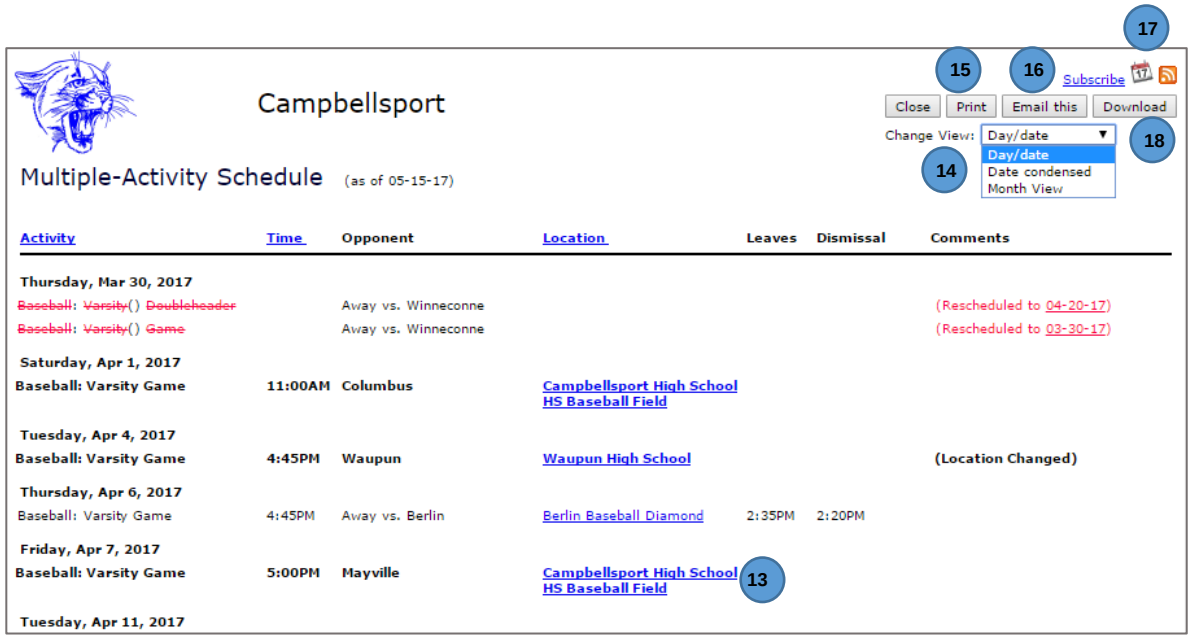
10) Interactive Google maps

11) Social Media – Promote school events to your social media sites.

12) Mouse-over the event and see the Bus Information.

Viewing Schedules (#6 above):

Note: If you view a schedule and it doesn't open, it's because of a pop-up blocker. If this happens, typically there is an icon in the upper right showing that a pop-up is being blocked. Clicking that icon will give you a choice to "Always Allow" from this site. Now, try it again and it will show.



13) Home Games in Bold

14) Change Views – condensed view, month view, list multiple schedules separately, etc.

15) Print schedules

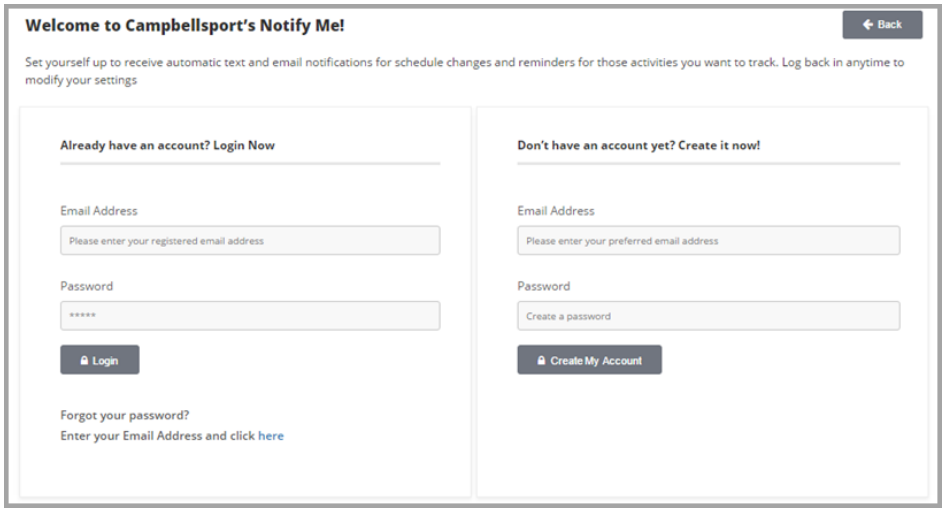
16) Email schedules. This sends a link to the latest version, so no need to include attachments.

