

# Activity Scheduler Parents User Guide 2019-20

Our School uses the Activity Scheduler from rSchoolToday. Here is a quick tour of its features:

**Green Bay Southwest**

1. Home button

2. Search bar

3. Calendar navigation (Previous, Next, Today, Date)

4. Calendar view (Month, Week)

5. Collapse menu

6. Filter categories (ACT Training, Adult Baseball II, Auditions, Awards, Baseball II (V4), Baseball II Varsity, Baseball II Game - Legion, Baseball II Game - Seniors, Baseball II Game - Storm, Baseball II - Boys (V4), Baseball II - Boys (V2), Baseball II - Boys Varsity, Baseball II - Girls (V4), Baseball II - Girls (V2))

7. Notify Me button

8. Event list table

9. Event details pop-up

10. Interactive Google map

11. Social media links (Facebook, Twitter, Instagram)

12. Home games are shown in Bold

TIME	EVENT	DETAILS
7:00am-10:00pm	Internal Use	Southwest Auditorium
3:00pm-6:30pm	Fall Sports	Southwest Gym All, Southwest Pool
3:15pm-6:00pm	Club Spaulding Singers	Southwest Auditorium
3:15pm-5:30pm	Practice - Triquetra	Southwest Commons
4:00pm	Tennis: Girls JV-1 Match	vs. Sheboygan South @ Green Bay Southwest Tennis Courts
4:00pm	Tennis: Girls Varsity Match	vs. Sheboygan South @ Green Bay Southwest Tennis Courts
4:30pm	Soccer, Boys JV-1 Game	vs. Green Bay Priebe @ Green Bay Southwest High School
5:30pm	Swimming, Girls Varsity Meet	GB United Swim vs. De Pere @ Green Bay Southwest High School
5:30pm	Volleyball: Girls JV-1 Match	vs. Notre Dame De La Boie Acad @ Green Bay Southwest High School
5:30pm	Volleyball: Girls JV-2 Match	Southwest Gym All
6:00pm-8:45pm	Practice - Cheerleading	Southwest Commons
6:30pm-8:30pm	Rehearsal Fall Play	Southwest Auditorium
6:30pm	Soccer, Boys Varsity Game	vs. Green Bay Priebe @ Green Bay Southwest High School
7:00pm	Volleyball: Girls Varsity Match	vs. Notre Dame De La Boie Acad @ Green Bay Southwest High School

Wednesday, October 2, 2019

TIME	EVENT	DETAILS
7:00am-10:00pm	Internal Use	Southwest Auditorium
3:00pm-4:15pm	Club Games Club	Southwest Room 4645 - Computer Lab
3:00pm-6:30pm	Fall Sports	Southwest Gym All, Southwest Pool, Southwest Stadium (Dahlin)

1) View Rosters, Scores/Standings, or Coaches Directory

2) Search the calendar by word

3) Jump to any month

4) Jump to any date

5) Select Calendar Categories if they exist.

6) VIEW SCHEDULES - Get the latest schedules, including bus times. Select the schedules you want and then click VIEW.

7) NOTIFY ME - Get text or email notifications and reminders.

8) Home games are shown in Bold

9) Click any event for more details, including:


10) Interactive Google maps

11) Social Media – Promote school events to your social media sites.

12) Mouse-over the event and see the Bus Information.

## Viewing Schedules (#6 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 that icon will give you a choice to "Always Allow" from this site. Now, try it again and it will show.



Green Bay Southwest

Multiple-Activity Schedule (as of 07-25-19)

15 16 Subscribe  
Close Print Email this Download  
Change View: Day/date 17 18

Activity	Time	Opponent	Location
<b>Monday, Jul 8, 2019</b>			
Fall Sports	10:30AM-12:30PM		<a href="#">Southwest Gym All</a>
Baseball Game - Legion	5:00PM-7:30PM		<a href="#">Southwest Baseball Field</a>
Baseball Game - Legion	7:30PM-10:00PM		<a href="#">Southwest Baseball Field</a>
<b>Tuesday, Jul 9, 2019</b>			
Fall Sports	10:30AM-12:30PM		<a href="#">Southwest Gym All</a>
<b>Wednesday, Jul 10, 2019</b>			
Fall Sports	10:30AM-12:30PM		<a href="#">Southwest Gym All</a>
<b>Thursday, Jul 11, 2019</b>			
Fall Sports	10:30AM-12:30PM		<a href="#">Southwest Gym All</a>
<b>Friday, Jul 12, 2019</b>			
Fall Sports	10:30AM-12:30PM		<a href="#">Southwest Gym All</a>
<b>Monday, Jul 15, 2019</b>			
Fall Sports	10:30AM-12:30PM		<a href="#">Southwest Gym All</a>
<b>Tuesday, Jul 16, 2019</b>			
Fall Sports	10:30AM-12:30PM		<a href="#">Southwest Gym All</a>
<b>Wednesday, Jul 17, 2019</b>			
Fall Sports	10:30AM-12:30PM		<a href="#">Southwest Gym All</a>
<b>Thursday, Jul 18, 2019</b>			
Fall Sports	10:30AM-12:30PM		<a href="#">Southwest Gym All</a>

