

rSchool Today Mobile

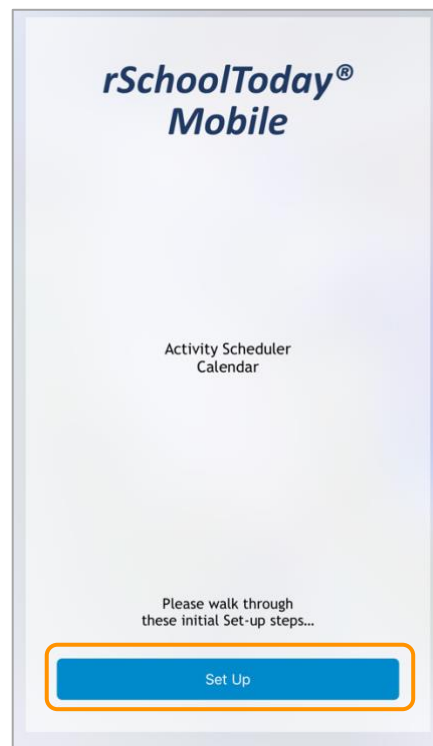
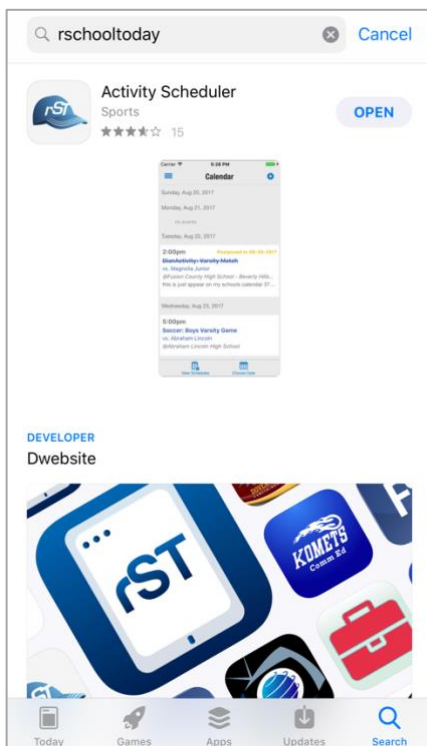
Coaches Quick Start Guide for IOS

For our coaches, we offer the **Activity Scheduler Mobile App**, that enables viewing **Schedules**, entering **Scores**, building **Rosters**, taking **Attendance**, accessing **Students Info** and sending **massive Messages** from your Apple device.

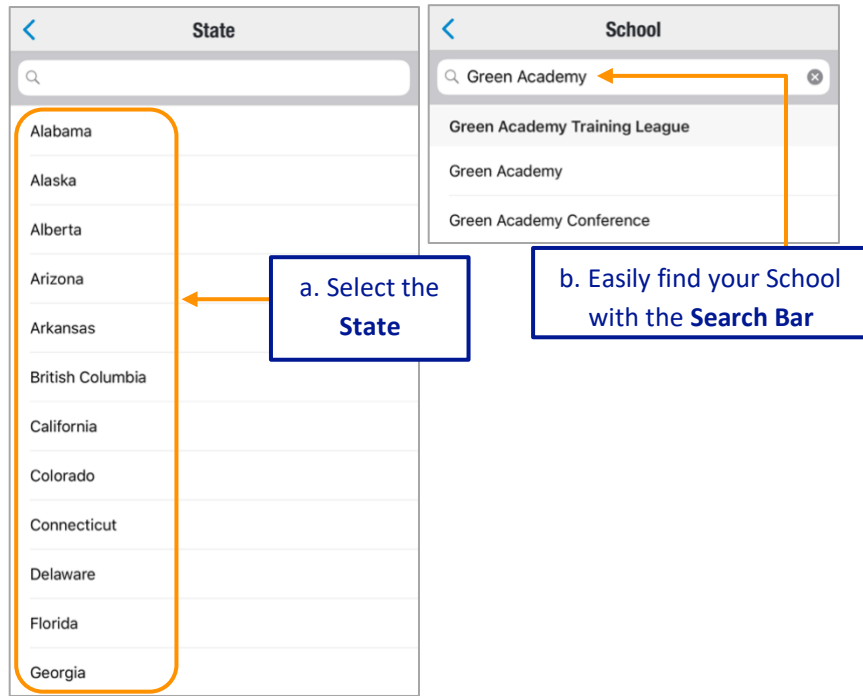
GETTING STARTED

1. Download the **Activity Scheduler Mobile App** from the **App Store** and tap on **OPEN** when the installation is over