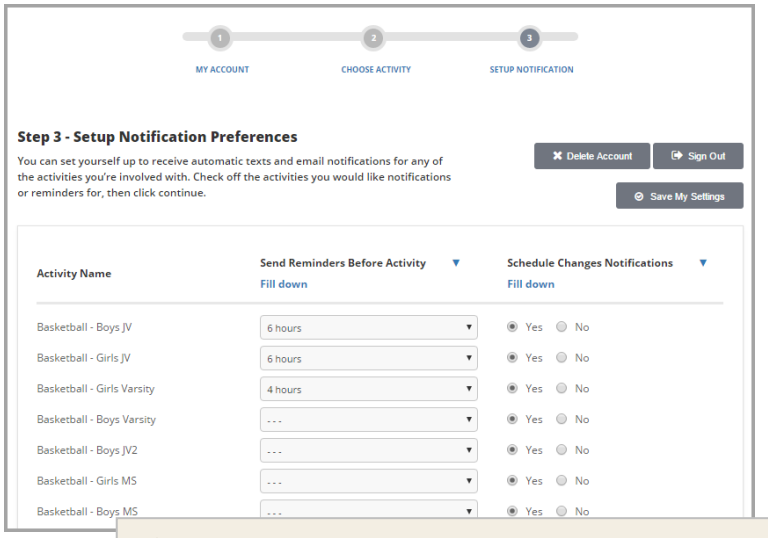
17) Subscribe - This will sync your schedules to your smart phone/tablet, Outlook, or Google Calendar, and auto-updates your calendar with changes.

18) Download a file of schedules to various file formats.

Notify Me! Automatic notifications and reminders

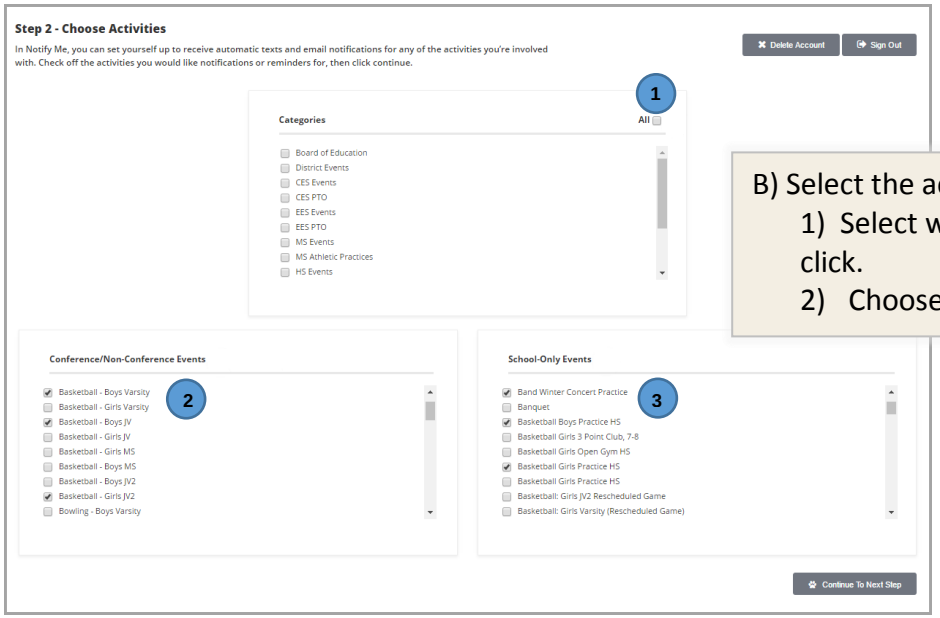
A) Click “Notify Me” from the main screen (see #1 above). Sign in with your Email and Password if a Returning User, or Create an Account. **Continue to Next Step** to add your email and mobile phone and mobile provider if you want to receive text messages.





C) Set up Reminders and Change notices, then Save your Settings. They can be edited anytime by logging back in.

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B) Select the activities you want.

