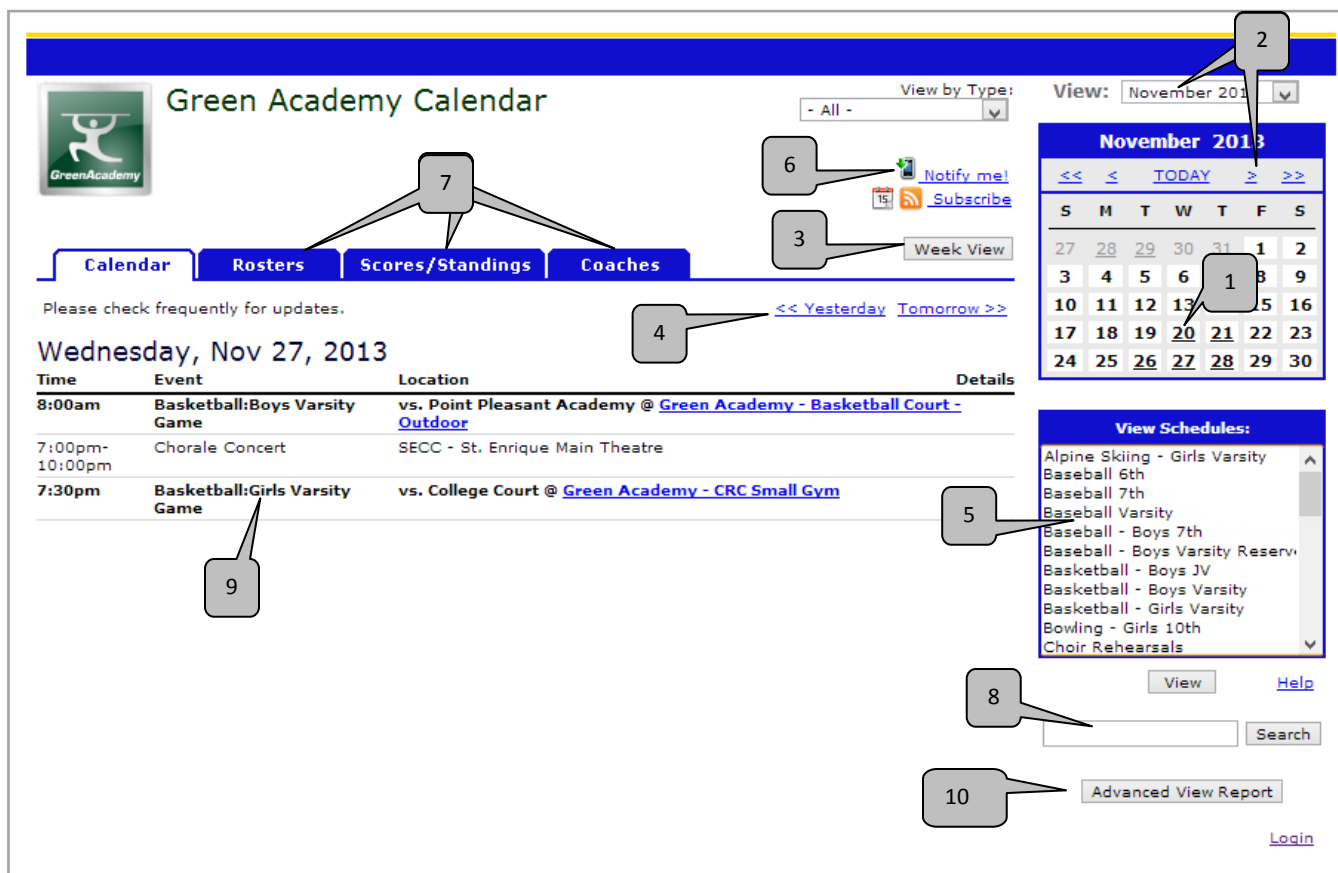


## Activity Scheduler - User Guide for Parents (2013-14)

We use the **rSchoolToday™ Activity Scheduler** as our School Calendar, as it provides significant advantages to our school and community. Because it is web-based, we can provide you instant access to the most up-to-date information at all times. You can push schedules to your phone, tablet, or computer and they will automatically update with any changes. You can also sign up for instant notifications and reminders, via email or text message.

