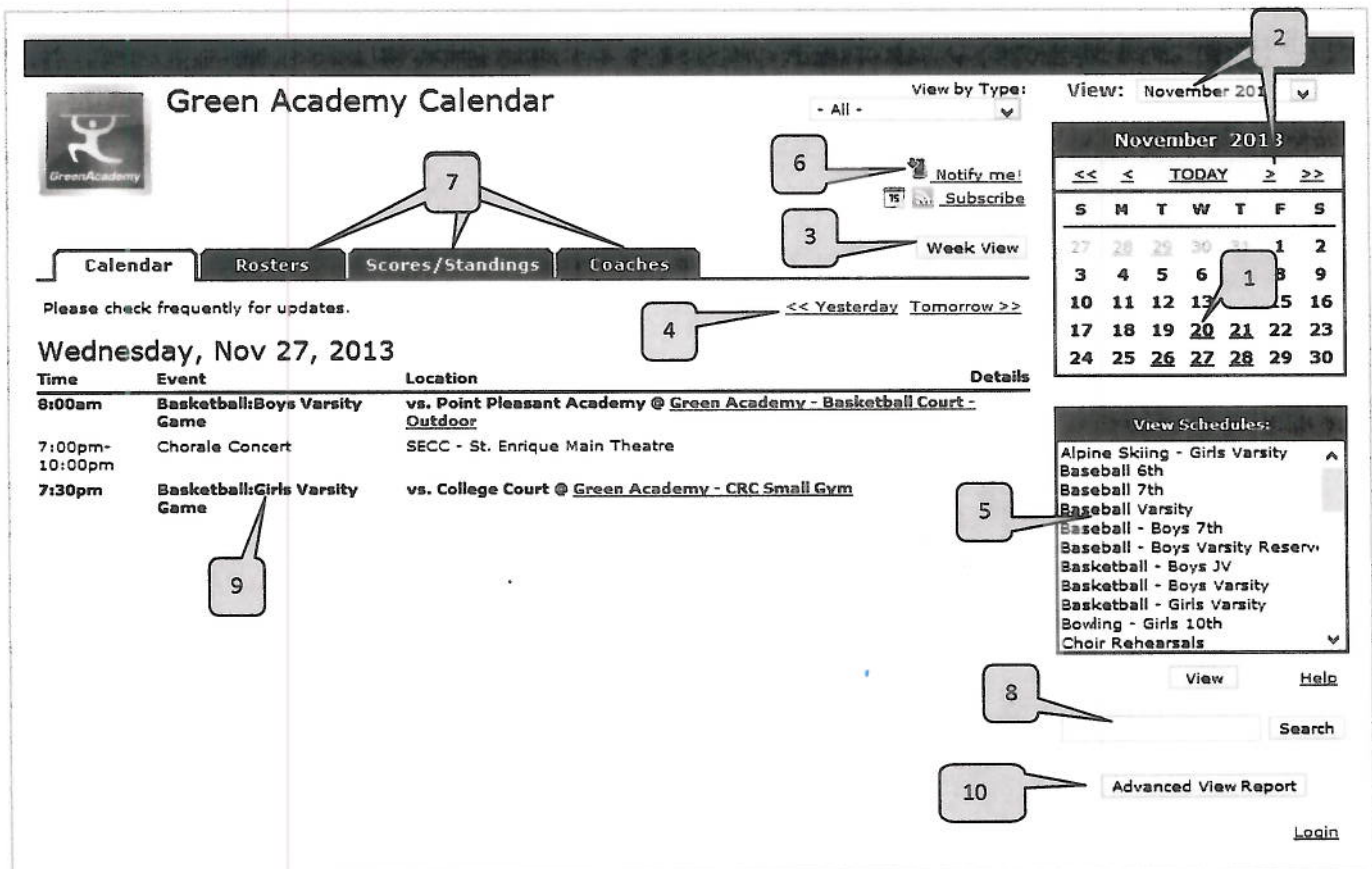


Activity Scheduler - User Guide for Parents (2013-14)

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 'Calendar', 'Rosters', 'Scores/Standings', and 'Coaches'. A 'View by Type' dropdown is set to '- All -'. The current view is 'November 2013'. A calendar grid shows the month with dates 1 through 30. A callout '1' points to the date '20' (Wednesday, Nov 20). A callout '2' points to the month 'November 2013'. A callout '3' points to the 'Week View' button. A callout '4' points to the navigation buttons '<< Yesterday' and 'Tomorrow >>'. A callout '5' points to the 'View Schedules' dropdown menu, which lists various activities like 'Alpine Skiing - Girls Varsity', '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', and 'Choir Rehearsals'. A callout '6' points to the 'Notify me!' button. A callout '7' points to the 'Rosters' tab. A callout '8' points to the search input field. A callout '9' points to the 'Basketball:Girls Varsity Game' event listing. A callout '10' points to the 'Advanced View Report' button. The event listing shows: '8:00am Basketball:Boys Varsity Game vs. Point Pleasant Academy @ Green Academy - Basketball Court - Outdoor', '7:00pm-10:00pm Chorale Concert SECC - St. Enrique Main Theatre', and '7:30pm Basketball:Girls Varsity Game vs. College Court @ Green Academy - CRC Small Gym'. A 'Login' link is at the bottom right.


