

SECTION V ATHLETICS

ALLEGANY - FINGER LAKES - GENESEE
LIVINGSTON - MONROE - PRIVATE PAROCHIAL
ROCHESTER CITY ATHLETIC CONFERENCE - STEUBEN - WAYNE



connect@sectionv.org

OFFICE: (315) 332-7324
FAX: (315) 332-7343

Section V Athletics rSchool Today Activity Scheduler Guidelines & Recommendations



rSchool Today Support & Information

- Support Email: support@rschooldtoday.com
- Phone: (612) 605-1623
- Website: <http://www.rschooldtoday.com>
- Section V Athletic Activity Scheduler: <http://sectionvny.org>
 - All member schools of Section V Athletics will now have rSchoolToday Activity Scheduler software licensing included in your membership dues. It has been determined that the scheduling software is a critical resource that all of our members need and rely on and Varsity schedules are integrated to our official website www.sectionv.org. You will no longer need to renew or pay for Activity Scheduler module for rSchoolToday software. You will need to continue additional module integrations such as, but not limited to: Activity Registration, Facility Scheduler, Team Turbo Website, RefView, LDAP Integration, etc. from rSchoolToday if your school is using those modules.
- Landing Admin Page: www.sectionvnyathletics.org
 - This page is for athletic directors, admin office staff, coaches, and league schedulers. It is Section V Athletics' portal page for rSchoolToday Activity Scheduler. The training grounds are here as well which has specific documentation for our member schools to utilize.

SECTION V ATHLETICS

ALLEGANY - FINGER LAKES - GENESEE
LIVINGSTON - MONROE - PRIVATE PAROCHIAL
ROCHESTER CITY ATHLETIC CONFERENCE - STEUBEN - WAYNE



✉ connect@sectionv.org

☎ OFFICE: (315) 332-7324
FAX: (315) 332-7343

Scheduling

- Leagues will create their schedules for each sport (activity) and level (Modified, Mod A, Mod B, Freshman, JV, Mod Unified and Varsity) via their assigned rSchoolToday league scheduler. Once a league has approved their schedules, the league scheduler will then share the conference schedule. It will then show up in Team Schedules for all teams involved for that activity, level, gender, season.
- Teams will enter their team schedule events after their assigned league scheduler has completed a conference schedule and then approved by their league. Please note that a league scheduler should create a blank template schedule to ensure that the member schools don't become admins to the template which then will cause permission issues when an event goes to be edited later on. Contact rSchoolToday support to get this resolved if you get permission issues within your team schedules.
- Home teams should be entering their games, not away teams, *EXCEPT*:
 - Away teams can create or make changes only if they have verified and have permission to do so from the home team. Be sure to include their admin office staff as well if applicable. This will help us try to avoid duplicates.
 - Away teams that enter their games in prior to home team for the activity, gender, level, season will remain in a queue to be later shown on the home team's team schedules calendar once a home team initially creates their non-conference calendar for activity, gender, level, season. This way there should be no duplicates, and home teams can make changes to events that propagate in from away teams.
- All games that are against Section V Opponents be input as a shared event, to ensure that the game is added to each team's schedule as expected.
- In a scenario, there are duplicates – home team version be kept.
- Events such as camps, clinics, training, practice etc. should be put in as school only events and not in as Conference or Team Schedule events.
- Schools that have multiple teams for the same level can be defined within lower-level schools in your activity scheduler under Set-up.
- Merged teams must be input as Coops and the naming convention should be the host school/merged school1/merged school2/merged school3, etc.
- All varsity team schedules should be verified often to ensure that the correct merger games added by opponents is correct as they may not know what merger to use and generally will grab the first one alphabetically in their drop-down list. If opponents are not correct, it may impact your standings and records on www.sectionv.org.

SECTION V ATHLETICS

ALLEGANY - FINGER LAKES - GENESEE
LIVINGSTON - MONROE - PRIVATE PAROCHIAL
ROCHESTER CITY ATHLETIC CONFERENCE - STEUBEN - WAYNE



✉ connect@sectionv.org

☎ OFFICE: (315) 332-7324
FAX: (315) 332-7343

- For large individual sport events, please ensure you put yourself as the home team, and the opponent as various schools and then the location. If an event is being hosted by a school, do not put them as the Home/Host as then it will show up on their activity scheduler admin page.

