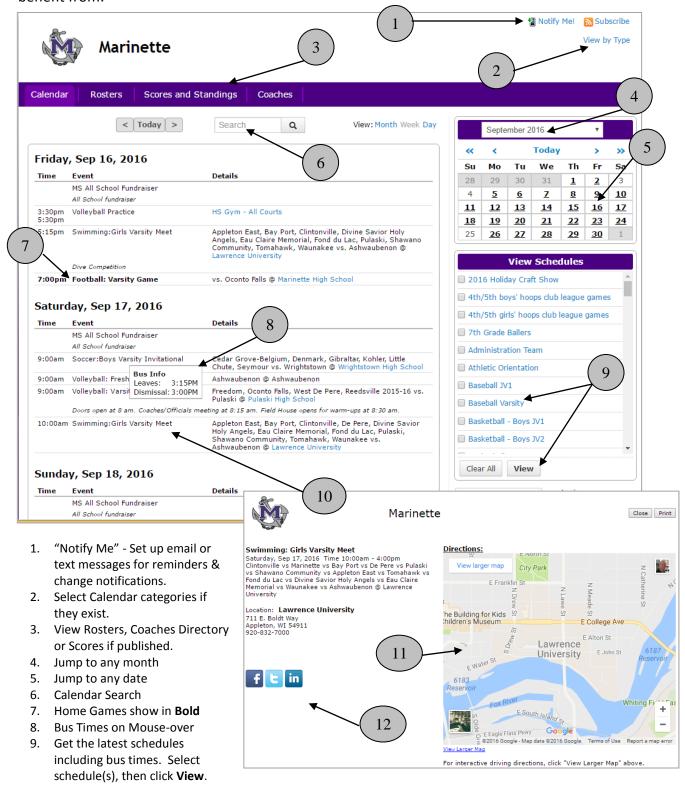


## Calendar & Mobile App - User Guide 2016-17

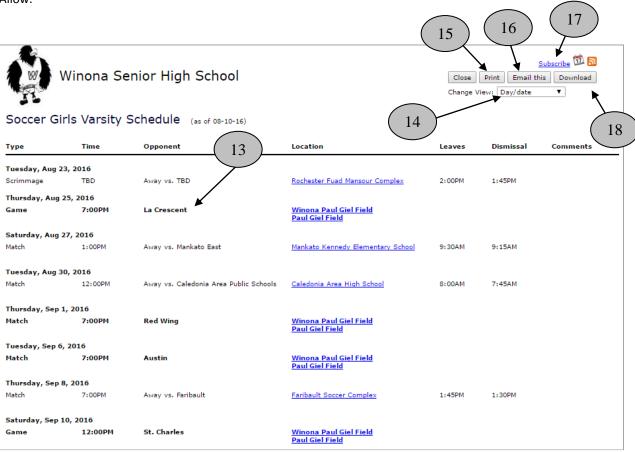
Our School uses the Activity Scheduler from rSchoolToday<sup>®</sup>. Here are some features you can benefit from:



10. Click any event for more details, including: 11) Interactive Google Maps and 12) Social Media - Promote the event to your sites

## Viewing Schedules (#9 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."



- 13. Home Games in Bold
- 14. Change Views condensed view, month view, list multiple schedules separately, etc.
- 15. Print schedules
- 16. Email schedules. This sends a link to the latest version, so don't bother to include attachments.
- 17. Subscribe This will push your schedules to your smart phone/tablet, Outlook, or Google Calendar, and auto-updates your calendar with changes.
- 18. Download a file of schedules to various file formats.

## **NOTIFY ME! Automatic notifications and reminders** Notify Me! Soccer Girls VARSITY ☐ Alpine Boys VARSITY Click "Notify Me" from the main Cross Country Boys VARSITY Swimming Girls VARSITY screen (see #1 above). Choose Cross Country Girls VARSITY Tennis Girls C TEAM ✓ Football JV Tennis Girls JV which competitive activities you Football VARSITY ☐ Tennis Girls MS want. ☐ Nordic Boys VARSITY ☐ Tennis Girls VARSITY Soccer Boys C TEAM ☐ Volleyball Girls C TEAM Soccer Boys JV Volleyball Girls JV Soccer Boys VARSITY ✓ Volleyball Girls VARSITY Soccer Girls JV

Then, click **Continue** >> to select the non-competitive activities you want.

