

# Activity Scheduler Parent Guide

## General Orientation: Public View Site Orientation

Here's a quick tour to an rSchoolToday Activity Scheduler:

**Bluegrass High School**

**Top Navigation Buttons:** CALENDAR, ROSTERS, SCORES AND STANDING, COACHES, ACTIVITY REGISTRATION, MY FAVORITE

**Calendar View:** Today, March 2020

**Event List:**

- Monday, March 30, 2020  
TIME: 11:00am - 12:30pm  
EVENT: **Basketball Boys**
- Tuesday, March 31, 2020  
TIME: 2:00pm  
EVENT: Soccer: Boys JV Game
- Wednesday, April 1, 2020
- Thursday, April 2, 2020  
TIME: 9:50am  
EVENT: **Basketball: Boys 8th Game**
- Friday, April 3, 2020
- Saturday, April 4, 2020
- Sunday, April 5, 2020

**Event Details (Basketball Boys):**  
 vs. Green Academy @ Bluegrass High School  
 Location: Bluegrass High School  
 Home: **Home Games**

**Callouts:**

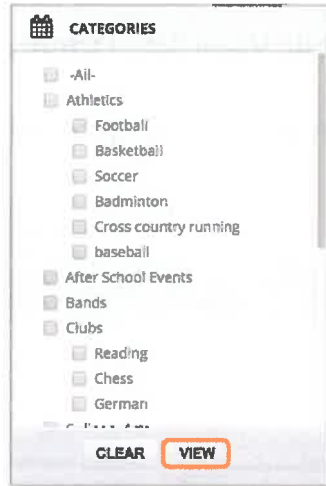
- Home games are shown in bold** (points to "Basketball Boys" and "Basketball: Boys 8th Game")
- Click on any event to see specific details** (points to the event list items)
- Jump to any month or date in the calendar to view specific events** (points to the calendar navigation)
- Promote School Events on your Social Media Sites** (points to social media share buttons)
- Interactive Google Maps** (points to the location map)
- VIEW SCHEDULES** (points to the right-hand menu)
- GET THE MOBILE APP** (points to the mobile app button)
- NOTIFY ME** (points to the notification button)
- LOGIN** (points to the login button)

**Right-hand Panel (VIEW SCHEDULES):**

- SEARCH: MARCH 2020
- CATEGORIES:
  - Baseball: 12th
  - Baseball: 8th
  - Baseball: JV
  - Baseball: Varsity
  - Baseball - Boys 10th
  - Baseball - Boys JV
  - Baseball: game
  - Baseball: Practice
  - Baseball: Tournament
  - Baseball: Tryouts
  - Baseball: Varsity Practice
  - Baseball: JV
- CLEAR VIEW
- GET THE MOBILE APP
- NOTIFY ME
- LOGIN

## A. Categories

Mark the checkbox to select "All" or specific categories then click on the "View" button. All the activities scheduled for the selected categories will be displayed in the Calendar.



## B. View Schedules

Select specific schedules and click on the "View" button. The activities related to the selected schedule(s) will be displayed in a report that you can print, email or download.

The screenshot shows a user interface for 'Green Academy'. On the left, a 'VIEW SCHEDULES' panel lists various categories with checkboxes. The 'Basketball - Boys 8th' category is selected, indicated by a red arrow. Below this panel are 'CLEAR' and 'VIEW' buttons, with the 'VIEW' button highlighted in orange. An orange arrow points from the 'VIEW' button to the main report area. The main report area displays the 'Basketball: Boys 8th Winter 2019-20 Schedule' (as of 03-30-20) for Green Academy. It includes a table with columns for Type, Time, Opponent, Location, Leaves, Dismissal, and Return. The table lists three games: one on Monday, Jan 13, 2020; one on Saturday, Jan 25, 2020; and one on Wednesday, Apr 1, 2020. At the top right of the report area, there are 'Close', 'Print', 'Email this', and 'Download' buttons, with the 'Download' button highlighted in orange. A red circle with the number '1' is also present in the top right corner.

Type	Time	Opponent	Location	Leaves	Dismissal	Return
<b>Monday, Jan 13, 2020</b>						
Game	2:00PM	Forest Hills MS	<a href="#">Green Academy Gymnasium</a> <a href="#">View More</a>			
<b>Saturday, Jan 25, 2020</b>						
Game	4:00PM	Cherokee's MS vs. Forest Hill's MS	<a href="#">Forest Hill</a>	2:00PM		3:00PM
<b>Sunday, Mar 22, 2020</b>						
Game	8:00PM	Green Academy	<a href="#">Reynolds High School</a>			
<b>Wednesday, Apr 1, 2020</b>						
Game	9:00AM	Bluegrass High School	<a href="#">Green Academy</a> <a href="#">Basketball Court - Outdoor</a>	9:50AM	12:00PM	1:30PM

## 1. Subscribe

Receiving Schedules directly to your Calendar has never been this simple. Just follow the instructions below.

