

# Calendar & Mobile App - User Guide 2016-17

Our School uses the Activity Scheduler from rSchoolToday®. Here are some features you can benefit from:

1. "Notify Me" - Set up email or text messages for reminders & change notifications.
2. Select Calendar categories if they exist.
3. View Rosters, Coaches Directory or Scores if published.
4. Jump to any month
5. Jump to any date
6. Calendar Search
7. Home Games show in **Bold**
8. Bus Times on Mouse-over
9. Get the latest schedules including bus times. Select schedule(s), then click **View**.
10. Click any event for more details, including: 11) Interactive Google Maps and 12) Social Media - Promote the event to your sites

## Viewing Schedules (#9 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 it will give you a choice to "Always Allow."

The screenshot shows the Winona Senior High School Soccer Girls Varsity Schedule page. The page header includes the school logo and name. Below the header is the schedule table. Callouts 13 through 18 point to specific elements: 13 points to the 'Opponent' column, 14 points to the 'Change View' dropdown, 15 points to the 'Print' button, 16 points to the 'Email this' button, 17 points to the 'Subscribe' button, and 18 points to the 'Download' button.

Type	Time	Opponent	Location	Leaves	Dismissal	Comments
<b>Tuesday, Aug 23, 2016</b>						
Scrimmage	TBD	Away vs. TBD	<a href="#">Rochester Fuad Mansour Complex</a>	2:00PM	1:45PM	
<b>Thursday, Aug 25, 2016</b>						
Game	7:00PM	<b>La Crescent</b>	<a href="#">Winona Paul Giel Field</a> <a href="#">Paul Giel Field</a>			
<b>Saturday, Aug 27, 2016</b>						
Match	1:00PM	Away vs. Mankato East	<a href="#">Mankato Kennedy Elementary School</a>	9:30AM	9:15AM	
<b>Tuesday, Aug 30, 2016</b>						
Match	12:00PM	Away vs. Caledonia Area Public Schools	<a href="#">Caledonia Area High School</a>	8:00AM	7:45AM	
<b>Thursday, Sep 1, 2016</b>						
Match	7:00PM	<b>Red Wing</b>	<a href="#">Winona Paul Giel Field</a> <a href="#">Paul Giel Field</a>			
<b>Tuesday, Sep 6, 2016</b>						
Match	7:00PM	<b>Austin</b>	<a href="#">Winona Paul Giel Field</a> <a href="#">Paul Giel Field</a>			
<b>Thursday, Sep 8, 2016</b>						
Match	7:00PM	Away vs. Faribault	<a href="#">Faribault Soccer Complex</a>	1:45PM	1:30PM	
<b>Saturday, Sep 10, 2016</b>						
Game	12:00PM	<b>St. Charles</b>	<a href="#">Winona Paul Giel Field</a> <a href="#">Paul Giel Field</a>			

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 don't bother to include attachments.

17. Subscribe - This will push 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**

Click "Notify Me" from the main screen (see #1 above). Choose which competitive activities you want.

<input type="checkbox"/> Alpine Boys VARSITY	<input type="checkbox"/> Soccer Girls VARSITY
<input type="checkbox"/> Cross Country Boys VARSITY	<input type="checkbox"/> Swimming Girls VARSITY
<input type="checkbox"/> Cross Country Girls VARSITY	<input type="checkbox"/> Tennis Girls C TEAM
<input checked="" type="checkbox"/> Football JV	<input type="checkbox"/> Tennis Girls JV
<input type="checkbox"/> Football VARSITY	<input type="checkbox"/> Tennis Girls MS
<input type="checkbox"/> Nordic Boys VARSITY	<input type="checkbox"/> Tennis Girls VARSITY
<input type="checkbox"/> Soccer Boys C TEAM	<input type="checkbox"/> Volleyball Girls C TEAM
<input type="checkbox"/> Soccer Boys JV	<input type="checkbox"/> Volleyball Girls JV
<input type="checkbox"/> Soccer Boys VARSITY	<input checked="" type="checkbox"/> Volleyball Girls VARSITY
<input type="checkbox"/> Soccer Girls JV	

Then, click **Continue >>** to select the non-competitive activities you want.

**Categories**

- Admission
- All School
- Alumni
- Arts
- Athletics
- Lower School
- Middle School
- Student Services
- Upper School

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- 50th Reunion Dinner
- 52nd Annual Jack Edie Debate Tournament
- ACT Testing
- Administrative Meeting
- Admissions Testing
- MS & US Parent/Student Laptop Di
- MS 7 & 8 Concert Choir, Boychoir &
- MS Advisory Olympics

Select Whole Calendar Categories in one click (if they exist)

Choose from all Non-Competitive Activities

Click **Continue >>** to set your desired notifications and reminders.

Then click **Continue >>** to add your email and cell phone if you want to receive text messages.

You can also set up a password so you can change settings in the future.

www.imaconference.org/g5-bin/client.cgi

Notify Me! 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
Football ALL JV	4 hours	<input checked="" type="checkbox"/>
Volleyball Girls VARSITY	2 hours	<input checked="" type="checkbox"/>
Breakfast At Blake	- - -	<input checked="" type="checkbox"/>
MS Curriculum Night	- - -	<input checked="" type="checkbox"/>
MS Picture Day	1 day	<input checked="" type="checkbox"/>

Your First Name:   
 Last Name:   
**Email Notifications:**  
 Email Address:   
 A Second Email Address:   
 (to also receive notifications)  
 Create Your Password:   
 (letter or numbers)  
**Text Message Notifications:**  
 Cell. Phone Number:   
Phone numbers are 10 digits with no dashes (example: 8885585588)  
 Mobile Provider:



**Activity Scheduler**



## FREE Mobile App

Get the App at your App store by searching "Activity Scheduler." This mobile calendar allows you instant access to your school's Calendar, Schedules, Rosters, & the latest Scores.

Need Support? Email: [support@rschoolday.com](mailto:support@rschoolday.com)  
M-F from 7am-8pm central.