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 no need to include attachments.

17) Subscribe - This will sync 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

- A) Click “Notify Me” from the main screen (see #1 above). Sign in with your Email and Password if a Returning User, or Create an Account. **Continue to Next Step** to add your email and mobile phone and mobile provider if you want to receive text messages.



### Green Bay Southwest

Welcome to Green Bay Southwest's Notify Me!

Set yourself up to receive automatic text and email notifications for schedule changes and reminders for those activities you want to track. Log back in anytime to modify your settings.

Already have an account? [Login Now](#)

**Email Address**

Please enter your registered email address.

**Password**

\*\*\*\*\*

[Login](#)

Forgot your password?  
Enter your Email Address and click [here](#)

Don't have an account yet? [Create it now!](#)

**Email Address**

Please enter your preferred email address.

**Password**

\*\*\*\*\*

[Create My Account](#)

1 MY ACCOUNT 2 CHOOSE ACTIVITY 3 SETUP NOTIFICATION

### Step 3 - Setup Notification Preferences

You can set yourself up to receive automatic texts and email notifications for any of the activities you're involved with. Check off the activities you would like notifications or reminders for, then click continue.

[Delete Account](#) [Sign Out](#)

[Save My Settings](#)

Activity Name	Send Reminders Before Activity Fill down	Schedule Changes Notifications Fill down
Basketball - Boys JV	6 hours	<input checked="" type="radio"/> Yes <input type="radio"/> No
Basketball - Girls JV	6 hours	<input checked="" type="radio"/> Yes <input type="radio"/> No
Basketball - Girls Varsity	4 hours	<input checked="" type="radio"/> Yes <input type="radio"/> No
Basketball - Boys Varsity	...	<input checked="" type="radio"/> Yes <input type="radio"/> No
Basketball - Boys JV2	...	<input checked="" type="radio"/> Yes <input type="radio"/> No
Basketball - Girls MS	...	<input checked="" type="radio"/> Yes <input type="radio"/> No
Basketball - Boys MS	...	<input checked="" type="radio"/> Yes <input type="radio"/> No

C) Set up Reminders and Change notices, then Save your Settings. They can be edited anytime by logging back in.

### Step 2 - Choose Activities

In Notify Me, you can set yourself up to receive automatic texts and email notifications for any of the activities you're involved with. Check off the activities you would like notifications or reminders for, then click continue.

[Delete Account](#) [Sign Out](#)

**Categories**

All ☒

- ☐ Board of Education
- ☐ District Events
- ☐ CES Events
- ☐ CES PTO
- ☐ EES Events
- ☐ EES PTO
- ☐ MS Events
- ☐ MS Athletic Practices
- ☐ HS Events

**Conference/Non-Conference Events**

☒ Basketball - Boys Varsity

☒ Basketball - Girls Varsity

☒ Basketball - Boys JV

☐ Basketball - Girls JV

☐ Basketball - Girls MS

☐ Basketball - Boys MS

☐ Basketball - Boys JV2

☒ Basketball - Girls JV2

☐ Bowling - Boys Varsity

**School-Only Events**

☒ Band Winter Concert Practice

☐ Banquet

☒ Basketball Boys Practice HS

☐ Basketball Girls 3 Point Club, 7-8

☐ Basketball Girls Open Gym HS

☒ Basketball Girls Practice HS

☐ Basketball Girls Practice HS

☐ Basketball Girls JV2 Rescheduled Game

☐ Basketball Girls Varsity (Rescheduled Game)

[Continue to Next Step](#)

B) Select the activities you want.