First, click on the Subscribe link to sync your schedules to your smartphone/tablet, Outlook, iCal or Google Calendar.

Select the type of feed you want and it will automatically update your calendar with changes.


**Bluegrass High School**  
Multiple-Activity Schedule (as of 04-02-20)


**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@rschoolday.com](mailto:support@rschoolday.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

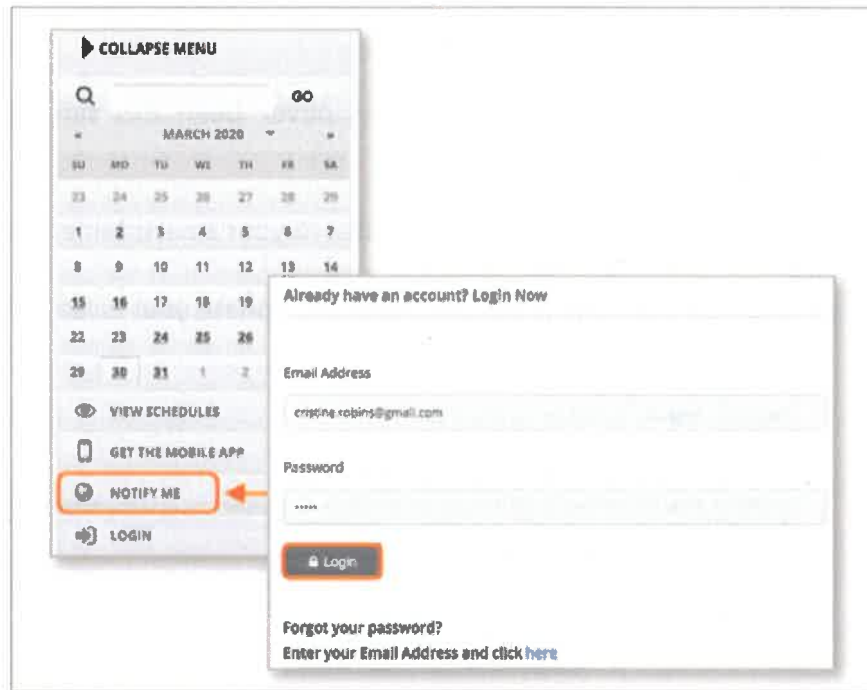
**NOTE:** Google Reader will not take more than 15 schedules. Yahoo Reader will not take more than 5 schedules. Please subscribe one by one.

## C. Notify Me

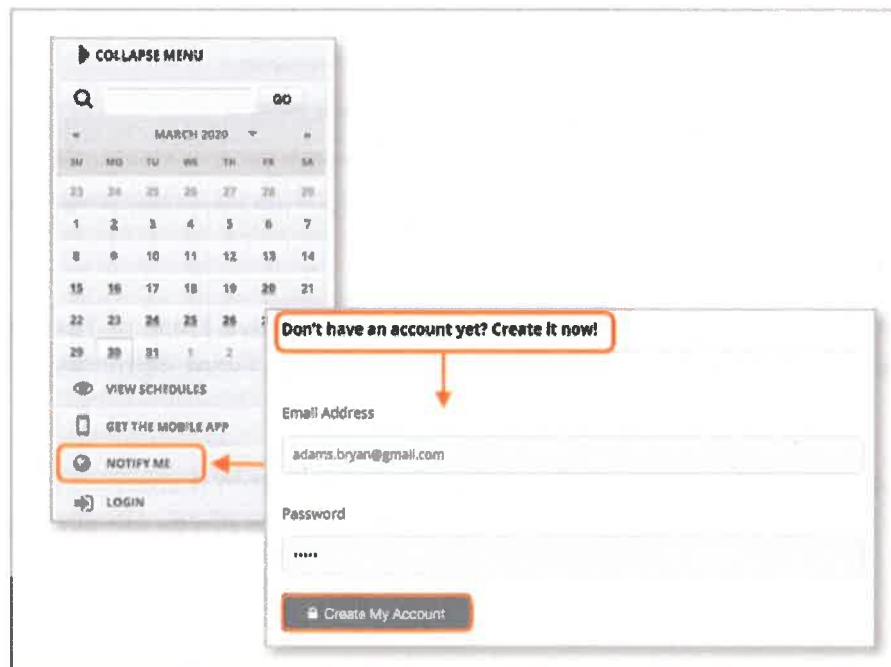
If you want to stay updated with School Events, and receive Email or Text Reminders about your preferred activities, sign up to Notify Me. To set up Event Reminders, follow the steps above:

To start, open the School Athletic Calendar website and from there:

1. Click **"Notify Me"** to register or edit your preferences (if you are already subscribed).



2. To Create an account, enter your Email address, the desired password and click "Create My Account." Returning users will be directed to "Choose Activities".



