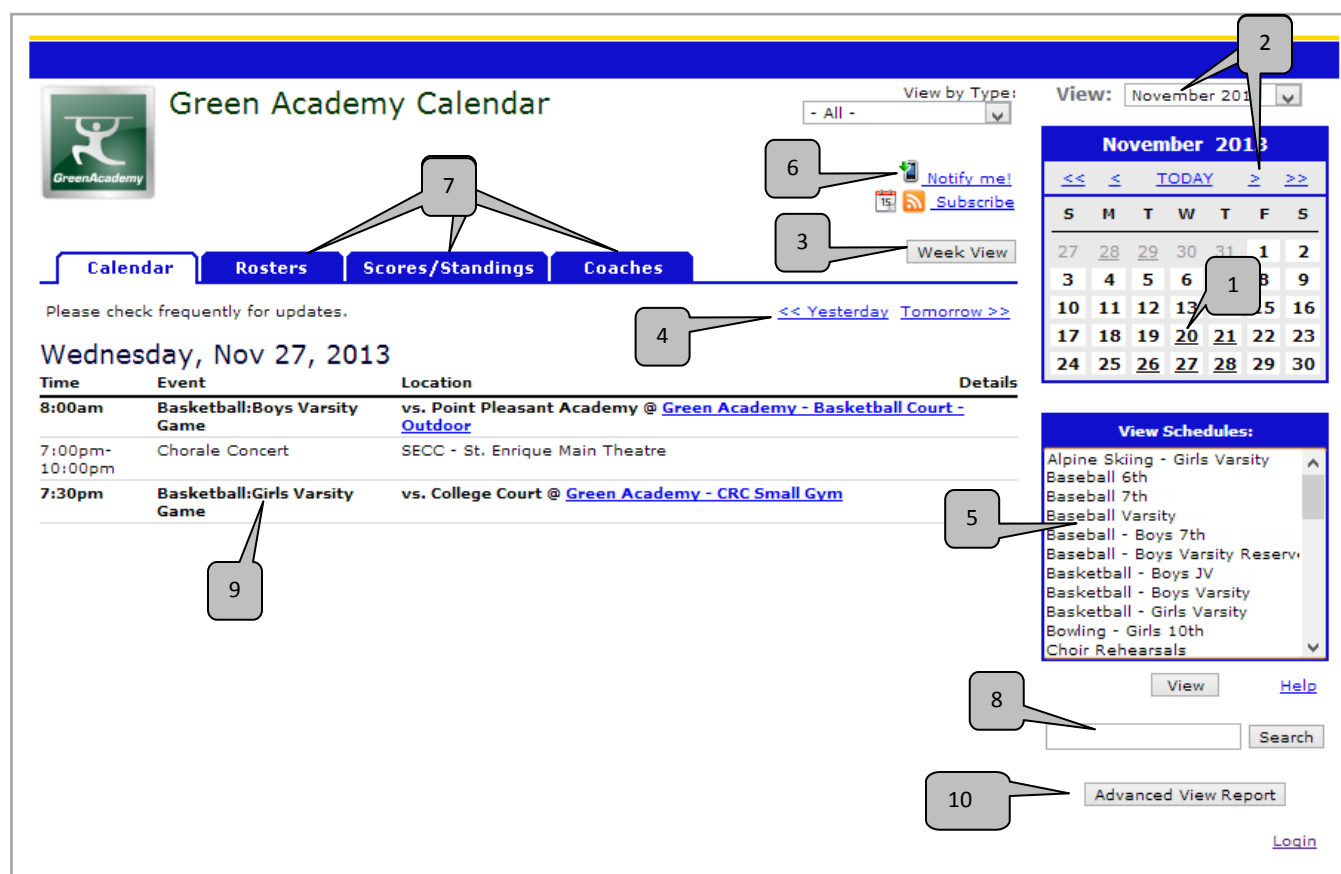


Activity Scheduler - User Guide for Parents (2013-14)

We use the **rSchoolToday™ Activity Scheduler** as our School Calendar, as it provides significant advantages to our school and community. Because it is web-based, we can provide you instant access to the most up-to-date information at all times. You can push schedules to your phone, tablet, or computer and they will automatically update with any changes. You can also sign up for instant notifications and reminders, via email or text message.

Here is a quick snapshot some of the key features.



The screenshot shows the 'Green Academy Calendar' interface. It includes a header with the school logo and name, navigation tabs for 'Calendar', 'Rosters', 'Scores/Standings', and 'Coaches', and a main content area displaying a calendar for November 2013. Numbered callouts point to various features: 1 points to a date in the calendar grid; 2 points to the month/year selector; 3 points to the 'Week View' button; 4 points to the '<< Yesterday Tomorrow >>' navigation links; 5 points to the 'View Schedules' dropdown menu; 6 points to the 'Notify me!' button; 7 points to the 'Rosters', 'Scores/Standings', and 'Coaches' tabs; 8 points to the search bar; 9 points to a specific event listing; and 10 points to the 'Advanced View Report' button.