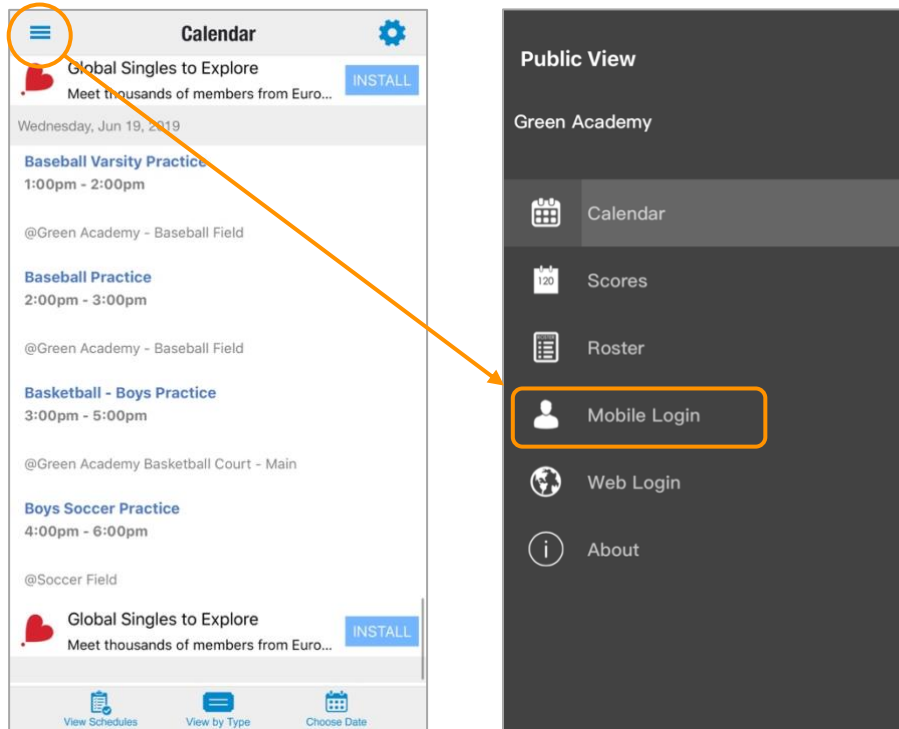
2. Tap the **Set Up** button



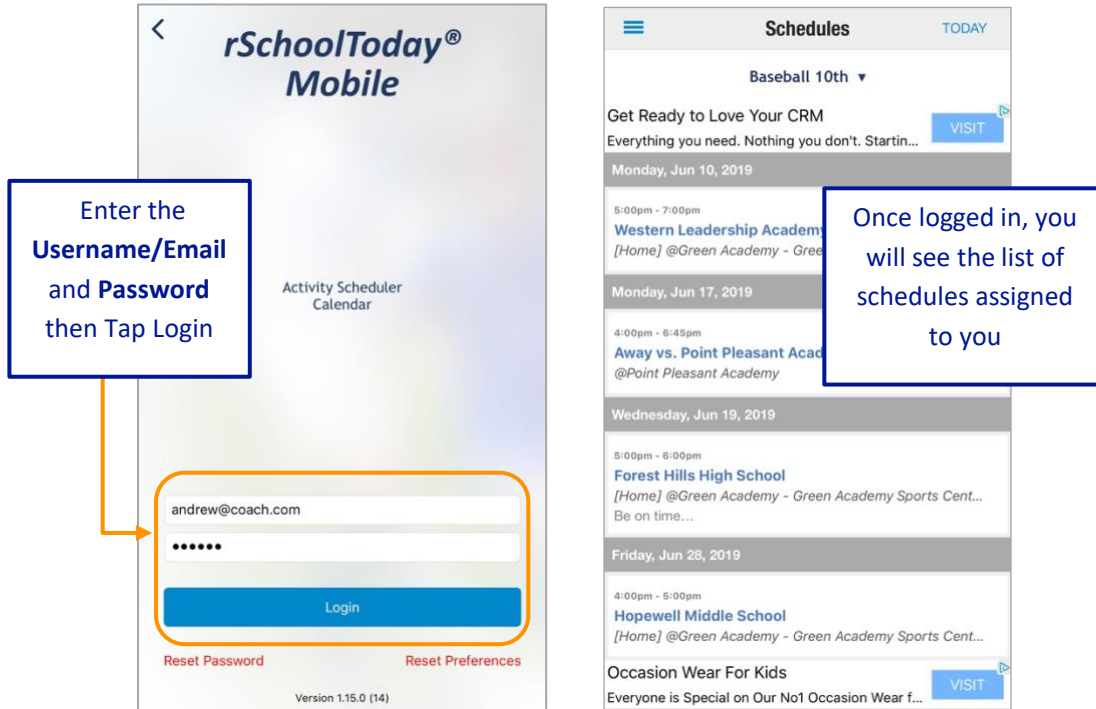
3. Select the **State**, and type your School's name in the **Search Bar**



