

# Activity Scheduler Parents User Guide 2019-20

Our School uses the Activity Scheduler from rSchoolToday. Here is a quick tour of its features:




The screenshot shows the 'ROSTERS' tab of the Activity Scheduler. It features a navigation bar with 'CALENDAR' and 'ROSTERS' tabs, a date selector for 'October 2019', and a table of events. Callouts 1-12 point to specific UI elements: 1 (Rosters tab), 2 (Search bar), 3 (Month dropdown), 4 (Calendar grid), 5 (View by type dropdown), 6 (View Schedules dropdown), 7 (Notify Me button), 8 (Event row), 9 (Event details), 10 (Interactive Google map), and 11 (Social media icons).

TIME	EVENT	DETAILS
4:30pm	Soccer: Boys JY1 Game	vs. Shawano Community @ Shawano Community High School
6:30pm	Soccer: Boys Varsity Game	vs. Shawano Community @ Shawano Community High School
Wednesday, October 2, 2019		
Thursday, October 3, 2019		
3:30pm	Cross Country: JY Invitational	vs. Ashwaubenon, Bay Port, Coleman, Gillett, Green Bay South, Luxemburg-Casco, New London, Notre Dame De La Baie Academie, Pulaski, Suring, Wausaukee, West De Pere @ Pulaski Polka Grounds
3:30pm	Cross Country: JY Invitational	vs. Ashwaubenon, Bay Port, Coleman, Gillett, Green Bay Preble, Green Bay Southwest, Green Bay West, Hortonville, Luxemburg-Casco, New London, Notre Dame De La Baie Academy, Pulaski, Shawano Community, Suring, Wausaukee, West De Pere @ Pulaski Polka Grounds
3:30pm	Cross Country: Varsity Invitational	vs. Ashwaubenon, Bay Port, Coleman, Gillett, Green Bay Southwest, Green Bay West, Hortonville, Luxemburg-Casco, New London, Notre Dame De La Baie Academy, Pulaski, Shawano Community, Suring, Wausaukee, West De Pere @ Pulaski Polka Grounds
3:30pm	Cross Country: Varsity Invitational	vs. Ashwaubenon, Bay Port, Coleman, Gillett, Green Bay Preble, Green Bay Southwest, Green Bay West, Hortonville, Luxemburg-Casco, New London, Notre Dame De La Baie Academy, Pulaski, Shawano Community, Suring, Wausaukee, West De Pere @ Pulaski Polka Grounds
5:00pm	Football: JY2 Game	vs. Waupaca @ Green Bay East High School East Historic City Stadium
5:30pm	Volleyball: Girls JY2 Match	vs. Xavier @ Green Bay East East Old Gym
5:30pm	Volleyball: Girls JY1 Match	vs. Xavier @ Green Bay East East New Gym
7:00pm	Volleyball: Girls Varsity Match	vs. Xavier @ Green Bay East East New Gym


- 1) View Rosters, Scores/Standings, or Coaches Directory
- 2) Search the calendar by word
- 3) Jump to any month
- 4) Jump to any date
- 5) Select Calendar Categories if they exist.
- 6) VIEW SCHEDULES - Get the latest schedules, including bus times. Select the schedules you want and then click VIEW.
- 7) NOTIFY ME - Get text or email notifications and reminders.
- 8) Home games are shown in Bold
- 9) Click any event for more details, including:
- 10) Interactive Google maps
- 11) Social Media – Promote school events to your social media sites.
- 12) Mouse-over the event and see the Bus Information.

## Viewing Schedules (#6 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 that icon will give you a choice to "Always Allow" from this site. Now, try it again and it will show.



Green Bay East

15 16 [Subscribe](#)   
Close Print Email this Download  
 Change View: Day/date 17 18  
14

Multiple-Activity Schedule (as of 07-24-19)

Activity	Time	Opponent	Location	Comments
<b>Monday, Jul 1, 2019</b>				
Boys Basketball Open League	4:00PM-10:00PM		<a href="#">East New Gym, East Old Gym</a>	
<b>Tuesday, Jul 2, 2019</b>				
Boys basketball practice	6:30PM-8:30PM		<a href="#">East New Gym</a>	
<b>Monday, Jul 8, 2019</b>				
Boys Basketball Open League	4:00PM-10:00PM		<a href="#">East New Gym, East Old Gym</a>	
<b>Tuesday, Jul 9, 2019</b>				
Boys basketball practice	6:30PM-8:30PM		<a href="#">East New Gym</a>	
<b>Thursday, Jul 11, 2019</b>				
Boys basketball practice	6:30PM-8:30PM		<a href="#">East New Gym</a>	
<b>Saturday, Jul 13, 2019</b>				
Boys basketball practice	8:00AM-5:00PM		<a href="#">East New Gym</a>	
<b>Saturday, Nov 9, 2019</b>				
Boys basketball practice	7:00AM-8:00PM		<a href="#">East Cafeteria, East New Gym, East Old Gym</a>	
<b>Monday, Nov 11, 2019</b>				
<b>Basketball: Girls Varsity 1st Day of Practice</b>	<b>3:30PM</b>		<a href="#">Green Bay East High School, East New Gym</a>	<span>13</span>
<b>Saturday, Nov 16, 2019</b>				
Basketball: Girls Varsity Scrimmage	9:00AM	Away vs. Two Rivers, North Fond du Lac, Southern Door	<a href="#">Two Rivers High School</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 no need to include attachments.

