

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 & changes.
2. Select Calendar categories
3. Jump to any month
4. Jump to any date
5. Calendar Search
6. Home Games show in **Bold**
7. Bus Times on Mouse-over
8. Get the latest schedules including bus times. Select schedule(s), then **View**.
9. Click any event for more details including:
10. Interactive Google Maps
11. Promote the event to Social Media sites

Viewing Schedules (#8 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. Callouts 12 through 17 point to specific features: 12 points to the 'Opponent' column, 13 to the 'Change View' dropdown, 14 to the 'Print' button, 15 to the 'Email this' button, 16 to the 'Subscribe' button, and 17 to the 'Download' button.

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

- 12. Home Games in Bold
- 13. Change Views
- 14. Print schedules
- 15. Email schedules. This sends a link to the latest version, so don't bother to include attachments.
- 16. Subscribe - This will push your schedules to your smart phone/tablet, Outlook, or Google Calendar, and auto-updates your calendar with changes.
- 17. 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

- 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

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.

Notify Me! Screen: 1 2 3 4

<< Back to Calendar << Back one Screen Continue >>

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"/>

<< Back to Calendar << Back one Screen Continue >>

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)

Text Message Notifications:

Cell. Phone Number:

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

Mobile Provider: -- Choose 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@rschooldtoday.com
M-F from 7am-8pm central.