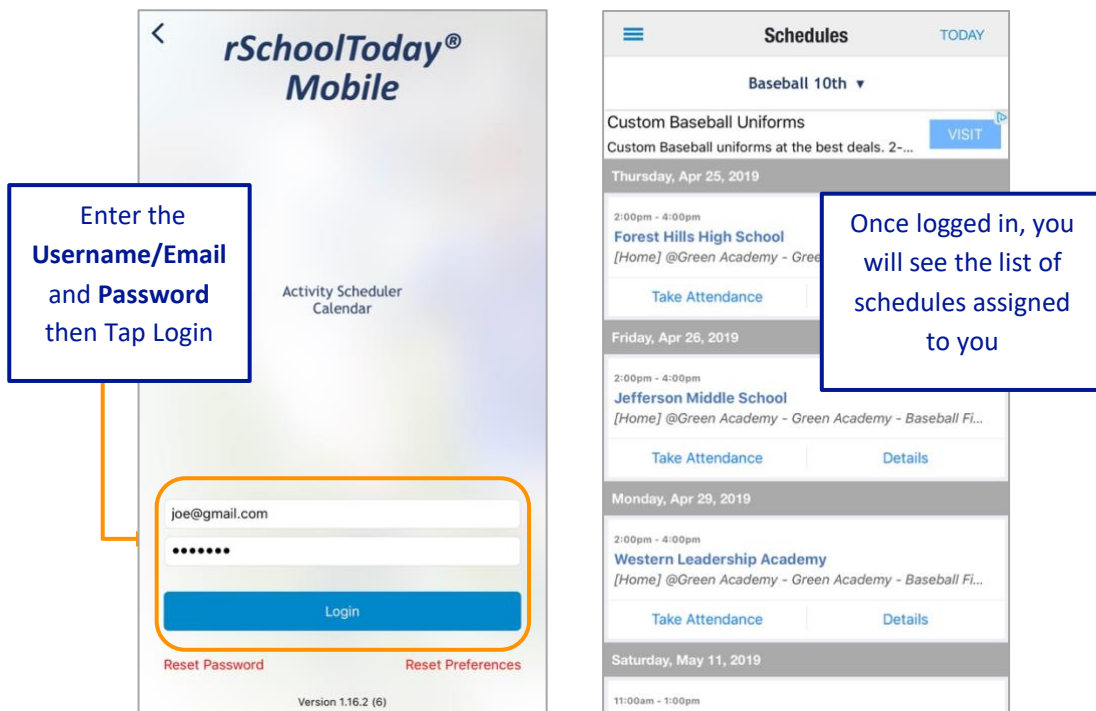
4. To Log in, open the **Main Menu** and select **Mobile Login**



5. On the **Mobile Login** screen, enter your **email and password**, tap and **Login**. Make sure the **email and password** are the same information you use when logging into the web version of the **Activity Scheduler**



6. The Main Menu now displays two different sections, "**Public View**" and "**Administration**". On the Public View you will be able to see all the published **Schedules, Scores** and **Rosters**.



