

# rSchoolToday Activity Scheduler QuickStart Guide (Public View)

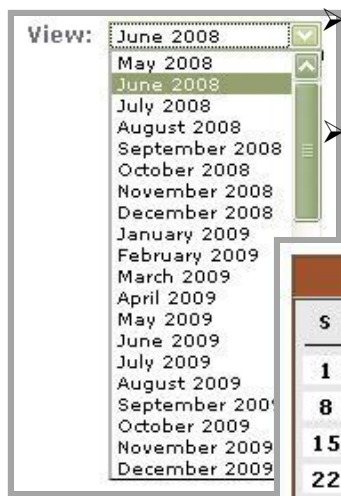
To access your rSchoolToday Activity Scheduler (AS), go to the Web address that has been provided to you. You may go straight to the conference site and then by selecting your school you will be able to access its own calendar. The QuickStart Guide will show you the features that you as a user will have available in order to find the games you need as well as reports on them. Let's get started!

## The Activities Calendar!

The screenshot displays the Apple Valley Calendar interface. At the top left is the school logo with the motto "NON SCHOLAE SED VITAE". The main navigation bar includes "Calendar", "Rosters", and "Scores/Standings". A "Close Calendar Window" button is in the top right. Below the navigation bar, a message reads: "Please check frequently for updates. For further detail on an event, please click on the link." The main content area shows the date "Friday, Jun 20, 2008" and a table of events:

Time	Event	Details	Comments
7:00pm	Test 0611-8	Classroom #1	

Below the event table is a "View whole week" link. To the right, there are filters for "Categories" and "subcategories", both set to "- All -". There are also "Notify me!" and "Subscribe" buttons. A calendar grid for June 2008 is shown, with the 20th highlighted. Navigation buttons for "<< Yesterday" and "Tomorrow >>" are present. A "View Schedules:" list on the right includes items like "1 test", "8th Grade Valley Fair Trip", "alex cluster test", "Athletic Camp", "Auditions", "Baseball JV", "Football - Boys Varsity", "Fundraising for a Cause", "Hockey - Girls 10A", "Practice", and "Soccer - Girls C". There are "View" and "Go to Advanced View" buttons, and a "Login" link at the bottom right.



Under the **'View'** option you will be able to select the month you would like to see on the calendar, by default the current month will show.

Once you select it the calendar will reload and you will see the first day of the month, as well as the calendar so you may choose any date to view.

S	M	T	W	T	F	S
<u>1</u>	2	3	<u>4</u>	<u>5</u>	6	<u>7</u>
<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	12	13	14
<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>
<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>
<u>29</u>	<u>30</u>	1	2	3	4	5

On each **calendar** you will notice some dates with an underscore, that means there is one or more events scheduled on it. By clicking the dates you will load it on the calendar page that way see the events!



Under **'Notify me!'** you will be able to add your email address in order to get the latest updates on your kids activities.

This option will allow you to **subscribe** to a weekly mailing list for the entire calendar from your school using xml feeds for it.



**The Calendar** will display according to your selection, week or day, the events for the current week displayed on the main calendar window.

**Calendar**

Please check frequently for updates. **For further detail on an event, please click on the link.**

**Friday, Jun 20, 2008**

Time	Event	Details	Comments
7:00pm	Test 0611-8	Classroom #1	

[View whole week](#)

---

Please check frequently for updates. **For further detail on an event, please click on the link.**

Monday, Jun 16, 2008

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Tuesday, Jun 17, 2008

---

**Wednesday, Jun 18, 2008**

Time	Event	Details	Comments
1:00pm	alex cluster test	ABC Auditorium	

Thursday, Jun 19, 2008

---

**Friday, Jun 20, 2008**

Time	Event	Details	Comments
7:00pm	Test 0611-8	Classroom #1	

**Saturday, Jun 21, 2008**

Time	Event	Details	Comments
1:00pm	Test 0611-7	*HS Baseball Field 2	

Sunday, Jun 22, 2008

[View Single Day](#)

- **View >>>** To view specific activities, click on the activity or activities inside the View Schedules box you want to; then click on View. A new window containing the schedule of the activities you selected.

Tip: You can use Shift key or Ctrl key to select more than one activity. Thus, you can see the schedule for Baseball Boys Varsity only or for Baseball and Football or Soccer all levels, for instance. You can print or e-mail this report, in case you want to.

- **Advanced view >>>** You will be redirected then to School Calendar - Advanced View page. Your School Calendar contains school only events, and Conference and Non-Conference events that your school is part of.

# Notify me!



## Apple Valley Calendar

### Notify Me!

Screen: **1** • 2 • 3 • 4

[<< Back to Calendar](#) [Returning Users Login Here](#) [Continue >>](#)

Welcome! You can set yourself up to receive automatic email notifications for any activities or changes to activity schedules. Check off any of the activities below that you would like to receive email notifications for schedule changes or to remind you about the start of the event. When finished selecting, click **Continue**.

- Alpinism ALL 10A
- Alpinism ALL Ale test Level
- Alpinism ALL

- Football ALL JV
- Football Boys 10A
- Football Boys 10A



## Apple Valley Calendar

### 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

Football ALL JV  
Lange's PC display

#### Send Email Reminders Before Each Activity

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---

---

1 hour

2 hours

4 hours

6 hours

8 hours

12 hours

20 hours

1 day

2 days

3 days

4 days

5 days

6 days

1 week


2 weeks

#### Also Notify me with all Schedule Changes

[<](#) [<< Back one Screen](#) [Continue >>](#)

Click on the **Notify Me** located at the top of the page. In the following pages, check off the activities you want to receive notifications from.