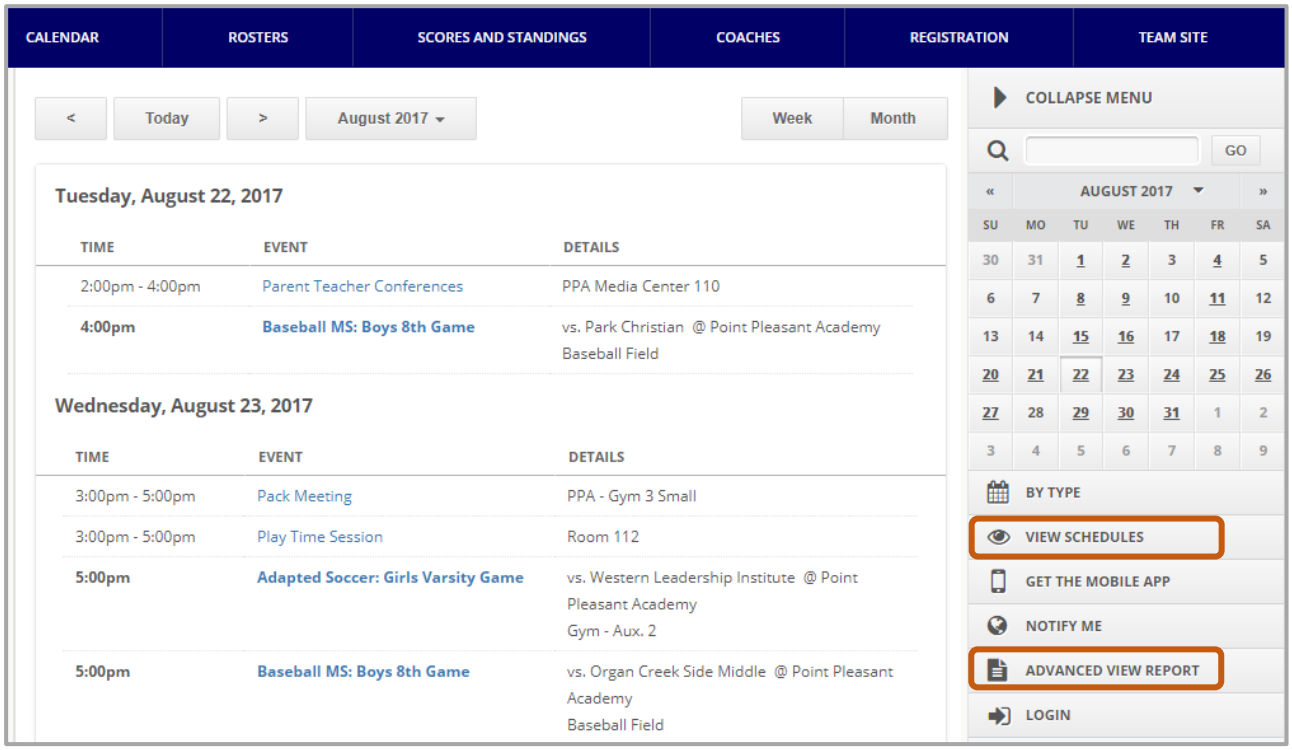
1) Select whole Categories (if they exist) in one click.
2) Choose from all competitive events

