

# rSchoolToday™ Activity Scheduler

## User Guide for Parents

We now use the rSchoolToday™ Activity Scheduler 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 instantly reflected to you as soon as they are made.

The screenshot shows the Breck School Calendar interface. At the top, there is a navigation bar with tabs for "Calendar", "Rosters", and "Scores/Standings". The "Calendar" tab is active. Below the navigation bar, there is a message: "Please check frequently for updates. For further detail on an event, please click on the link." Below this message is a table of events for Friday, Apr 13, 2012. The table has columns for Time, Event, Details, and Comments. The events listed are: 8:00am-12:00pm Student Congress (Details: HS Auditorium East East) and 11:00am-11:00pm Baseball Practice (Details: Breck School Gymnasium). To the right of the calendar is a monthly calendar for April 2012. Below the monthly calendar is a "View Schedules:" section with a list of activities: Baseball - Boys 11U, Baseball Practice, Bowling - Boys 9U, Cheering Squad Audition, Chess Club, Dancing, Debate, Football - Boys 7th, Football - Girls 8th, Softball Sophomore, and Student Congress. At the bottom of the page, there is a "Go to Advanced View" button and a "Login" link. The interface is powered by the rSchoolToday Athletic Scheduler © 2006 Distributed Website Corp.

### Here are some of the key features:

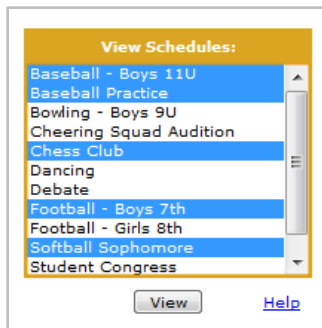
Primarily, the Calendar provides an instant view of all activities on today's date.

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. Here, you only need one click to view the whole week.
4. Locations can be links that open to printable maps and directions to that specific 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.
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 No. 9):

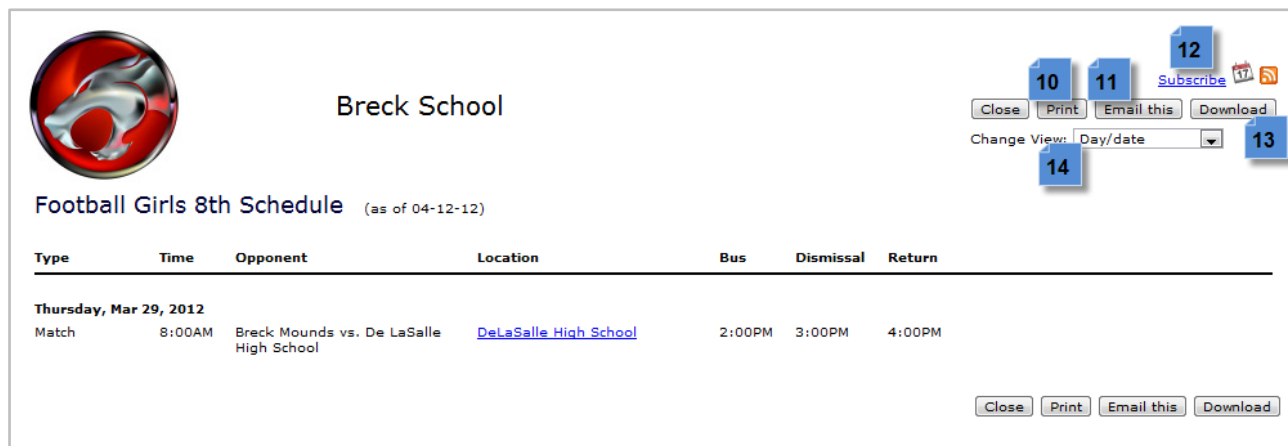
You can also hold down the 'control' key on your computer keyboard and click all the schedules you want to see, and then click the **View** button. For Mac users it is the open-Apple key.



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:



**Breck School**

10 11 12 13

Close Print Email this Download

Change View: Day/date

**Football Girls 8th Schedule** (as of 04-12-12)

Type	Time	Opponent	Location	Bus	Dismissal	Return
<b>Thursday, Mar 29, 2012</b>						
Match	8:00AM	Breck Mounds vs. De LaSalle High School	<a href="#">DeLaSalle High School</a>	2:00PM	3:00PM	4:00PM

Close Print Email this Download

10. You can print schedules.

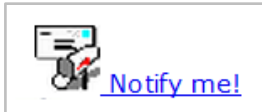
11. Email schedules to a relative. This sends a link with the latest version of the schedule. You can also attach a file of the schedule, but it is best not to include attachments since the link in these emails is ALWAYS the MOST up-to-date information and the recipient can choose to print, download, export, etc. the report.

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! 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 Item No. 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.



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**.

### Breck School Calendar

**Screen:** 1 • 2 • 3 • 4


<< Back to Calendar
Returning Users Login Here
Continue >>

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"/> Alpine Skiing 7th <input type="checkbox"/> Alpine Skiing Sophomore <input type="checkbox"/> Baseball Boys 11U <input type="checkbox"/> Basketball Boys 7th <input type="checkbox"/> Bowling Boys 9U <input type="checkbox"/> Bowling Boys JV <input type="checkbox"/> Football Sophomore	<input type="checkbox"/> Football Boys 7th <input type="checkbox"/> Football Girls 8th <input type="checkbox"/> Hockey Boys Sophomore <input type="checkbox"/> Softball Sophomore <input type="checkbox"/> Softball Boys Sophomore <input type="checkbox"/> Volleyball Girls Sophomore
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<< Back to Calendar
Continue >>

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Breck School Calendar


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
Basketball Boys 7th	<input style="width: 50px;" type="text" value=" - - - "/>	<input type="checkbox"/>
Softball Boys Sophomore	<input style="width: 50px;" type="text" value=" - - - "/>	<input type="checkbox"/>

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The last step is to add your name, and if you would like email notifications, add your email address (and you can add a 2nd email if you like). If you also 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!



Breck School Calendar

Notify Me! Screen: 1 • 2 • 3 • 4

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.

Your First Name:

Last Name:

**Email Notifications:**

Email Address:

A Second Email Address:   
(to also receive notifications)

Create Your Password:   
(letter or numbers)

**Cell. Phone Text Message Notifications:**

Cell. Phone Number:

All phone numbers are 10 digits with no dashes (example: 8885585588)

Mobile Provider:

**IMPORTANT NOTE:** Many Spam Blockers will not let these auto-notification emails get through to you. This is not something we can control. If you think there is a chance that a spam filter is in place at the email address you provided (either your company or your Internet Service Provider), please copy this paragraph of text into an email message to them to ask them to allow emails from "auto-notify@rschoolday.com" or "mail.dwebsite.com" to be delivered to you.

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**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 through [support@rschoolday.com](mailto:support@rschoolday.com) or **Toll-Free Number: 1-(800)-893-0914** from 7am-8pm M-F Central time.