1. Click on any date to see the activities for that day. Underlined dates have activities on that date.
2. Jump or flip to any month.
3. Switch between the Week and Day View.
4. Flip to the next/previous day or week
5. View the full Schedule for any activity or activities. Choose the schedule(s) you want and click View.
6. **Notify Me!** Set yourself up for Change Notifications or Reminders as email or text messages.
7. View Rosters, Scores, Standings, and Coaches Directory (if published).
8. Search – search by activity or location
9. Click any activity for more details, including maps, social networking, address, phone #, etc.
10. **Advanced View Report** gives you detailed reports by location, gender, level, location, etc.

More detail on some of the key features.

Activity Detail

Click on any Activity to get full details, including interactive Google Maps, and sharing the activity to your Facebook, Twitter or Linked-In site. This page is also printable.



Green Academy

Close Print

Basketball: Boys Varsity Game
 Wednesday, Nov 27, 2013 Time 8:00am - 11:00am
 Point Pleasant Academy vs Green Academy @ Green Academy
 - Green Academy Sports Center - Basketball Court

Location: **Green Academy**
 121 West Lee Street
 Louisville, KY
 502-482-8215







Viewing Schedules

To create a personal calendar, hold down the 'control' key on your computer keyboard and click all the schedules you want to see, then click on the **View** button. For Mac users hold the open-Apple key.

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 'always allow pop-ups from this site.' Then try it again.

This pulls up a combined schedule of all the activities you selected. Now, you can push those schedules to your phone, tablet, or computer. Your phone, tablet, or computers will auto-update with any new events or changes made by the school (see below).

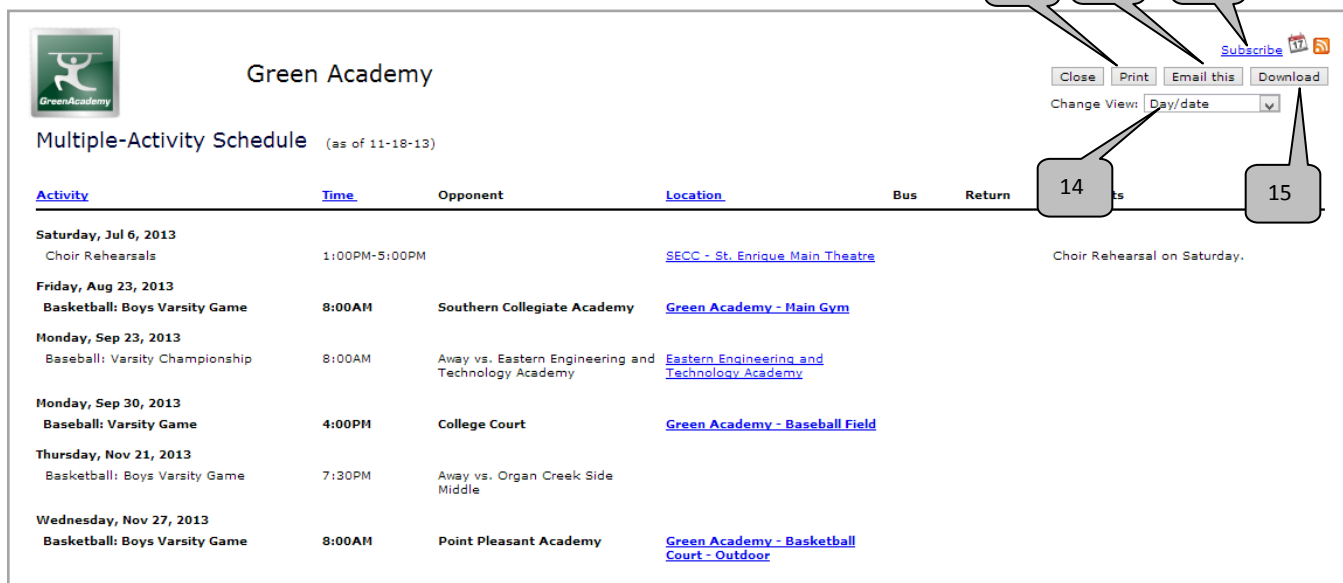
View Schedules:

- Baseball 6th
- Baseball 7th
- Baseball Varsity
- Baseball - Boys 7th
- Baseball - Boys Varsity Reserve
- Basketball - Boys JV
- Basketball - Boys Varsity
- Basketball - Girls Varsity
- Bowling - Girls 10th
- Choir Rehearsals
- Choral Clinic

View [Help](#)

When viewing Schedules:

After you click on View, you have many options:



Green Academy

Multiple-Activity Schedule (as of 11-18-13)