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).

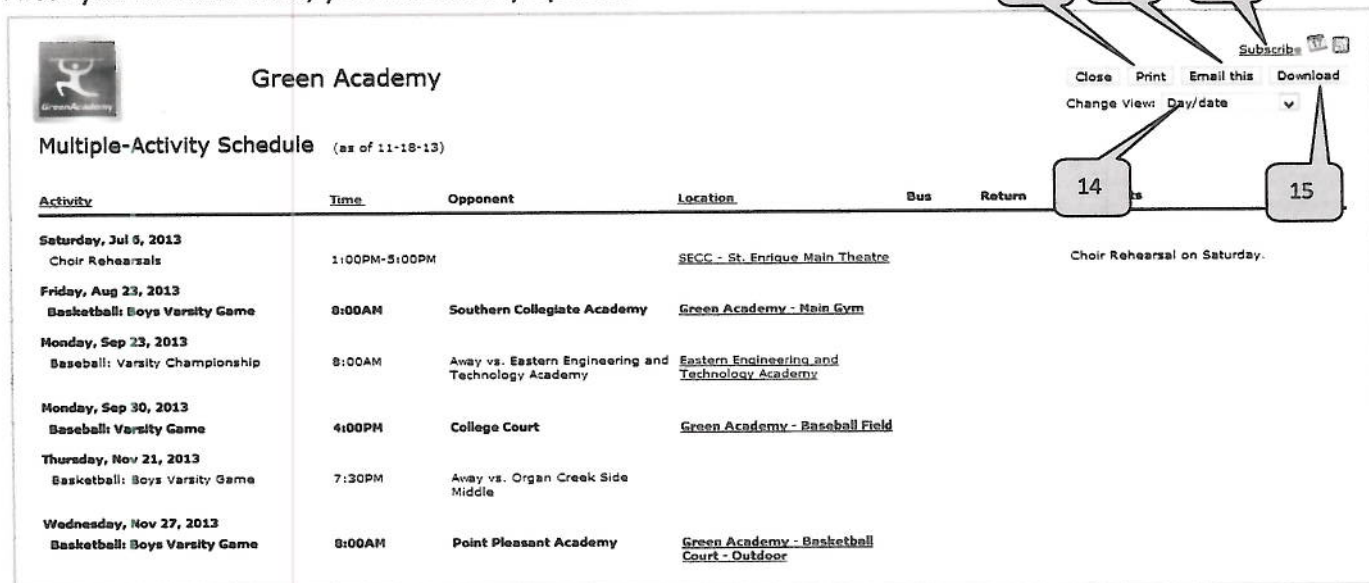
View Schedules:

- 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

[Help](#)

When viewing Schedules:

After you click on View, you have many options:



Green Academy

Multiple-Activity Schedule (one of 11-18-13)

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

Callouts: 11 (Print), 12 (Email this), 13 (Subscribe), 14 (Change View: Day/date), 15 (Download)

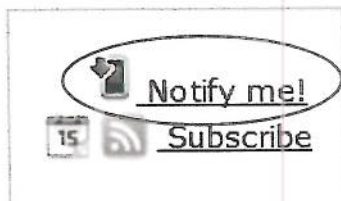
11. You can print schedules.

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.

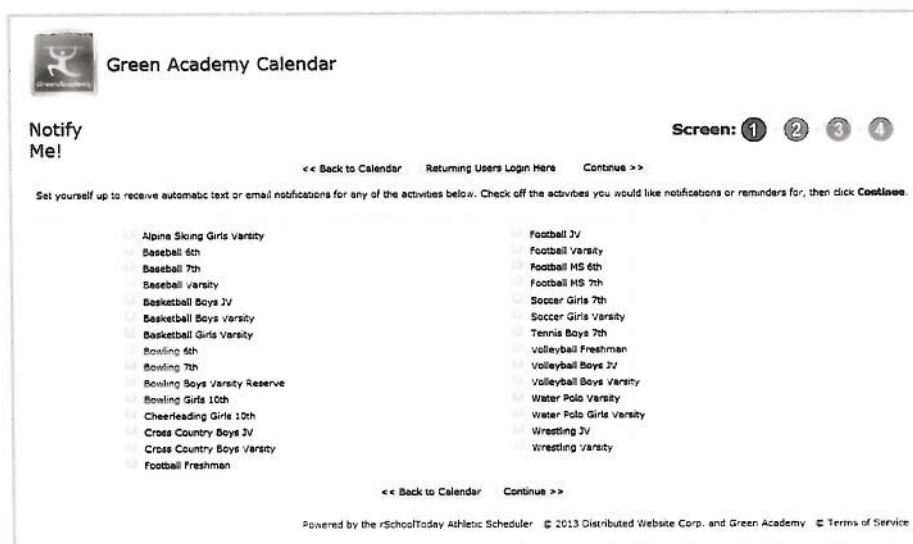
13. Subscribe to schedules. This will let you push the initial schedule plus all added events and changes to your iPhone, iPod, iPad, Droid, Outlook, Google Calendar, iCalendar, etc.

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



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 HS 6th
<input type="checkbox"/> Baseball Varsity	<input type="checkbox"/> Football HS 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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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.

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