17) Subscribe - This will sync 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

- A) Click “Notify Me” from the main screen (see #1 above). Sign in with your Email and Password if a Returning User, or Create an Account. **Continue to Next Step** to add your email and mobile phone and mobile provider if you want to receive text messages.

C) Set up Reminders and Change notices, then Save your Settings. They can be edited anytime by logging back in.

B) Select the activities you want.  
 1) Select whole Categories (if they exist) in one click.  
 2) Choose from all competitive events  
 Choose from all -

## Subscribing to the calendar feed

In the **Subscribe feature**, you will be able to subscribe your preferred schedules or activities and have them pushed to your personal calendar or smart phone, together with any future schedule updates. This feature works with Outlook, Google Calendar, ICAL for Mac Users and Smart Phone (Android and iPhone), and with any RSS Readers.

How to subscribe:

1. Create a report with your Schedules, either from the View Schedules Box or the Advanced View Report.

The screenshot displays a web interface for a sports organization. At the top, there are navigation tabs: CALENDAR, ROSTERS, SCORES AND STANDINGS, COACHES, REGISTRATION, and TEAM SITE. The main content area is titled 'CALENDAR' and shows a calendar for August 2017. The current view is for Tuesday, August 22, 2017, and Wednesday, August 23, 2017. The events are listed in a table with columns for TIME, EVENT, and DETAILS.

TIME	EVENT	DETAILS
2:00pm - 4:00pm	Parent Teacher Conferences	PPA Media Center 110
4:00pm	<b>Baseball MS: Boys 8th Game</b>	vs. Park Christian @ Point Pleasant Academy Baseball Field

TIME	EVENT	DETAILS
3:00pm - 5:00pm	Pack Meeting	PPA - Gym 3 Small
3:00pm - 5:00pm	Play Time Session	Room 112
5:00pm	<b>Adapted Soccer: Girls Varsity Game</b>	vs. Western Leadership Institute @ Point Pleasant Academy Gym - Aux. 2
5:00pm	<b>Baseball MS: Boys 8th Game</b>	vs. Organ Creek Side Middle @ Point Pleasant Academy Baseball Field

The right sidebar contains a 'COLLAPSE MENU' and a search bar. Below the search bar is a calendar grid for August 2017. At the bottom of the sidebar, there are several options: 'VIEW SCHEDULES' (highlighted with an orange box), 'GET THE MOBILE APP', 'NOTIFY ME', 'ADVANCED VIEW REPORT' (highlighted with an orange box), and 'LOGIN'.

2. In the generated report, you can see a 'Subscribe' link on the upper right end of the screen. Click on it, and it will pop up a page where you can choose the destination calendar or RSS by clicking on the icon. For Android and Mac (iPad/iPhone/iPod), click on ICAL.




## Green Academy

[Subscribe](#)   
     
Change View:  ▼

### Multiple-Activity Schedule

<u>Activity</u>	<u>Time</u>	<u>Opponent</u>	<u>Location</u>	<u>Leaves</u>	<u>Return</u>
<b>Wednesday, Jul 5, 2017</b>					
Soccer: Boys Varsity All Star Game	7:00AM	Away vs. Organ Creek Side Middle	<a href="#">Organ Creek Side Middle</a>		
Soccer: Boys Freshman All Star Game	7:00AM	Away vs. Organ Creek Side Middle	<a href="#">Organ Creek Side Middle</a>		
Soccer: Boys Varsity Reserve All Star Game	7:00AM	Away vs. Organ Creek Side Middle	<a href="#">Organ Creek Side Middle</a>		
<b>Thursday, Aug 31, 2017</b>					
Soccer: Boys Varsity Exhibition	4:00PM	Away vs. Gateway School for Performing Arts	<a href="#">Gateway School for the Performing Arts</a>	8:00AM	5:00PM
Soccer: Boys Freshman Exhibition	4:00PM	Away vs. Gateway School for Performing Arts	<a href="#">Gateway School for Performing Arts</a>		

For **ICAL** Users (Screens may vary according to your operating system)



Green Academy


### Multiple-Activity Schedule


**SUBSCRIBE TO THESE SELECTED SCHEDULES**


IMPORTANT NOTE: This data feed is for PERSONAL use only. Any business or organization that wants this information, even if for providing it back to the school in **ANY** form, should contact rSchoolToday at: [support@rschooldtoday.com](mailto:support@rschooldtoday.com) for a simple license agreement.