SCHOOL-ONLY EVENTS

On the **School-Only (SO) Events** screen, you will find a list of Schedules from SO Activities that have been assigned to you.

The screenshot shows the 'School-Only Events' screen. On the left is a dark sidebar menu with 'School-Only Events' highlighted. On the right is a list of activities for Thursday, Jun 13, 2019:

- 10:00am - 11:00am: Wrestling Practice [Home] @Green Academy Gymnasium
- 12:00pm - 12:45pm: Strength & Conditioning [Home] @Green Academy Fitness Center
- 1:00pm - 2:00pm: Band Rehearsal [Home] @Auditorium
- 1:00pm - 2:00pm: Baseball Varsity Practice

Each activity has 'Take Attendance' and 'Details' buttons. A callout box 'a. Open the Main Menu, and select School-Only Events, under Administration' points to the 'School-Only Events' menu item. Another callout box 'Listed on the Scores screen are all your Activity Schedules and the Opponent(s) for each game.' points to the activity list.

ENTER SCORES

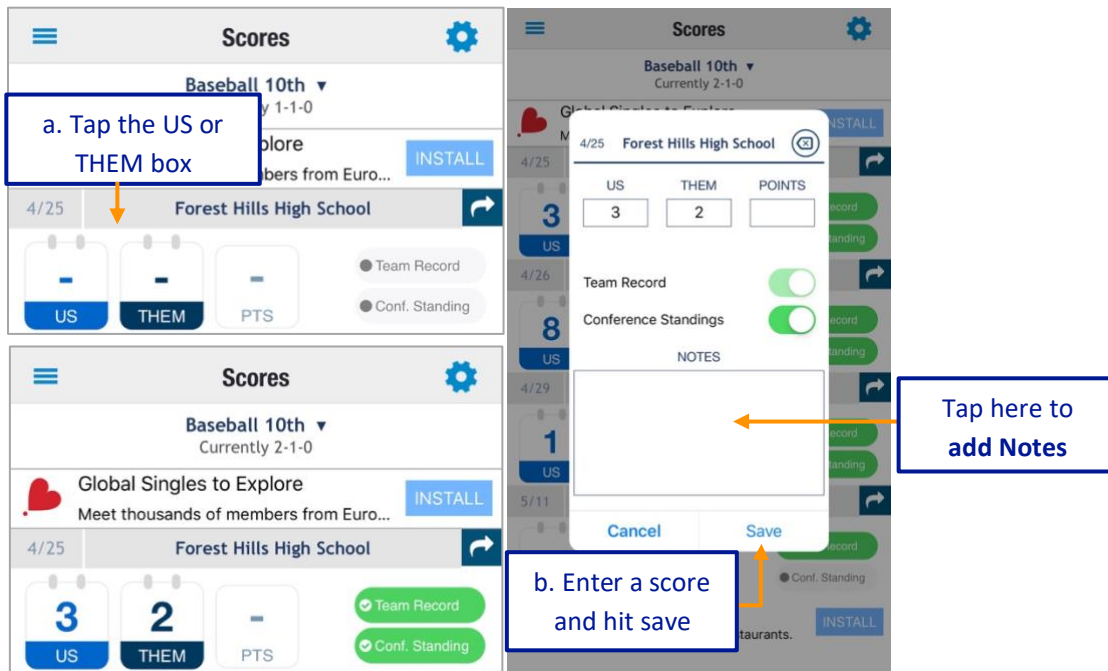
1. Listed on the **Scores** screen is all your Scheduled Events with the Opponent(s) name. From here you will be able to **add/edit** scores, that will be automatically updated on the Activity Scheduler Web Version

The screenshot shows the 'Scores' screen. On the left is a dark sidebar menu with 'Scores' highlighted. On the right is a list of games:

- Baseball JV (Currently 1-1-0) with a 'Publish' button and a dropdown arrow.
- 2/14 Eastern Heights Secondary: US 2, THEM 1, PTS -
- 2/15 Lakeside Middle School: US 5, THEM 7, PTS -
- 5/11 South Saint Paul: US -, THEM -, PTS -
- 5/21 Good Shepherd: US -, THEM -, PTS -
- 6/4 Russell Branch Institute: US -, THEM -, PTS -

