

Activity Scheduler Parents User Guide 2019-2020

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

The screenshot shows the Campbellsport Activity Scheduler interface. At the top, the school logo and name "Campbellsport" are displayed. Below this is a navigation bar with tabs for "CALENDAR", "ROSTERS", "SCORES AND STANDINGS", and "COACHES". The "ROSTERS" tab is highlighted with a blue circle and the number 1. The main content area shows a calendar for May 2017, with events listed for Monday, Tuesday, Wednesday, and Thursday. A "Soccer: Girls Varsity Game" event on Tuesday, May 23, 2017, is highlighted with a blue circle and the number 9. A mouse-over popup for this event shows a Google map of the location, with a blue circle and the number 10. A "Bus Info" popup for the same event shows departure and arrival times, with a blue circle and the number 12. A "Baseball: Varsity Game" event on Wednesday, May 24, 2017, is highlighted with a blue circle and the number 8. The right sidebar contains a "COLLAPSE MENU" with a search bar (2), a "GO" button (3), a calendar grid (4), a "VIEW BY TYPE" section (5), a "VIEW SCHEDULES" section (6), a "GET THE MOBILE APP" section (7), a "NOTIFY ME" section (7), an "ADVANCED VIEW REPORT" section, and a "LOGIN" section. At the bottom left, the text "Powered by rSchoolToday" is displayed.

- 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.

The screenshot shows the Campbellsport website's Multiple-Activity Schedule page. The page features a header with the school logo and name, followed by a navigation bar with buttons for Close, Print, Email this, and Download. A 'Change View' dropdown menu is open, showing options for Day/date, Date condensed, and Month View. The main content is a table of activities with columns for Activity, Time, Opponent, Location, Leaves, Dismissal, and Comments. The table lists several games, including a doubleheader on March 30, 2017, and games on April 1, 4, 6, 7, and 11, 2017. Home games are indicated by bold text. A callout '13' points to the location 'Campbellsport High School HS Baseball Field' for the game on April 7, 2017. Other callouts '14' through '18' point to the 'Change View' dropdown, the 'Print' button, the 'Email this' button, the 'Subscribe' button, and the 'Download' button, respectively.

Activity	Time	Opponent	Location	Leaves	Dismissal	Comments
Thursday, Mar 30, 2017						
Baseball: Varsity() Doubleheader		Away vs. Winneconne				(Rescheduled to 04-20-17)
Baseball: Varsity() Game		Away vs. Winneconne				(Rescheduled to 03-30-17)
Saturday, Apr 1, 2017						
Baseball: Varsity Game	11:00AM	Columbus	Campbellsport High School HS Baseball Field			
Tuesday, Apr 4, 2017						
Baseball: Varsity Game	4:45PM	Waupun	Waupun High School			(Location Changed)
Thursday, Apr 6, 2017						
Baseball: Varsity Game	4:45PM	Away vs. Berlin	Berlin Baseball Diamond	2:35PM	2:20PM	
Friday, Apr 7, 2017						
Baseball: Varsity Game	5:00PM	Mayville	Campbellsport High School HS Baseball Field			
Tuesday, Apr 11, 2017						

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.

Activity Name	Send Reminders Before Activity Fill down	Schedule Changes Notifications Fill down
Basketball - Boys JV	6 hours	<input checked="" type="radio"/> Yes <input type="radio"/> No
Basketball - Girls JV	6 hours	<input checked="" type="radio"/> Yes <input type="radio"/> No
Basketball - Girls Varsity	4 hours	<input checked="" type="radio"/> Yes <input type="radio"/> No
Basketball - Boys Varsity	...	<input checked="" type="radio"/> Yes <input type="radio"/> No
Basketball - Boys JV2	...	<input checked="" type="radio"/> Yes <input type="radio"/> No
Basketball - Girls MS	...	<input checked="" type="radio"/> Yes <input type="radio"/> No
Basketball - Boys MS	...	<input checked="" type="radio"/> Yes <input type="radio"/> No

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

B) Select the activities you want.
 1) Select whole Categories (if they exist) in one click.
 2) Choose from all competitive events
 Choose from all -

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.


The screenshot displays a web interface for a sports organization. At the top, there are navigation tabs: CALENDAR, ROSTERS, SCORES AND STANDINGS, COACHES, REGISTRATION, and TEAM SITE. The main content area is titled 'August 2017' and shows a calendar view for Tuesday, August 22, 2017, and Wednesday, August 23, 2017. The events are listed in a table with columns for TIME, EVENT, and DETAILS.