Subscribing to the calendar feed

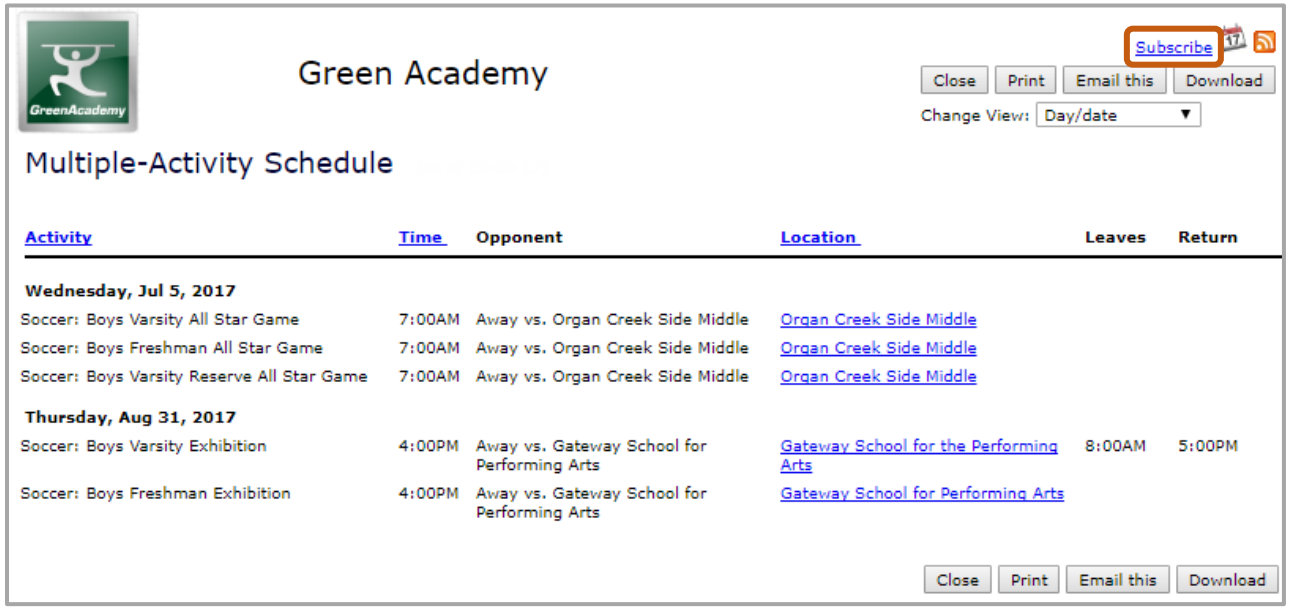
In the **Subscribe feature**, you will be able to subscribe your preferred schedules or activities and have them pushed to your personal calendar or smart phone, together with any future schedule updates. This feature works with Outlook, Google Calendar, ICAL for Mac Users and Smart Phone (Android and iPhone), and with any RSS Readers.

How to subscribe:

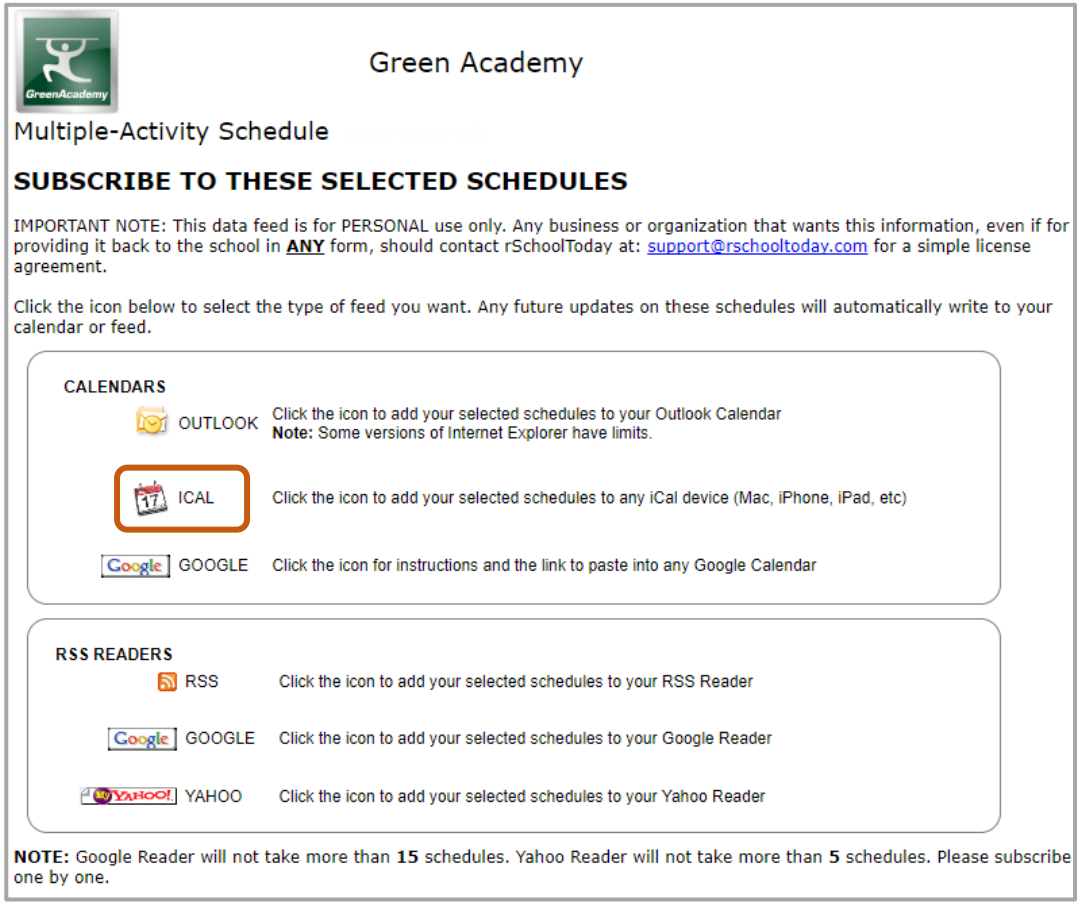
1. Create a report with your Schedules, either from the View Schedules Box or the Advanced View Report.