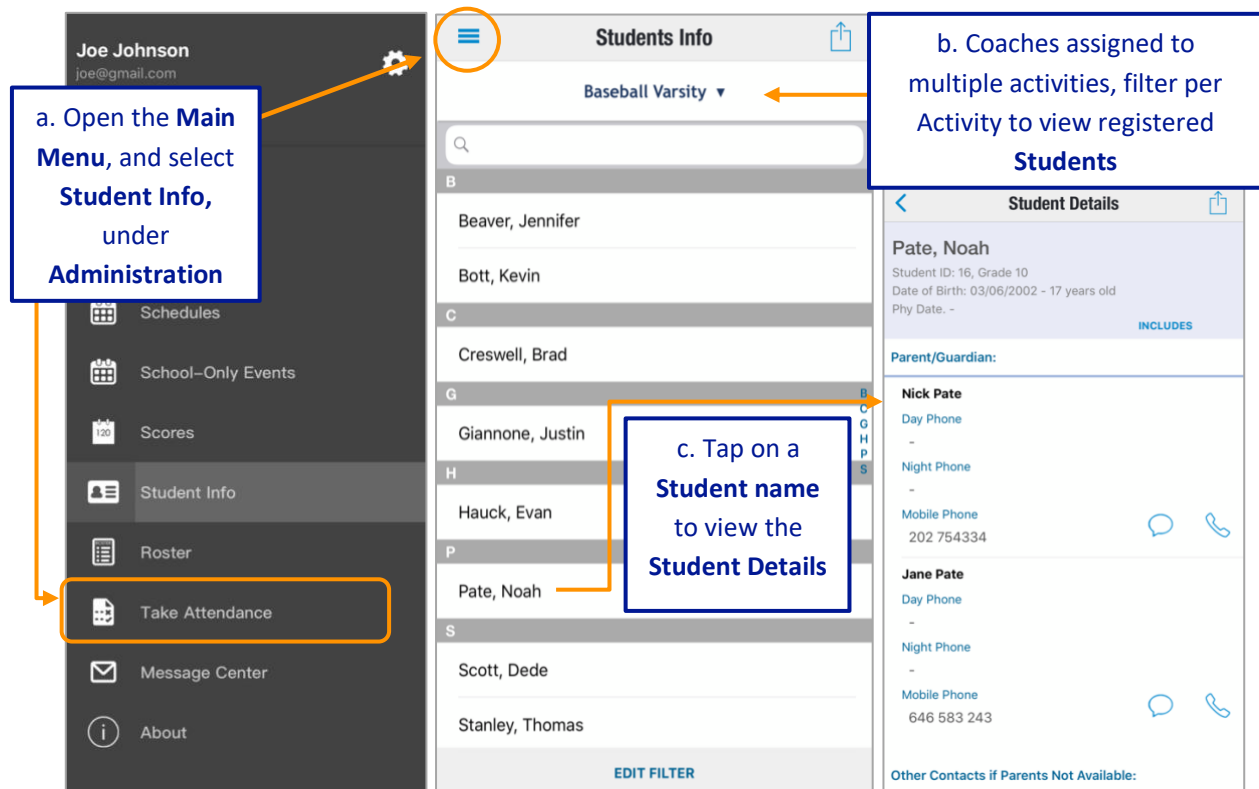
Each game has 'Team Record' and 'Conf. Standing' buttons. A callout box 'a. Open the Main Menu, and select Scores, under Administration' points to the 'Scores' menu item. Another callout box 'b. Tap the dropdown to select other activities.' points to the dropdown arrow on the 'Baseball JV' game. A third callout box 'Listed on the Scores screen are all your Activity Schedules and the Opponent(s) for each game.' points to the game list.

2. To edit the score, tap the **US** or **THEM** box. On the pop-up, tap a textbox to enter the score and fill in with your preferences. Once done, hit **Save**



VIEW STUDENT INFO

1. On the **Student Info** Screen, tap on a **Student name** to enter the **Student Details** screen, where **Emergency contact(s)**, **Activity History**, and **Eligibility-Ineligibility** will be displayed.