TIME	EVENT	DETAILS
2:00pm - 4:00pm	Parent Teacher Conferences	PPA Media Center 110
4:00pm	Baseball MS: Boys 8th Game	vs. Park Christian @ Point Pleasant Academy Baseball Field

TIME	EVENT	DETAILS
3:00pm - 5:00pm	Pack Meeting	PPA - Gym 3 Small
3:00pm - 5:00pm	Play Time Session	Room 112
5:00pm	Adapted Soccer: Girls Varsity Game	vs. Western Leadership Institute @ Point Pleasant Academy Gym - Aux. 2
5:00pm	Baseball MS: Boys 8th Game	vs. Organ Creek Side Middle @ Point Pleasant Academy Baseball Field

The right sidebar contains a 'COLLAPSE MENU' section with a search bar and a 'GO' button. Below this is a calendar grid for August 2017. At the bottom of the sidebar, there is a 'BY TYPE' section with several options: 'VIEW SCHEDULES', 'GET THE MOBILE APP', 'NOTIFY ME', 'ADVANCED VIEW REPORT', and 'LOGIN'. The 'VIEW SCHEDULES' and 'ADVANCED VIEW REPORT' options are highlighted with orange boxes.

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.



Green Academy


[Subscribe](#) 

Change View: ▼

Multiple-Activity Schedule

<u>Activity</u>	<u>Time</u>	<u>Opponent</u>	<u>Location</u>	<u>Leaves</u>	<u>Return</u>
Wednesday, Jul 5, 2017					
Soccer: Boys Varsity All Star Game	7:00AM	Away vs. Organ Creek Side Middle	Organ Creek Side Middle		
Soccer: Boys Freshman All Star Game	7:00AM	Away vs. Organ Creek Side Middle	Organ Creek Side Middle		
Soccer: Boys Varsity Reserve All Star Game	7:00AM	Away vs. Organ Creek Side Middle	Organ Creek Side Middle		
Thursday, Aug 31, 2017					
Soccer: Boys Varsity Exhibition	4:00PM	Away vs. Gateway School for Performing Arts	Gateway School for the Performing Arts	8:00AM	5:00PM
Soccer: Boys Freshman Exhibition	4:00PM	Away vs. Gateway School for Performing Arts	Gateway School for Performing Arts		

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



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Multiple-Activity Schedule


SUBSCRIBE TO THESE SELECTED SCHEDULES


IMPORTANT NOTE: This data feed is for PERSONAL use only. Any business or organization that wants this information, even if for providing it back to the school in **ANY** form, should contact rSchoolToday at: support@rschooldtoday.com for a simple license agreement.

Click the icon below to select the type of feed you want. Any future updates on these schedules will automatically write to your calendar or feed.


CALENDARS


 **OUTLOOK** Click the icon to add your selected schedules to your Outlook Calendar
Note: Some versions of Internet Explorer have limits.


 **ICAL** Click the icon to add your selected schedules to any iCal device (Mac, iPhone, iPad, etc)

 **GOOGLE** Click the icon for instructions and the link to paste into any Google Calendar

RSS READERS

 **RSS** Click the icon to add your selected schedules to your RSS Reader

 **GOOGLE** Click the icon to add your selected schedules to your Google Reader


 **YAHOO** Click the icon to add your selected schedules to your Yahoo Reader

NOTE: Google Reader will not take more than **15** schedules. Yahoo Reader will not take more than **5** schedules. Please subscribe one by one.

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.

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Multiple-Activity Boys Schedule (as of 09-10-17)

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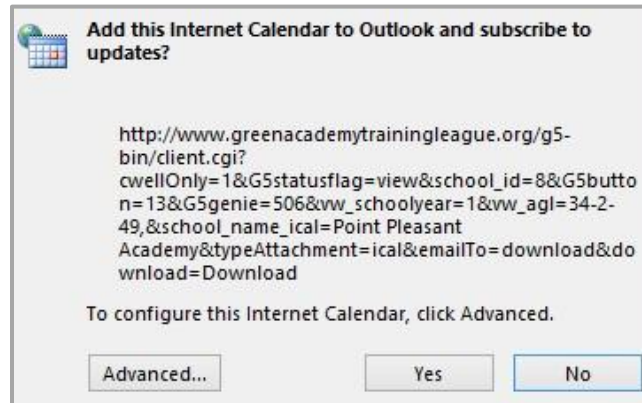
RSS READERS

-  **RSS** Click the icon to add your selected schedules to your RSS Reader
-  **GOOGLE** Click the icon to add your selected schedules to your Google Reader
-  **YAHOO** Click the icon to add your selected schedules to your Yahoo Reader

NOTE: Google Reader will not take more than **15** schedules. Yahoo Reader will not take more than **5** schedules. Please subscribe one by one.

 Multiple_Activity_B...ics ^ Show all

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).

Google Apps Instructions

1. **Copy** this URL:
<http://tinyurl.com/ycejhf5t>
2. In a new browser tab or window go to your [Google Calendar](#)
3. Click the dropdown menu next to **Other Calendars** and choose **Add by URL**
4. **Paste** the copied URL into the URL field and click **Add Calendar**

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.