If you already have an account, after logging in, the system will take you to the 'Choose Activities' screen to edit your preferences.

**Step 1 - My Account**– Enter all information requested to receive the Event Reminders via Email or Text.

**Bluegrass High School**

CALENDAR ROSTERS SCORES AND STANDINGS COACHES ACTIVITY REGISTRATION SCHOOL STAFF

1 MY ACCOUNT 2 CHOOSE ACTIVITY 3 SETUP NOTIFICATIONS

**My Account**  
In Notify Me, you can set yourself up to receive automatic texts and email notifications for any of the activities you're involved with.

First Name \*  
Paul

Last Name \*  
Johnson

Primary Email Address \*  
jjonson.p@gmail.com

Who Are You \*  
Parent

Mobile Phone Number \*  
212 570 0989

Mobile Provider \*  
AT&T (txt.att.net)

Desired Password \*  
\*\*\*\*\*

For Text Notifications, enter a password to change your preferences in the future.

Important Notice  
Many spam blockers will not let these auto-notification email that something we can control. If you think there is a chance filter is in place at the email company on your internet service provider, please copy this paragraph of text into an email messages from [auto-notify@schooltoday.com](mailto:auto-notify@schooltoday.com) or [mail.dwsbta.com](mailto:mail.dwsbta.com) to be delivered to you.

Save Information Save and Continue to

**Step 2 – Choose Activity**– Select the activities that you want to keep track of and mark the checkboxes next to them. When finished, click 'Continue to Next Step' button.

**A. Categories List** – This list lets you filter the Activities per Categories. These Categories are related to the School-Only Events displaying on the right side of the screen.

**B. Conference/Non-Conference Events** – Select the Competitive and Non-Competitive Events of your interest.

# Bluegrass High School

CALENDAR    ROSTERS    SCORES AND STANDINGS    COACHES    **ACTIVITY REGISTRATION**    SCHOOL STATS

1 MY ACCOUNT    2 **CHOOSE ACTIVITY**    3 SETUP NOTIFICATIONS

**Step 2 - Choose Activities**  
In Notify Me, you can set yourself up to receive automatic texts and email notifications for any of the activities you're involved with. Check off the activities you would like notifications or reminders for, then click continue.

**Categories** **A**

- School Events
- After School Events
- Clubs
  - Non Competitive Sports
  - Music and Arts
- Staff Only
- Middle School
- Sports Practices

**Conference/Non-Conference Events** **B**

- Baseball JV
- Baseball Varsity
- Basketball - Boys 8th
- Basketball - Boys Varsity
- Basketball - Girls Varsity
- Bowling JV
- Bowling - Boys 8th
- Football 8th
- Football JV

**School-Only Events**

- Dance Classes

**Step 3 - Setup Notification Preferences** — Setup how many hours/days in advance you want to be reminded about the Event. You can also be notified about any changes made to the Event Schedule by selecting the option 'Schedule Changes Notifications' for every activity in the list, and then clicking Save My Settings. These setups can be changed at any time upon logging to your account.

1 MY ACCOUNT    2 CHOOSE ACTIVITY    3 **SETUP NOTIFICATION**

**Step 3 - Setup Notification Preferences**  
You can set yourself up to receive automatic texts and email notifications for any of the activities you're involved with. Check off the activities you would like notifications or reminders for, then click continue.

Activity Name	Send Reminders Before Activity <input type="button" value="Fill down"/>	Schedule Changes Notifications <input type="button" value="Fill down"/>
Baseball JV	2 days	<input checked="" type="radio"/> Yes <input type="radio"/> No
Basketball - Boys 8th	6 hours	<input checked="" type="radio"/> Yes <input type="radio"/> No

Select hours/days/weeks to be notified before your Scheduled Activity.



Get and download 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, and the latest Scores.

Need Support?

Email: [support@rschooltoday.com](mailto:support@rschooltoday.com)

Monday-Friday from 7AM – 8PM central.