BUILD A ROSTER

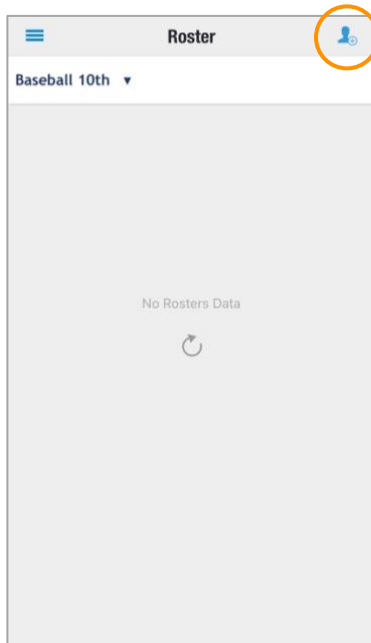
1. View, edit and create your Rosters from the **Mobile App**. Follow the steps below to get started:

The image shows two screenshots from a mobile application. The left screenshot displays a dark navigation menu with the user's name 'Joe Johnson' and email 'joe@gmail.com' at the top. The menu items include 'Web Login', 'ADMINISTRATION', 'Schedules', 'School-Only Events', 'Scores', 'Student Info', 'Roster', and 'Take Attendance'. The 'Roster' item is highlighted with a blue box. An orange arrow points from this box to a hamburger menu icon on the right screenshot. The right screenshot shows the 'Roster' screen for 'Baseball 10th'. It features a list of students with their names, jersey numbers, grades, physical exam dates, and fee/clearance status. A blue box highlights the 'Edit' button at the top right. Another blue box highlights the 'Baseball 10th' dropdown menu. A third blue box contains the text: 'b. Select the Team where you want to build the Roster.'

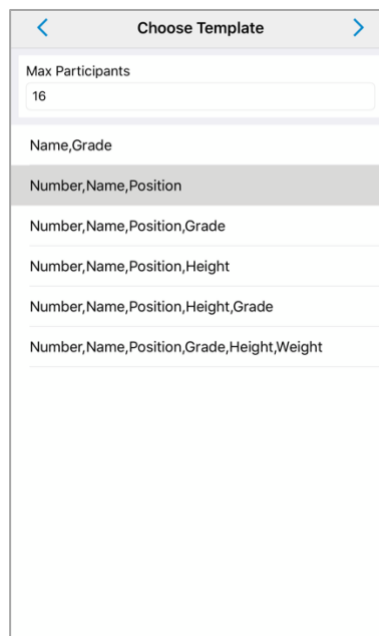
a. Open the **Main Menu** using this icon, and select **Rosters**, under **Administration**.

b. Select the **Team** where you want to build the **Roster**.

2. If there is no **Roster** yet, tap the "+" (plus) sign to create one



3. Establish the **Maximum Participants Number** and select a **Roster Template**



4. Tap the "+" to **add/remove Students**



5. You are now on the **Choose Student** screen. Choose whether you want to show All Students or Just those registered for the Activity using the drop-down menu.

You now have a Roster such as in the screen below. Next, tap the ">" (Forward arrow) icon to open the **Save/Next Step Menu**

Tap the students' names to select them. After completing the selection, click done.

6. Tap **Next Step** to add your **Personnel**.

You have the option to fill out the **Team Staff Names**.

Check off which **Administrator** name you wish to appear on the **Public Roster** tab. Tap **Done** to save your settings.

7. You are back to the **Roster** screen where you can add **Position** and **Number** to the Students in the roster.

Tap **Edit** to open the **Add/Remove Player** screen

Tap the **Student's** name to edit the **Player** info.

Enter the **Player Number** and **Position**, and then **Save**.

The image displays three sequential screenshots from a mobile application, illustrating the steps to edit a player's information in a roster.

Left Screenshot (Roster): Shows a list of players under the heading "Baseball Varsity". The first player, Jennifer Beaver, is highlighted with an orange box around her name and the "Edit" button (a person icon) in the top right corner.

Middle Screenshot (Add/Remove Player): Shows the "Add/Remove Player" screen. The player Jennifer Beaver is selected, and her information is displayed: "Grade: 9, W: -, H: -", "Beaver, Jennifer (9)", and "Final Clearance: YES". The position "Pitcher" is visible at the bottom right. An orange box highlights the player's name and position, with arrows pointing to the right screenshot.

