

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 through 17 point to specific features: 12 points to the 'Opponent' column, 13 to the 'Change View' dropdown, 14 to the 'Print' button, 15 to the 'Email this' button, 16 to the 'Subscribe' button, and 17 to the 'Download' button.

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

- 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

- 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
M-F from 7am-8pm central.