

# 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 12-17 point to the following features:

- 12: Opponent column (La Crescent)
- 13: Change View dropdown menu
- 14: Print button
- 15: Email this button
- 16: Subscribe button
- 17: Download button

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

- 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

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- 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](mailto:support@rschooldtoday.com)  
M-F from 7am-8pm central.