

## Activity Scheduler User Guide - 2011

We now use the rSchoolToday™ Activity Scheduler form rSchoolToday 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 list of events for Tuesday, Sep 16, 2008, and a 'View Schedules' sidebar. Numbered callouts point to various features: 1 (Close Calendar Window), 2 (Month selection), 3 (View whole week), 4 (Location links), 5 (Notify Me! button), 6 (Rosters tab), 7 (Subscribe button), 8 (Go to Advanced View button), and 9 (View Schedules sidebar).

Time	Event	Details	Comments
3:00pm	Mexican Independence Celebration	Cafeteria	
4:00pm	Tennis:Girls Varsity Meet	vs. Kenosha Bradford @ <a href="#">Kenosha Bradford High School</a>	
4:00pm	Tennis:Girls JV Meet	vs. Kenosha Bradford @ <a href="#">Kenosha Bradford High School</a>	
4:30pm	Soccer:Boys Varsity Game	vs. Franklin @ Levonian Field/Horlick	
4:30pm	Soccer:Boys JV Game	vs. Franklin @ <a href="#">Pershing Park</a>	
4:30pm	Swimming & Diving:Girls JV Meet	vs. Kenosha Tremper @ <a href="#">Kenosha Tremper High School</a>	
4:30pm	Swimming & Diving:Girls Varsity Meet	vs. Kenosha Tremper @ <a href="#">Kenosha Tremper High School - pool</a>	
5:00pm	Volleyball:Girls JV Match	vs. Franklin @ <a href="#">Racine Horlick High School</a>	
5:00pm	Volleyball:Girls Freshman Match	vs. Franklin @ <a href="#">Racine Horlick High School</a>	
6:30pm	Volleyball:Girls Varsity Match	vs. Franklin @ <a href="#">Racine Horlick High School</a>	

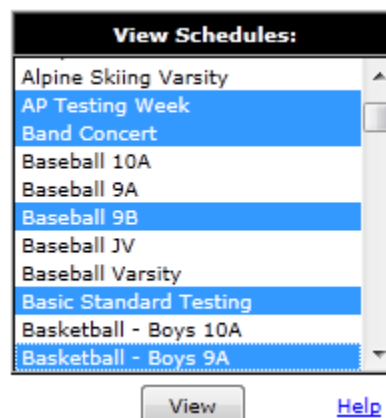
The Calendar will provide an instant view of all activity on today's date. Other features:

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 here 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 or text messages to your cell phone before any activity or with any changes to any schedules. (See #10 below for details).
6. The latest rosters and scores can be available right from these calendar tabs.
7. You can subscribe to schedules using RSS. This lets you push every day's events to your smart phone or personal calendar.
8. You can get detailed reports by location, by gender, by level, etc. from 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):

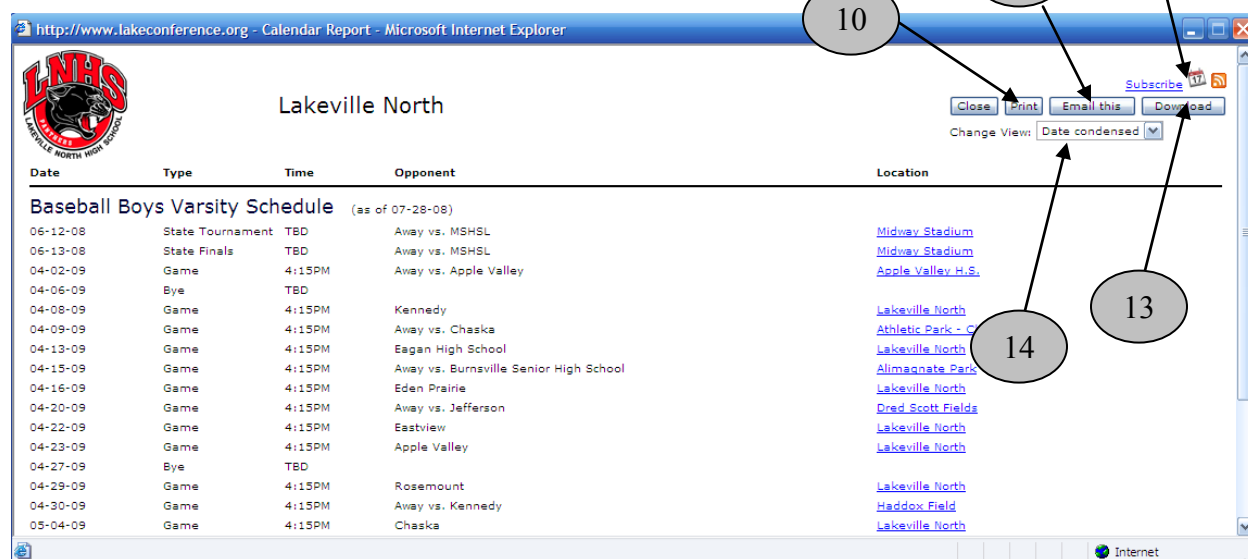
You can also hold down the 'control' key on your computer keyboard and click all the schedules you want to see, then click the **View** button. For Mac users it is the open-Apple key.

