Activity Scheduler User Guide

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 reflected instantly to you as soon as they are made. Here are some of the key features:

The Calendar can provide an instant view of all activity on any given day. 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   One click to view the whole week
4   Locations can be links that open to printable maps and directions to that location
5   Notify Me! You can set yourself up for automatic email reminders before any activity or for email notices for any changes to any schedules. (See #10 below for details). Click here to set these up.
6   The latest rosters and scores can be available right from the calendar.
7   You can subscribe to schedules using RSS.
8   You can get detailed reports by location, by gender, by level, etc. form 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 #9):

      a.   You can also hold down the control key and click all the schedules you want to see, then click the **Vie**w button. For Mac users it is the open Apple key.

      b.   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 S199.403>301C op

subscribe again next year to each activity – they carry over from year to year.

Advanced View
For the few of you who might want very specific schedules or reports, the Advanced View is the place to find it.

Click here to go to the Advanced View (see #8 above).
From the advanced view you can choose any report criteria and then select **Show Activity Report**. The default setting for each field is "All" and will show that way unless you change it.

Note: you can control+click or shift+click any number of entries from any of the larger dropdown windows. (Macintosh users use the Open Apple button). So for instance, you can easily get a report of all girl's home basketball games in January for all levels.

Another common report is to see all activities happening in a specific location across a date range.

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