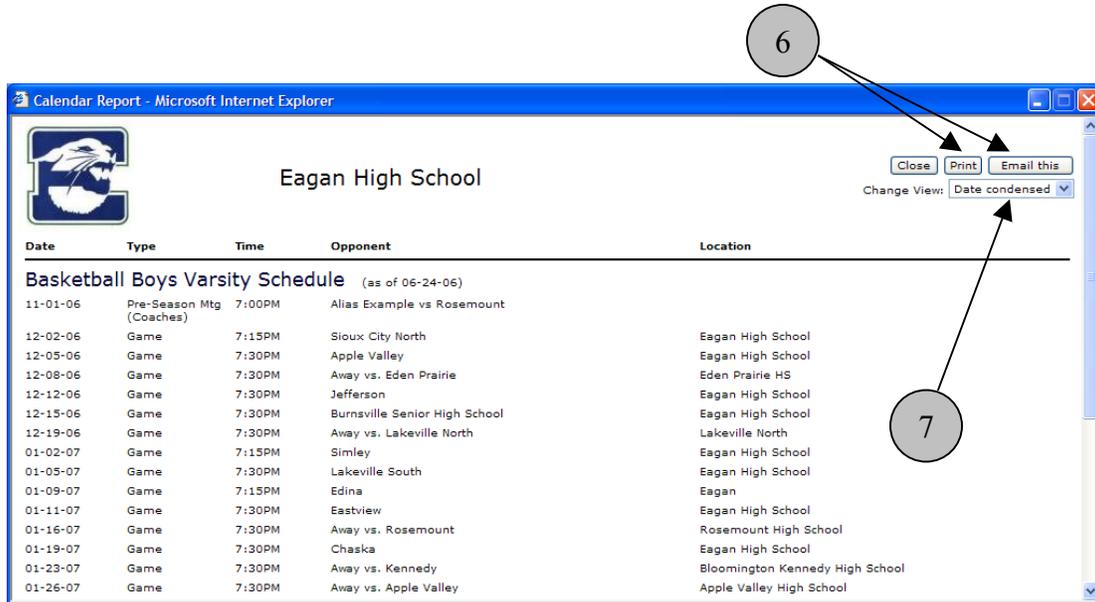# rSchoolToday™ Activity Scheduler

We now use the Activity Scheduler as our all-School Calendar as it provides significant advantages to our school community. It is Web-based so the most up-to-date information is available at all times from any web-enabled computer. All changes are reflected instantly to you as soon as they are made. This will also save us time and money in our administrative operation so we are pleased on all fronts. Here are some of the key features for our school parents, students, and community:

1. Instant view of all activity on any given day across ALL areas of the school
2. Locations can be links to printable maps and directions to that location
3. You can set yourself up for automatic email reminders before any activity or for email notice for any changes to schedules
4. The latest rosters and scores can be available right from the calendar
5. You can get the latest schedules for any activity. Click on the schedule you want and then click **View**.
   a. Note: You can also hold down the control key and click all the activities your kids are involved in, then click the **View** button and get your 'taxi' schedule.
   b. IMPORTANT NOTE: if you have a pop-up blocker on your computer, the first time you try to view a schedule, you will need to allow pop-ups to occur from this site so you can see the schedules. How do you know if you have a pop-up blocker? If you try to view a schedule and it seems that the "loading…" screen never goes away, you have a pop-up blocker turned on. With most blockers, closing the window that says "loading…" generally shows you a light yellow bar across the top of the screen that notifies you of the pop-up being blocked. If there is no immediate choice in that bar to "always allow pop-ups from this site," you can usually right-click on that yellow bar and then choose "always allow pop-ups from this site." This is a one-time set-up. If you still can't view schedules, please consult with someone who knows how to use the specific pop-up blocker you have.
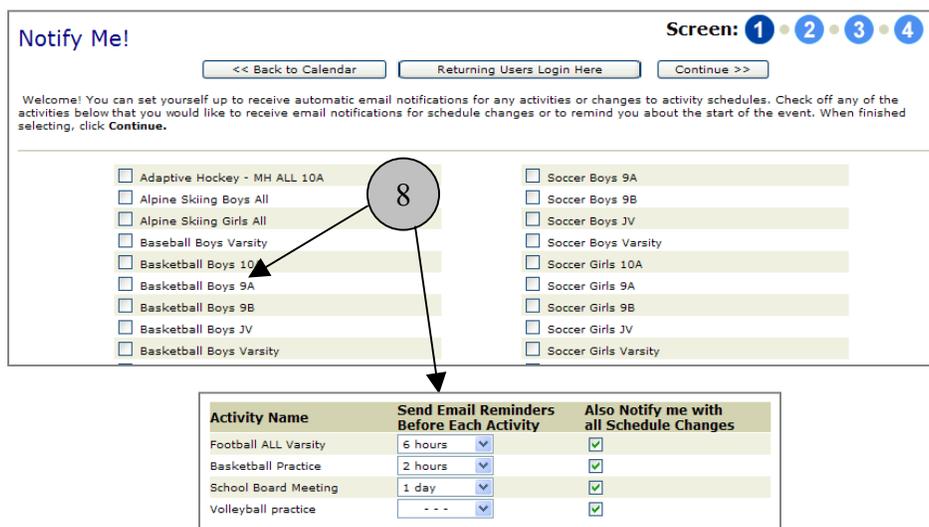
rSchoolToday™

When viewing Schedules:

6) You can print schedules, rosters, and scores yourself or email these to anyone you want. Emailing schedules sends a link to the latest version of the schedule (even if it is changed after you send the email). It also attaches a file with the schedule info but its best to always just click the link in these emails as it is the MOST up-to-date.

7) You can choose various ways to view the schedule once it pops up. The same is true of Rosters.

8) If you click "Notify Me" from the main calendar screen, you can choose which activities you want to receive reminders or change notices on by just checking them off from a list and clicking Continue to move to the next screen. You can edit these settings anytime you want.

Advanced View

For the few of you who might want very specific information about events, the Advanced View is the place to find it.

9) Click here to go to the Advanced View:

10) From the advanced view you can choose any report criteria and then select **Show Activity Report.** The default setting for each field is "All" and will show that way unless you change it. Note: you can control+click or shift+click any number of entries form any of the larger dropdown windows. So for instance, you can easily get a report of all girl's home basketball games in January for all levels.

We hope you like the new Calendar and look forward to your feedback about it!