- 1) Select whole Categories (if they exist) in one click.
  - 2) Choose from all competitive events
- Choose from all \_\_\_\_\_

## Subscribing to the calendar feed

In the **Subscribe feature**, you will be able to subscribe your preferred schedules or activities and have them pushed to your personal calendar or smart phone, together with any future schedule updates. This feature works with Outlook, Google Calendar, ICAL for Mac Users and Smart Phone (Android and iPhone), and with any RSS Readers.

How to subscribe:

1. Create a report with your Schedules, either from the View Schedules Box or the Advanced View Report.

The screenshot displays a web application interface for sports management. At the top, there is a navigation bar with tabs: CALENDAR, ROSTERS, SCORES AND STANDINGS, COACHES, REGISTRATION, and TEAM SITE. The main content area is divided into two columns. The left column shows the calendar feed for August 2017, with a 'Today' button and a 'Week' button. The feed lists events for Tuesday, August 22, 2017, and Wednesday, August 23, 2017. The right column contains a 'COLLAPSE MENU' button, a search bar, and a calendar view for August 2017. Below the calendar view, there are several buttons: 'VIEW SCHEDULES' (highlighted with an orange box), 'GET THE MOBILE APP', 'NOTIFY ME', 'ADVANCED VIEW REPORT' (highlighted with an orange box), and 'LOGIN'.

TIME	EVENT	DETAILS
2:00pm - 4:00pm	Parent Teacher Conferences	PPA Media Center 110
4:00pm	Baseball MS: Boys 8th Game	vs. Park Christian @ Point Pleasant Academy Baseball Field

TIME	EVENT	DETAILS
3:00pm - 5:00pm	Pack Meeting	PPA - Gym 3 Small
3:00pm - 5:00pm	Play Time Session	Room 112
5:00pm	Adapted Soccer: Girls Varsity Game	vs. Western Leadership Institute @ Point Pleasant Academy Gym - Aux. 2
5:00pm	Baseball MS: Boys 8th Game	vs. Organ Creek Side Middle @ Point Pleasant Academy Baseball Field

2. In the generated report, you can see a 'Subscribe' link on the upper right end of the screen. Click on it, and it will pop up a page where you can choose the destination calendar or RSS by clicking on the icon. For Android and Mac (iPad/iPhone/iPod), click on ICAL.



# Green Academy

[Subscribe](#)

[Close](#) [Print](#) [Email this](#) [Download](#)


Change View: Day/date

## Multiple-Activity Schedule

<a href="#">Activity</a>	<a href="#">Time</a>	<a href="#">Opponent</a>	<a href="#">Location</a>	<a href="#">Leaves</a>	<a href="#">Return</a>
<b>Wednesday, Jul 5, 2017</b>					
Soccer: Boys Varsity All Star Game	7:00AM	Away vs. Organ Creek Side Middle	<a href="#">Organ Creek Side Middle</a>		
Soccer: Boys Freshman All Star Game	7:00AM	Away vs. Organ Creek Side Middle	<a href="#">Organ Creek Side Middle</a>		
Soccer: Boys Varsity Reserve All Star Game	7:00AM	Away vs. Organ Creek Side Middle	<a href="#">Organ Creek Side Middle</a>		
<b>Thursday, Aug 31, 2017</b>					
Soccer: Boys Varsity Exhibition	4:00PM	Away vs. Gateway School for Performing Arts	<a href="#">Gateway School for the Performing Arts</a>	8:00AM	5:00PM
Soccer: Boys Freshman Exhibition	4:00PM	Away vs. Gateway School for Performing Arts	<a href="#">Gateway School for Performing Arts</a>		

[Close](#) [Print](#) [Email this](#) [Download](#)

For **ICAL** Users (Screens may vary according to your operating system)



## Green Academy


### Multiple-Activity Schedule


#### SUBSCRIBE TO THESE SELECTED SCHEDULES


IMPORTANT NOTE: This data feed is for PERSONAL use only. Any business or organization that wants this information, even if for providing it back to the school in **ANY** form, should contact rSchoolToday at: [support@rschooltoday.com](mailto:support@rschooltoday.com) for a simple license agreement.

Click the icon below to select the type of feed you want. Any future updates on these schedules will automatically write to your calendar or feed.


##### CALENDARS


 **OUTLOOK** Click the icon to add your selected schedules to your Outlook Calendar  
**Note:** Some versions of Internet Explorer have limits.