2. In the generated report, you can see a ‘Subscribe’ link on the upper right end of the screen. Click on it, and it will pop up a page where you can choose the destination calendar or RSS by clicking on the icon. For Android and Mac (iPad/iPhone/iPod), click on ICAL.



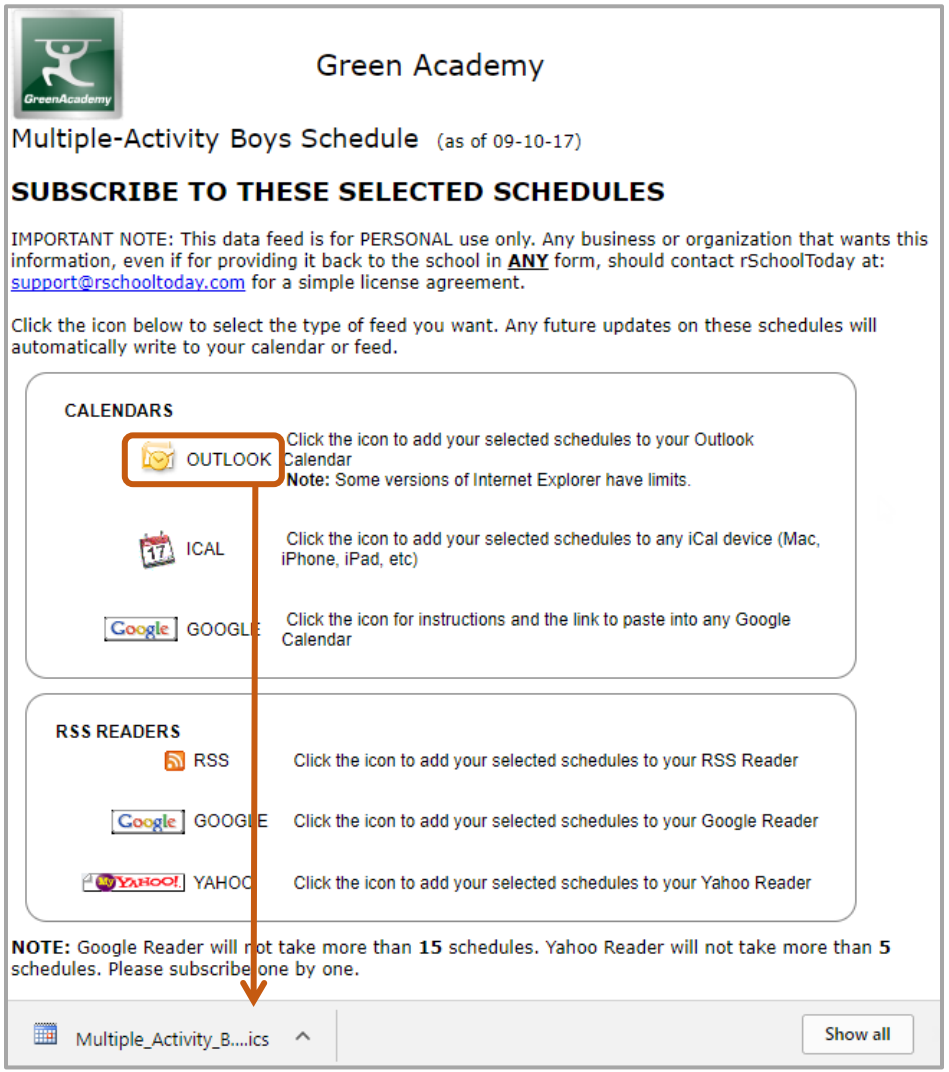
For **ICAL** Users (Screens may vary according to your operating system)