Click the icon below to select the type of feed you want. Any future updates on these schedules will automatically write to your calendar or feed.


**CALENDARS**


 **OUTLOOK** Click the icon to add your selected schedules to your Outlook Calendar  
**Note:** Some versions of Internet Explorer have limits.


 **ICAL** Click the icon to add your selected schedules to any iCal device (Mac, iPhone, iPad, etc)

 **GOOGLE** Click the icon for instructions and the link to paste into any Google Calendar

**RSS READERS**

 **RSS** Click the icon to add your selected schedules to your RSS Reader

 **GOOGLE** Click the icon to add your selected schedules to your Google Reader


 **YAHOO** Click the icon to add your selected schedules to your Yahoo Reader

**NOTE:** Google Reader will not take more than **15** schedules. Yahoo Reader will not take more than **5** schedules. Please subscribe one by one.

After selecting iCal as your data feed type, you may be asked to copy the URL and enter it in your iCal Calendar URL and then click Subscribe or; In newer systems, you will be asked if you want to Subscribe. In this case, click on 'Subscribe' button directly.

**For Microsoft Outlook** - (Screens may vary a little depending on the Outlook Version or Operating System)

When you click on the Outlook icon, it will download the data file to your computer, and automatically open Outlook. If Outlook doesn't open automatically, you will be requested to open the file manually.

 **Green Academy**




Multiple-Activity Boys Schedule (as of 09-10-17)

**SUBSCRIBE TO THESE SELECTED SCHEDULES**




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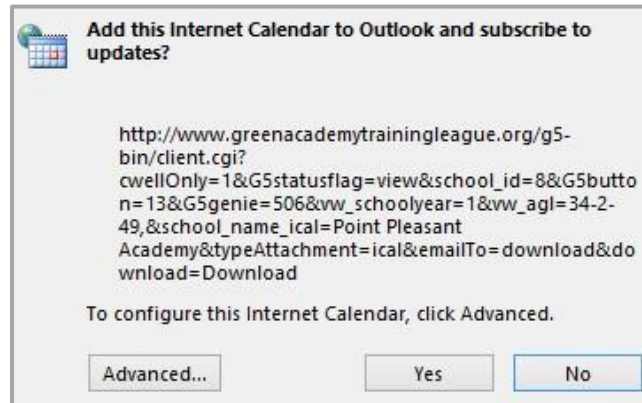
**RSS READERS**

-  **RSS** Click the icon to add your selected schedules to your RSS Reader
-  **GOOGLE** Click the icon to add your selected schedules to your Google Reader
-  **YAHOO!** Click the icon to add your selected schedules to your Yahoo Reader

**NOTE:** Google Reader will not take more than **15** schedules. Yahoo Reader will not take more than **5** schedules. Please subscribe one by one.

 Multiple\_Activity\_B...ics ^ Show all

When you open the Outlook Calendar, you may see this prompt. Click “Yes”, to have the schedules added to your Outlook Calendar.



When you choose **Google Calendar**, a new page will open with a set of instructions.

1. On the instruction page, you will find a URL that you need to copy and paste into your Google Calendar. Click and drag across the web address to highlight it completely, then hit control+C to copy it (or right click on it, then select copy).

### Google Apps Instructions

1. **Copy** this URL:  
<http://tinyurl.com/ycejhf5t>
2. In a new browser tab or window go to your [Google Calendar](#)
3. Click the dropdown menu next to **Other Calendars** and choose **Add by URL**
4. **Paste** the copied URL into the URL field and click **Add Calendar**

2. In a new browser tab or window, go to your Google Calendar (<http://calendar.google.com>).
3. In your Google Calendar’s page you should click the dropdown menu next to Other Calendars and select ‘Add by URL’. You can find it on the left menu bar of the page.
4. Paste the copied URL into the URL field and click Add Calendar.



## Yahoo Reader

After selecting Yahoo Reader, you will be prompted with instructions, depending on your browser, on how to subscribe to the feed. If you are using Mozilla Firefox, you will be asked first what reader you will use to subscribe to the feed. In this case, if you have added your Yahoo Reader or 'My Yahoo!' to your computer, simply select it from the drop-down, and then click on the 'Subscribe Now' button. On your 'My Yahoo' page (<https://my.yahoo.com/>), 'Add Content' will pop up with the schedule. You will need to click on the 'Add to My' button, and as you refresh your 'My Yahoo' page, the schedules from the Activity Scheduler program will appear.

For other RSS feed readers, you will also be prompted with instructions on how to proceed with the subscription.

You can subscribe to the RSS feed in several ways, including the following:

- Drag the orange RSS button into your News Reader.
- Drag the URL of this page into your News Reader.
- Cut and paste the URL of this page into your News Reader.

## The FREE Mobile App

Get the App at your App store by searching "Activity Scheduler."

FOR PARENTS, STUDENTS, and FANS: The mobile calendar allows you instant access to your school's daily Calendar, Schedules, Rosters, & the latest Scores.

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