Right Screenshot (Player Info): Shows the "Player Info" screen. The "Number" field is set to "1" and the "Position" field is set to "Pitcher". The "Name" field is "Beaver, Jennifer (9)". A "Save" button is in the top right corner.

TAKE ATTENDANCE

1. With the attendance tracker feature, you have the ability to take attendance, pull attendance reports and notify absences from the **Mobile App**. Here are the steps:

a. Open the **Main Menu** using this icon, and select **Take Attendance**, under **Administration**.

To mark a Student present, simply turn on the Switch next to the Student's name

2. To pull Attendance Reports or Notify Absences, click on **Reports**

3. Select a Report from the List.

Take Attendance Reports

Baseball 10th
Friday, Apr 26, 2019

Mark All Students Present

Harrington, Mark

King, Dalton

Miller, Sean

Taylor, Noah

Young, Logan

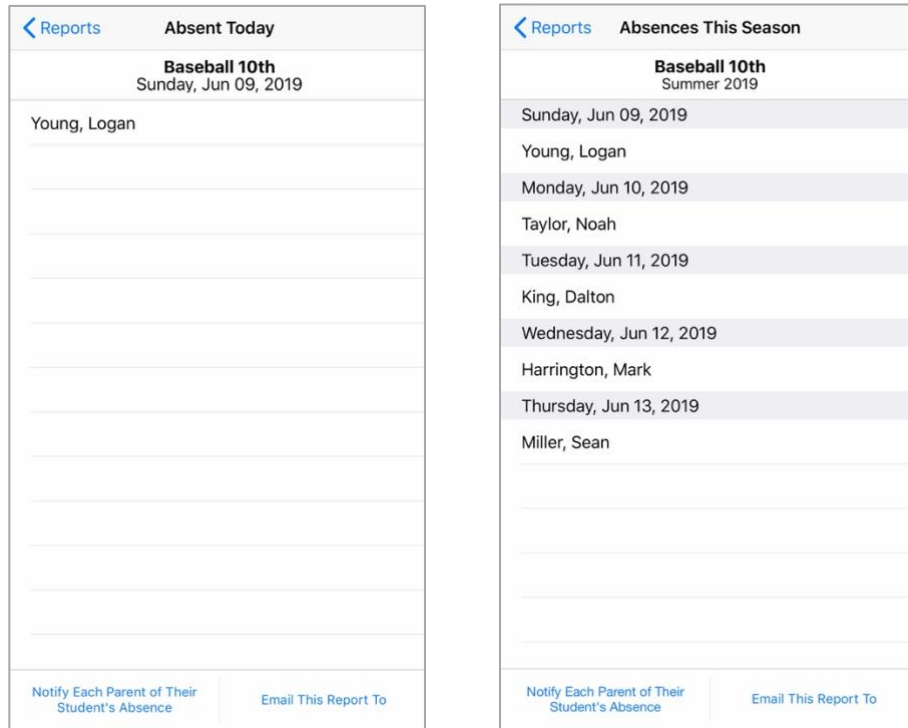
Take Attendance Reports Close

Baseball 10th
Thursday, Jun 13, 2019

Absent Today

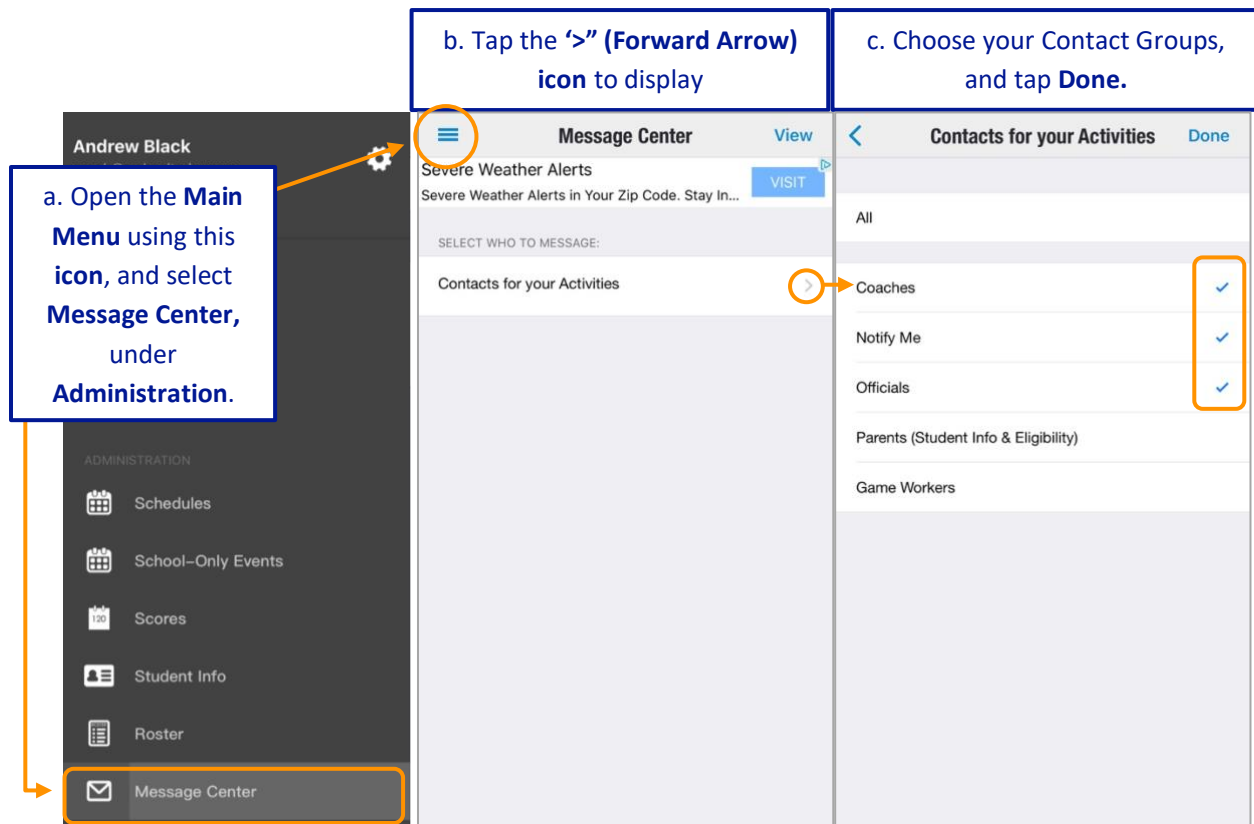
Absences This Season

4. Once you access a Report, you have the ability to Notify the Parents about the Students' absences or Email the report to other Administrators or Coaches.



MESSAGE CENTER

1. Send individual or massive Emails/Text Messages with **Message Center**



2. Select the specific contact groups you wish to message, establish your filter parameters and click view. You may **Message All** or **Email All** contacts on the list, or you may select them individually