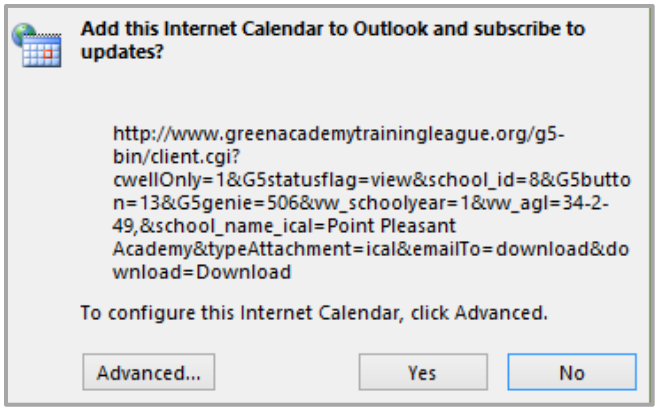
After selecting iCal as your data feed type, you may be asked to copy the URL and enter it in your iCal Calendar URL and then click Subscribe or; In newer systems, you will be asked if you want to Subscribe. In this case, click on 'Subscribe' button directly.

For Microsoft Outlook - (Screens may vary a little depending on the Outlook Version or Operating System)

When you click on the Outlook icon, it will download the data file to your computer, and automatically open Outlook. If Outlook doesn't open automatically, you will be requested to open the file manually.

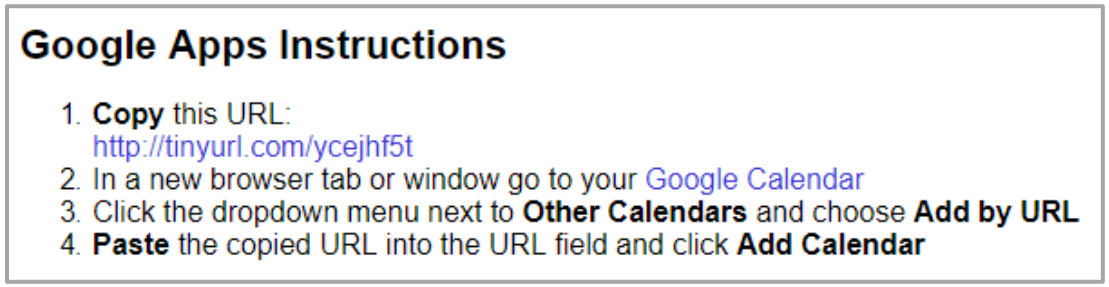


When you open the Outlook Calendar, you may see this prompt. Click “Yes”, to have the schedules added to your Outlook Calendar.



When you choose **Google Calendar**, a new page will open with a set of instructions.

1. On the instruction page, you will find a URL that you need to copy and paste into your Google Calendar. Click and drag across the web address to highlight it completely, then hit control+C to copy it (or right click on it, then select copy).



2. In a new browser tab or window, go to your Google Calendar (http://calendar.google.com).
3. In your Google Calendar’s page you should click the dropdown menu next to Other Calendars and select ‘Add by URL’. You can find it on the left menu bar of the page.
4. Paste the copied URL into the URL field and click Add Calendar.

Yahoo Reader

After selecting Yahoo Reader, you will be prompted with instructions, depending on your browser, on how to subscribe to the feed. If you are using Mozilla Firefox, you will be asked first what reader you will use to subscribe to the feed. In this case, if you have added your Yahoo Reader or 'My Yahoo!' to your computer, simply select it from the drop-down, and then click on the 'Subscribe Now' button. On your 'My Yahoo' page (https://my.yahoo.com/), 'Add Content' will pop up with the schedule. You will need to click on the 'Add to My' button, and as you refresh your 'My Yahoo' page, the schedules from the Activity Scheduler program will appear.

For other RSS feed readers, you will also be prompted with instructions on how to proceed with the subscription.

You can subscribe to the RSS feed in several ways, including the following:

- Drag the orange RSS button into your News Reader.
- Drag the URL of this page into your News Reader.
- Cut and paste the URL of this page into your News Reader.



The FREE Mobile App

Get the App at your App store by searching "Activity Scheduler."

FOR PARENTS, STUDENTS, and FANS: The mobile calendar allows you instant access to your school's daily Calendar, Schedules, Rosters, & the latest Scores.

Need Support? Email: support@rschooltoday.com M-F from 7am-8pm central.