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, you have many options:



10) You can print schedules

11) Email schedules to a relative. This sends a link with the latest version of the schedule. You can also attach a file of the schedule but its best not 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.

12) Subscribe to schedules. This will let you get real time updates of any schedule changes pushed to your iPhone, iPod Touch, Droid, iPad, Outlook, etc.

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

14) You can use this dropdown to choose multiple ways to view the schedules, including the classic Month view.



Notify me!

**NOTIFY ME! Automatic 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 get text messages to your cell phone or email notifications for both reminders before events and any schedule changes.

First, choose which competitive activities you want by checking them off on the list on the screen below, then clicking **Continue >>** to move to a list of all other “non-competitive” school activities

published on the calendar.

**Screen:** 1 • 2 • 3 • 4

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"/> Alpine Skiing Boys All <input type="checkbox"/> Alpine Skiing Girls All <input type="checkbox"/> Baseball Boys Varsity <input type="checkbox"/> Basketball Boys 10A <input type="checkbox"/> Basketball Boys 9A <input type="checkbox"/> Basketball Boys 9B <input type="checkbox"/> Basketball Boys JV <input type="checkbox"/> Basketball Boys Varsity	<input type="checkbox"/> Soccer Boys 9A <input type="checkbox"/> Soccer Boys 9B <input type="checkbox"/> Soccer Boys JV <input type="checkbox"/> Soccer Boys Varsity <input type="checkbox"/> Soccer Girls 10A <input type="checkbox"/> Soccer Girls 9A <input type="checkbox"/> Soccer Girls 9B <input type="checkbox"/> Soccer Girls JV <input type="checkbox"/> Soccer Girls Varsity
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Then, click **Continue** to choose if and when to get reminders before each of your chosen activities (optional). MOST importantly, check off the box for each that says “**Also Notify Me with all Schedule Changes.**” Then click **Continue...**

**Faribault High School Calendar**

**Screen:** 1 • 2 • 3 • 4

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
Baseball Boys JV	2 hours ▼	<input checked="" type="checkbox"/>
Basketball Girls Varsity	2 hours ▼	<input checked="" type="checkbox"/>
Softball Girls Varsity	2 hours ▼	<input checked="" type="checkbox"/>
High School Band Concert	1 day ▼	<input checked="" type="checkbox"/>
Middle School Jazz Band	1 day ▼	<input checked="" type="checkbox"/>
One Act Play	1 day ▼	<input checked="" type="checkbox"/>

The last step is to add your name, and if you would like email notifications, add your email address (and you can add a 2<sup>nd</sup> email if you like). If you would like text messages to your cell phone, add in your cell phone number and mobile carrier from the dropdown menu.

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!

The screenshot shows a Mozilla Firefox browser window with the following details:

- Browser Title:** Big 9 - Mozilla Firefox
- Address Bar:** http://www.big9.org/g5-bin/client.cgi
- Page Content:**
  - Logo:** FALCONS Faribault High School Calendar
  - Section:** Notify Me!
  - Progress:** Screen: 1 • 2 • 3 • 4
  - Navigation:** << Back to Calendar, << Back one Screen, Save Settings
  - Instructions:** 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.
  - Form Fields:**
    - Your First Name: Dave
    - Last Name: Williams
    - Email Notifications:**
      - Email Address: dwilliams@comcast.ne
      - A Second Email Address: (to also receive notifications)
      - Create Your Password: (letter or numbers)
    - Cell. Phone Text Message Notifications:**
      - Cell. Phone Number: 507-457-8033
      - All phone numbers are 10 digits with no dashes (example: 8885585588)
      - Mobile Provider: Verizon (vtext.com)
  - Footer:** Save Settings, Powered by the rSchoolToday Athletic Scheduler © 2006 Distributed Website Corp.

**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@rschoolday.com](mailto:support@rschoolday.com) from 7am-10pm M-F Central time.