Activity Time Opponent Location Bus Return

Saturday, Jul 6, 2013	Choir Rehearsals	1:00PM-5:00PM	SECC - St. Enrique Main Theatre			Choir Rehearsal on Saturday.
Friday, Aug 23, 2013	Basketball: Boys Varsity Game	8:00AM	Southern Collegiate Academy	Green Academy - Main Gym		
Monday, Sep 23, 2013	Baseball: Varsity Championship	8:00AM	Away vs. Eastern Engineering and Technology Academy	Eastern Engineering and Technology Academy		
Monday, Sep 30, 2013	Baseball: Varsity Game	4:00PM	College Court	Green Academy - Baseball Field		
Thursday, Nov 21, 2013	Basketball: Boys Varsity Game	7:30PM	Away vs. Organ Creek Side Middle			
Wednesday, Nov 27, 2013	Basketball: Boys Varsity Game	8:00AM	Point Pleasant Academy	Green Academy - Basketball Court - Outdoor		

Callouts: 11 (Print), 12 (Email this), 13 (Subscribe), 14 (Change View: Day/date), 15 (Download)

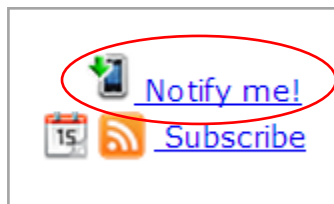
11. You can print schedules.

12. Email schedules. This sends a link with the latest version of the schedule. You can also attach a file of the schedule to the email, but it's MUCH better to only send the link.

13. Subscribe to schedules. This will let you push the initial schedule plus all added events and changes to your iPhone, iPod, iPad, Droid, Outlook, Google Calendar, iCalendar, etc.

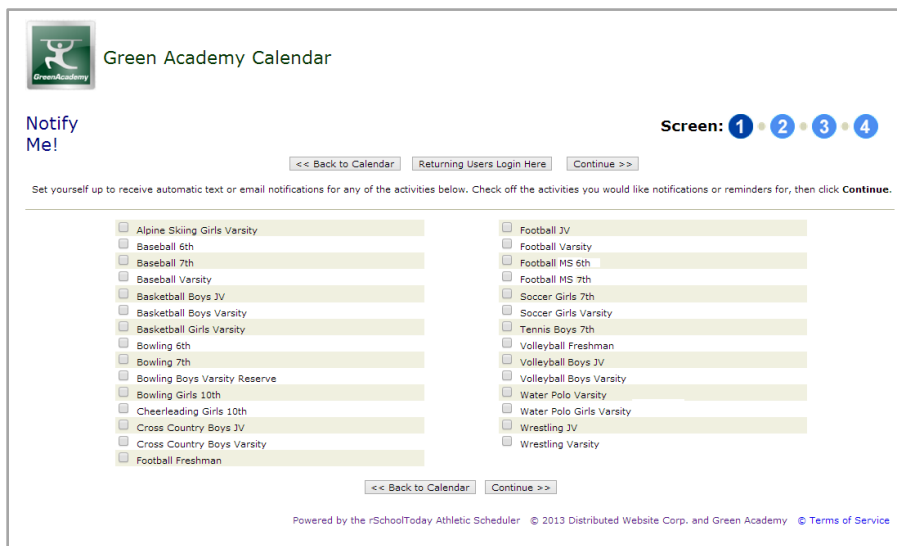
14. Choose multiple ways to view the schedules, including the classic Month view calendar.

15. Download a file of the schedules to various file formats.



NOTIFY ME! Automatic notifications and reminders

Click "Notify Me" from the main calendar screen (see #6 above) and follow the instructions to subscribe to schedules and get text messages and/or email notifications for reminders before events and for schedule changes.



Green Academy Calendar

Notify Me!

Screen: 1 • 2 • 3 • 4

<< Back to Calendar Returning Users Login Here Continue >>

Set yourself up to receive automatic text or email notifications for any of the activities below. Check off the activities you would like notifications or reminders for, then click **Continue**.

☐ Alpine Skiing Girls Varsity	☐ Football JV
☐ Baseball 6th	☐ Football Varsity
☐ Baseball 7th	☐ Football MS 6th
☐ Baseball Varsity	☐ Football MS 7th
☐ Basketball Boys JV	☐ Soccer Girls 7th
☐ Basketball Boys Varsity	☐ Soccer Girls Varsity
☐ Basketball Girls Varsity	☐ Tennis Boys 7th
☐ Bowling 6th	☐ Volleyball Freshman
☐ Bowling 7th	☐ Volleyball Boys JV
☐ Bowling Boys Varsity Reserve	☐ Volleyball Boys Varsity
☐ Bowling Girls 10th	☐ Water Polo Varsity
☐ Cheerleading Girls 10th	☐ Water Polo Girls Varsity
☐ Cross Country Boys JV	☐ Wrestling JV
☐ Cross Country Boys Varsity	☐ Wrestling Varsity
☐ Football Freshman	

<< Back to Calendar Continue >>

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Contact rSchoolToday directly with questions at: support@rschooltoday.com or Toll-Free at: 1-(800)-893-0914 from 7am-8pm CST Monday through Friday.