Here is a quick snapshot some of the key features.




The screenshot shows the Green Academy Calendar interface. At the top, there's a navigation bar with tabs for Calendar, Rosters, Scores/Standings, and Coaches. A 'View by Type' dropdown is set to 'All'. The main content area displays the date 'Wednesday, Nov 27, 2013' and a list of events: 'Basketball:Boys Varsity Game' at 8:00am, 'Chorale Concert' at 7:00pm-10:00pm, and 'Basketball:Girls Varsity Game' at 7:30pm. A calendar for November 2013 is visible on the right, with the 27th highlighted. Below the calendar is a 'View Schedules:' dropdown menu listing various activities like 'Alpine Skiing - Girls Varsity', 'Baseball 6th', etc. At the bottom, there are buttons for 'View', 'Help', 'Search', and 'Advanced View Report'.

1. Click on any date to see the activities for that day. Underlined dates have activities on that date.
2. Jump or flip to any month.
3. Switch between the Week and Day View.
4. Flip to the next/previous day or week
5. View the full Schedule for any activity or activities. Choose the schedule(s) you want and click View.
6. **Notify Me!** Set yourself up for Change Notifications or Reminders as email or text messages.
7. View Rosters, Scores, Standings, and Coaches Directory (if published).
8. Search – search by activity or location
9. Click any activity for more details, including maps, social networking, address, phone #, etc.
10. **Advanced View Report** gives you detailed reports by location, gender, level, location, etc.

## More detail on some of the key features.

### Activity Detail

Click on any Activity to get full details, including interactive Google Maps, and sharing the activity to your Facebook, Twitter or Linked-In site. This page is also printable.







## Green Academy

Close Print

**Basketball: Boys Varsity Game**  
 Wednesday, Nov 27, 2013 Time 8:00am - 11:00am  
 Point Pleasant Academy vs Green Academy @ Green Academy  
 - Green Academy Sports Center - Basketball Court

Location: **Green Academy**  
 121 West Lee Street  
 Louisville, KY  
 502-482-8215



### Viewing Schedules

To create a personal calendar, hold down the 'control' key on your computer keyboard and click all the schedules you want to see, then click on the **View** button. For Mac users hold 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 'always allow pop-ups from this site.' Then try it again.

This pulls up a combined schedule of all the activities you selected. Now, you can push those schedules to your phone, tablet, or computer. Your phone, tablet, or computers will auto-update with any new events or changes made by the school (see below).

View Schedules:

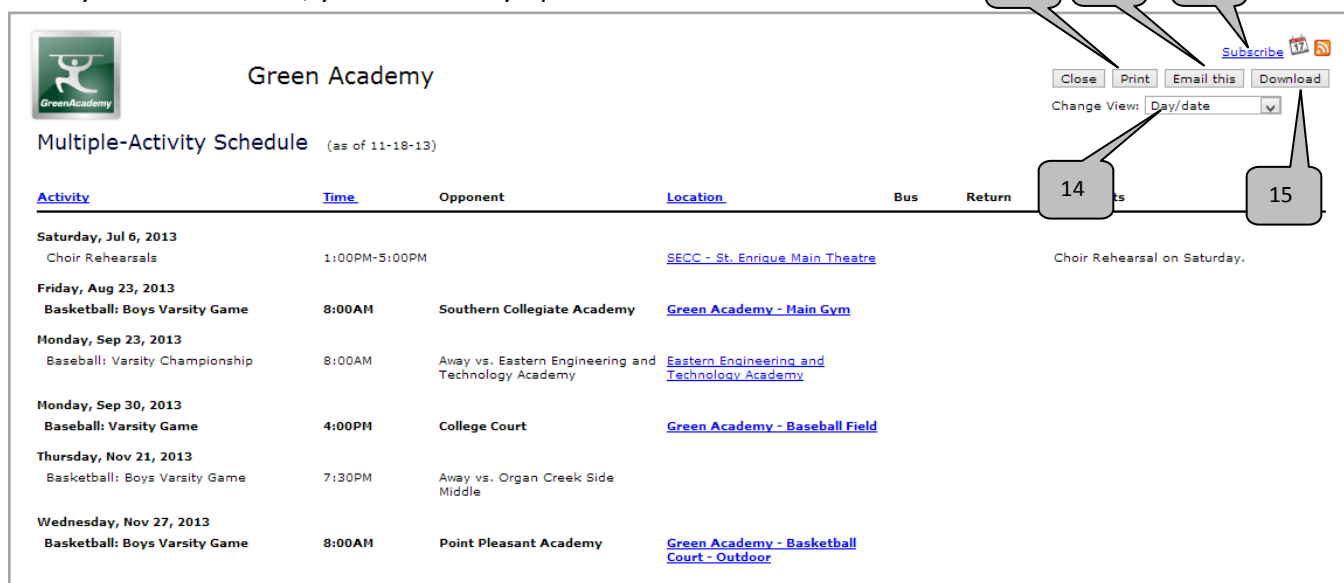
- Baseball 6th
- Baseball 7th
- Baseball Varsity
- Baseball - Boys 7th
- Baseball - Boys Varsity Reserv
- Basketball - Boys JV
- Basketball - Boys Varsity
- Basketball - Girls Varsity
- Bowling - Girls 10th
- Choir Rehearsals
- Choral Clinic

View

[Help](#)

### When viewing Schedules:

After you click on View, you have many options:



**Green Academy**  
Multiple-Activity Schedule (as of 11-18-13)

Activity | Time | Opponent | Location | Bus | Return

Activity	Time	Opponent	Location	Bus	Return
<b>Saturday, Jul 6, 2013</b>					
Choir Rehearsals	1:00PM-5:00PM		<a href="#">SECC - St. Enrique Main Theatre</a>		Choir Rehearsal on Saturday.
<b>Friday, Aug 23, 2013</b>					
Basketball: Boys Varsity Game	8:00AM	Southern Collegiate Academy	<a href="#">Green Academy - Main Gym</a>		
<b>Monday, Sep 23, 2013</b>					
Baseball: Varsity Championship	8:00AM	Away vs. Eastern Engineering and Technology Academy	<a href="#">Eastern Engineering and Technology Academy</a>		
<b>Monday, Sep 30, 2013</b>					
Baseball: Varsity Game	4:00PM	College Court	<a href="#">Green Academy - Baseball Field</a>		
<b>Thursday, Nov 21, 2013</b>					
Basketball: Boys Varsity Game	7:30PM	Away vs. Organ Creek Side Middle			
<b>Wednesday, Nov 27, 2013</b>					
Basketball: Boys Varsity Game	8:00AM	Point Pleasant Academy	<a href="#">Green Academy - Basketball Court - Outdoor</a>		

Options: Close, Print, Email this, Download, Change View: Day/date, Subscribe, RSS

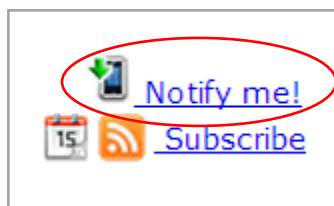
11. You can print schedules.

12. Email schedules. This sends a link with the latest version of the schedule. You can also attach a file of the schedule to the email, but it's MUCH better to only send the link.

13. Subscribe to schedules. This will let you push the initial schedule plus all added events and changes to your iPhone, iPod, iPad, Droid, Outlook, Google Calendar, iCalendar, etc.