 **ICAL** Click the icon to add your selected schedules to any iCal device (Mac, iPhone, iPad, etc)

 **GOOGLE** Click the icon for instructions and the link to paste into any Google Calendar

##### RSS READERS

 **RSS** Click the icon to add your selected schedules to your RSS Reader

 **GOOGLE** Click the icon to add your selected schedules to your Google Reader

 **YAHOO** Click the icon to add your selected schedules to your Yahoo Reader


**NOTE:** Google Reader will not take more than **15** schedules. Yahoo Reader will not take more than **5** schedules. Please subscribe one by one.

After selecting iCal as your data feed type, you may be asked to copy the URL and enter it in your iCal Calendar URL and then click Subscribe or; In newer systems, you will be asked if you want to Subscribe. In this case, click on 'Subscribe' button directly.

**For Microsoft Outlook** - (Screens may vary a little depending on the Outlook Version or Operating System)

When you click on the Outlook icon, it will download the data file to your computer, and automatically open Outlook. If Outlook doesn't open

automatically, you will be requested to open the file manually.



## Green Academy


### Multiple-Activity Boys Schedule (as of 09-10-17)


### SUBSCRIBE TO THESE SELECTED SCHEDULES


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#### CALENDARS


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#### RSS READERS

 **RSS** Click the icon to add your selected schedules to your RSS Reader

 **GOOGLE** Click the icon to add your selected schedules to your Google Reader

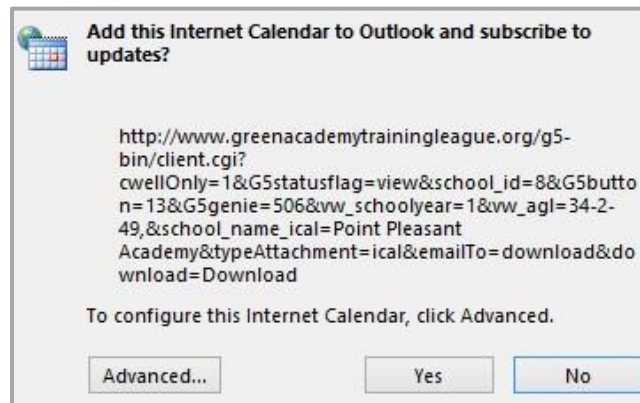
 **YAHOO!** Click the icon to add your selected schedules to your Yahoo Reader

**NOTE:** Google Reader will not take more than **15** schedules. Yahoo Reader will not take more than **5** schedules. Please subscribe one by one.

 Multiple\_Activity\_B...ics ^ Show all



When you open the Outlook Calendar, you may see this prompt. Click “Yes”, to have the schedules added to your Outlook Calendar.



When you choose **Google Calendar**, a new page will open with a set of instructions.

1. On the instruction page, you will find a URL that you need to copy and paste into your Google Calendar. Click and drag across the web address to highlight it completely, then hit control+C to copy it (or right click on it, then select copy).

### Google Apps Instructions

1. **Copy** this URL:  
<http://tinyurl.com/ycejhf5t>
2. In a new browser tab or window go to your [Google Calendar](#)
3. Click the dropdown menu next to **Other Calendars** and choose **Add by URL**
4. **Paste** the copied URL into the URL field and click **Add Calendar**

2. In a new browser tab or window, go to your Google Calendar (<http://calendar.google.com>).
3. In your Google Calendar's page you should click the dropdown menu next to Other Calendars and select 'Add by URL'. You can find it on the left menu bar of the page.
4. Paste the copied URL into the URL field and click Add Calendar.



## Yahoo Reader

After selecting Yahoo Reader, you will be prompted with instructions, depending on your browser, on how to subscribe to the feed. If you are using Mozilla Firefox, you will be asked first what reader you will use to subscribe to the feed. In this case, if you have added your Yahoo Reader or 'My Yahoo!' to your computer, simply select it from the drop-down, and then click on the 'Subscribe Now' button. On your 'My Yahoo' page (<https://my.yahoo.com/>), 'Add Content' will pop up with the schedule. You will need to click on the 'Add to My' button, and as you refresh your 'My Yahoo' page, the schedules from the Activity Scheduler program will appear.

For other RSS feed readers, you will also be prompted with instructions on how to proceed with the subscription.

You can subscribe to the RSS feed in several ways, including the following:

- Drag the orange RSS button into your News Reader.
- Drag the URL of this page into your News Reader.
- Cut and paste the URL of this page into your News Reader.

## The FREE Mobile App

Get the App at your App store by searching "Activity Scheduler."

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

Need Support? Email: [support@rschooltoday.com](mailto:support@rschooltoday.com) M-F from 7am-8pm central.