Message Center

Severe Weather Alerts
Severe Weather Alerts in Your Zip Code. Stay In... VISIT

SELECT WHO TO MESSAGE:

- Contacts for your Activities
3 selected
- School Year
2018-2019
- Season
Spring 2019
- Athletic Teams
Required
- School Only Activity
Required

Report of Contacts

Search

A

Adams, Jeff

Allen, Liz

Aponte, Rachel

Bassman, Paul

Bassman, Paul

Bettinger, Justin

Message All

Email All

Compose SMS

To: Liz Allen; Rachell Aponte; Paul Bassman;... Edit

Message:

Please make sure to be at the venue before the designated time for all events.

Regards,

Tom Michael
Athletic Director

Compose Email

From: tommichael@gmail.com

To: Zach Graham; Andrew Jhonson; James... Edit

Subject: Re: All Events

Attachment

Change IMG_3700.JPG Remove

Message:

Please make sure to be at the venue before the designated time for all events.

Regards,

Tom Michael
Athletic Director

Search for Specific Contacts with the Search Bar

Send Messages/emails individually by using these icons.

Tap here to Message or Email to all the contacts on the list.



Get the App by searching:
“Activity Scheduler” in the App
Store.

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

FOR COACHES: All of the above,
plus: Create and Edit Rosters,
Add Scores, get important info
about your players, message
your players and parents.

FOR ATHLETIC DIRECTORS: All
of the above for ALL teams.

Need Support?

Email: support@rschooldtoday.com

Monday-Friday from 7am-8pm central.