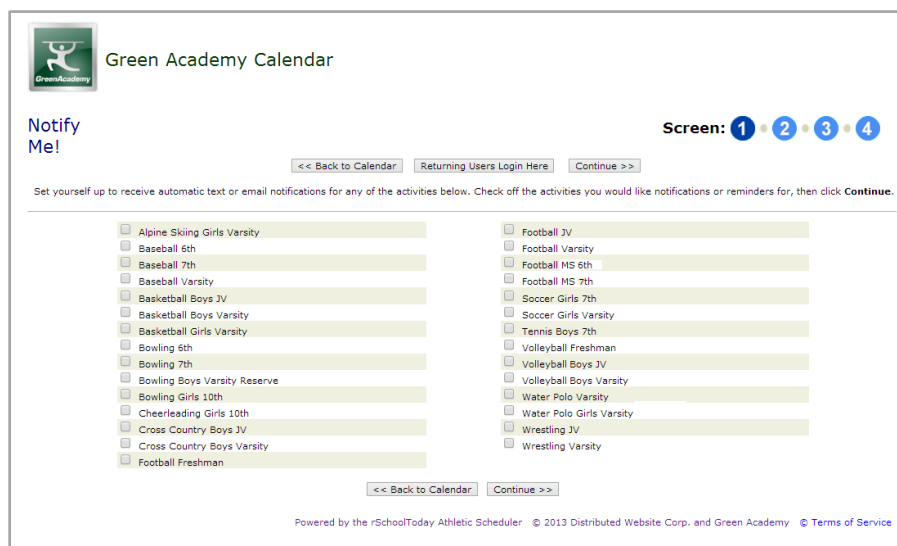
14. Choose multiple ways to view the schedules, including the classic Month view calendar.

15. Download a file of the schedules to various file formats.



### NOTIFY ME! Automatic notifications and reminders

Click "Notify Me" from the main calendar screen (see #6 above) and follow the instructions to subscribe to schedules and get text messages and/or email notifications for reminders before events and for schedule changes.



**Green Academy Calendar**

Notify Me! Screen: 1 • 2 • 3 • 4

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

Set yourself up to receive automatic text or email notifications for any of the activities below. Check off the activities you would like notifications or reminders for, then click **Continue**.

<input type="checkbox"/> Alpine Skiing Girls Varsity	<input type="checkbox"/> Football JV
<input type="checkbox"/> Baseball 6th	<input type="checkbox"/> Football Varsity
<input type="checkbox"/> Baseball 7th	<input type="checkbox"/> Football MS 6th
<input type="checkbox"/> Baseball Varsity	<input type="checkbox"/> Football MS 7th
<input type="checkbox"/> Basketball Boys JV	<input type="checkbox"/> Soccer Girls 7th
<input type="checkbox"/> Basketball Boys Varsity	<input type="checkbox"/> Soccer Girls Varsity
<input type="checkbox"/> Basketball Girls Varsity	<input type="checkbox"/> Tennis Boys 7th
<input type="checkbox"/> Bowling 6th	<input type="checkbox"/> Volleyball Freshman
<input type="checkbox"/> Bowling 7th	<input type="checkbox"/> Volleyball Boys JV
<input type="checkbox"/> Bowling Boys Varsity Reserve	<input type="checkbox"/> Volleyball Boys Varsity
<input type="checkbox"/> Bowling Girls 10th	<input type="checkbox"/> Water Polo Varsity
<input type="checkbox"/> Cheerleading Girls 10th	<input type="checkbox"/> Water Polo Girls Varsity
<input type="checkbox"/> Cross Country Boys JV	<input type="checkbox"/> Wrestling JV
<input type="checkbox"/> Cross Country Boys Varsity	<input type="checkbox"/> Wrestling Varsity
<input type="checkbox"/> Football Freshman	

<< Back to Calendar | Continue >>

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Contact rSchoolToday directly with questions at: [support@rschooltoday.com](mailto:support@rschooltoday.com) or Toll-Free at: **1-(800)-893-0914** from 7am-8pm CST Monday through Friday.