Levels

- **Modified** – if you as a league schedule modified by ability then you use this level.
- **Mod A** – Schedule activity by grade in league for only grades 7/8/9
- **Mod B** – Schedule activity by grade in league for only grades 7/8
 - *Please note: If Mod A or Mod B is chosen then Mod A can only play Mod A and Mod B can only play Mod B.*
- **Freshman** – Freshman Level only (typically used in Basketball)
- **JV** – Junior Varsity
- **U14/U15/U16/U19** – Used by member schools who have national level ice hockey teams
- **Unified** – Used for unified sports
- **Mod Unified** – Used for modified level for unified sports
- **Varsity** – Varsity
 - *JV/Varsity fields should no longer be used because you will need to have score input separated as well as standings and since this will be integrated into website. This will help when you generate awards, standings, rosters and other reporting.*

Event Types

- Do not use any Event Type field “Z for TESTING ONLY, Do NOT Use!”
- When game is part of a Tournament, please put in notes field if Consolation or Championship. Make sure if tournament that each event is separated as it’s own and you remove the placeholder events. This needs to happen prior to the games starting to ensure scores can be input successfully.
- For Sectionals or States event type fields you can note Pre-Quarters, Quarterfinals, Semifinals, and Finals in the notes section and select Event Type “Sectionals” or “States”.
- If you use Event Type League Championship, you can put into the comments if it is a LCAA Championship or GRAA Championship.
- Please note if using Bye, Training, or Scrimmage it will not show up on our Schedule & Scores for sports on www.sectionv.org.

SECTION V ATHLETICS

ALLEGANY - FINGER LAKES - GENESEE
LIVINGSTON - MONROE - PRIVATE PAROCHIAL
ROCHESTER CITY ATHLETIC CONFERENCE - STEUBEN - WAYNE



✉ connect@sectionv.org

☎ OFFICE: (315) 332-7324
FAX: (315) 332-7343

Rosters

- Every head coach should do roster input once students have been assigned to the activity by AD's and athletic offices. Then the head coach can assign jersey #, position, etc. Coaches do not have access to edit or add a student athlete, an Athletic Director or office would need to do that first for coaches.
- The default roster template is set globally and locked, which includes Number, Name, Position, Grade, Height, and Weight. Please refer to your sports varsity handbook on what fields are required to be entered. Example Wrestling you may want to include Weight. Football includes Height and Weight. Basketball includes height. This ensures consistency for our rosters when viewed on the website.
- Roster Input for teams that are merged:
 - The host school can put in the rosters manually for the merged school(s) since you will not have access to their student information. However, it is recommended that each athletic office should assign their own students to the activity and once that is done a head coach should be able to add them in other fields. That way if there is a district issue, they can handle their own students accordingly.
 - Merged programs that are part of the same district, should have access to their student information (Greece, Pittsford, Webster, etc.) but do not at this time in Activity Scheduler and would have to do manual entry in each school within their district as separate entities.

Scores

- In team competition, the winning team will be responsible for inputting score, unless the opponent is against a Non-Section V member school, then regardless of outcome you need to input the final score.
- All scores should be reported immediately once the contest has completed using the rSchoolToday Activity Scheduler mobile app. An Athletic Director and/or their supporting office staff will give coaches access and they can enter game results using a mobile app called "Activity Scheduler" by rSchool Today on the Apple Store or Google Play Store.
 - In the scenario a coach is not able to, they should arrange to have their AD or athletic office be ready to input game results.
 - As sports transition from an endorsed website, we will be working to automate the sectional standings to automatically update as scores are input. Baseball

SECTION V ATHLETICS

ALLEGANY - FINGER LAKES - GENESEE
LIVINGSTON - MONROE - PRIVATE PAROCHIAL
ROCHESTER CITY ATHLETIC CONFERENCE - STEUBEN - WAYNE



✉ connect@sectionv.org

☎ OFFICE: (315) 332-7324
FAX: (315) 332-7343

and Softball are currently using automated sectional standings. Coming soon: Football, Ice Hockey, Field Hockey, Flag Football, Girls Soccer, and Boys Soccer.

RefView

- League Schedulers need to Select Yes to share to assignors for each of their conference schedules. There is a request for rSchoolToday to automate this so as soon as a conference schedule is shared with their member schools that it is automatically shared to RefView.
- Each member school will then publish their schedule and needs to select yes to share to RefView, so all contests added from the schedules shared from their league scheduler are included. You may not see a share option to RefView in Team Schedules if:
 - You are not a home/host opponent in any of the games that were not games shared with you from the league scheduler.
 - You have not added any additional games into your team schedules from what the league scheduler has provided.
- When AD's and athletic offices provide mobile access to coaches, there is a checkbox at top right to allow them to rate officials on mobile devices, you will want to have this enabled, so if RefView is being used you can rate the officials per that assignors and official organization cool off period is before a rating submission can be made.