Select how long before the start of each of these types of events that you want to receive email notification from the **'Send Email Reminders Before Each Activity'** dropdown menu.

 Apple Valley Calendar

Screen: **1** • 2 • 3 • 4

<< Back to Calendar   << Back one Screen   Save Settings

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 Address:

A Second Email Address:   
(to also receive notifications)

Create Your Password:   
(letter or numbers)

**IMPORTANT NOTE:** Many Spam Blockers will not let these auto-notification emails get through to you. This is not something we can control. If you think there is a chance that a spam filter is in place at the email address you provided (either your company or your Internet Service Provider), please copy this paragraph of text into an email message to them to ask them to allow emails from "auto-notify@rschooltoday.com" or "mail.dwebsite.com" to be delivered to you.

Save Settings

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Select whether you want to be notified of any changes to these schedules by checking off the **'Also Notify me with all Schedule Changes'** boxes.

Fill out the different fields. Only **Your First Name** and **Email Address** are the required fields, the rest are optional. Click **Save Settings** to save the entry.

The notifications will be sent from '**auto-notify@rschoolday.com**' please make sure this email address is set as an authorized one on your email account.

### **Modify Subscription**

If, by any chance, you would like to modify your subscription once created, all you need to do is press the option 'Returning Users Login Here' and on the next screen enter the email address you receive your notifications at and the password you set for it.

### **Subscribe**



## Apple Valley Calendar

Click one of the links below to set up an automatic **weekly subscription** of all activities taking place:



Click [HERE](#) to add the weekly schedule for all activities to your **iCal reader** (MAC only)



Click [HERE](#) to add the weekly schedule for all activities to your **RSS reader**





Click [HERE](#) to add the weekly schedule for all activities to your **Google Reader**








Click [HERE](#) to add the weekly schedule for all activities to your **Yahoo Reader**

You will have the option to subscribe to a **weekly mailing** list for the entire calendar from your school, the only thing you will need is a **feed reader** or any of the above, just select the one you have and subscribe.





 Subscribe to this feed using  

Always use feedreader.exe to subscribe to feeds

-  Live Bookmarks
-  Feedreader.exe
- Choose Application...
-  Bloglines
-  My Yahoo
-  Google

**Apple Valley**  
Apple Valley for Apple Valley

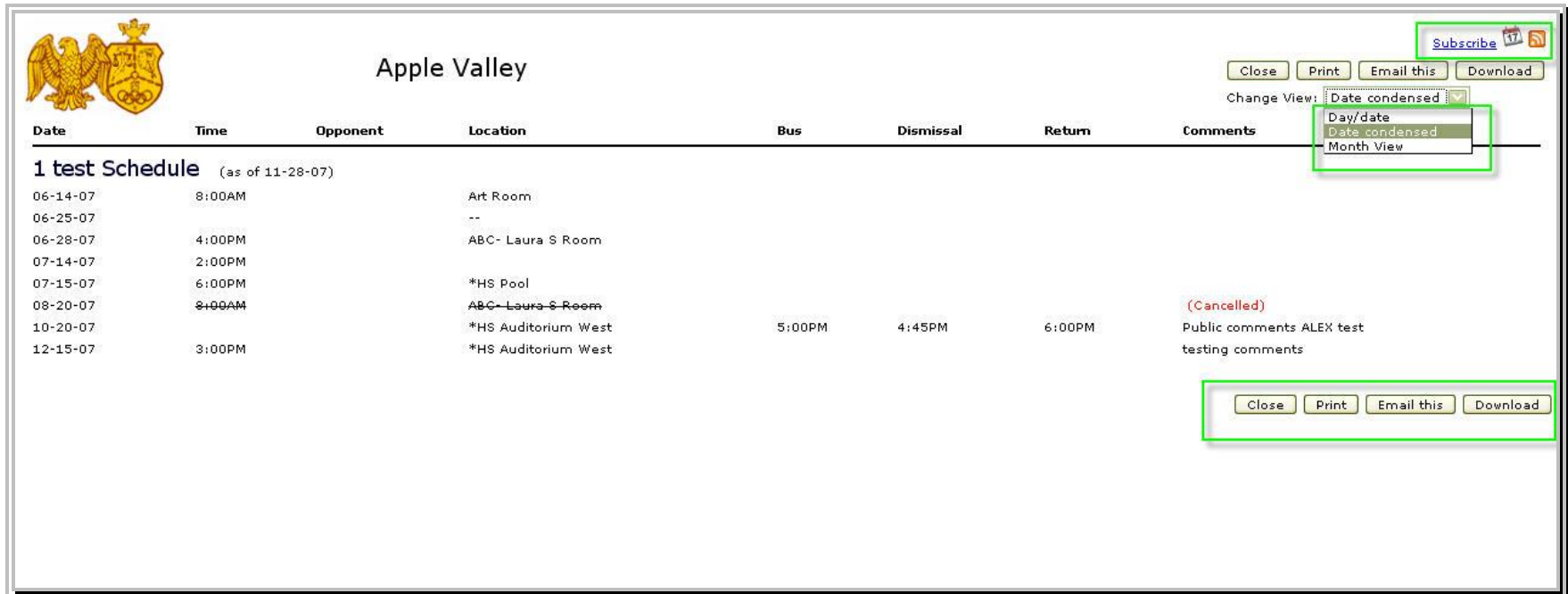
 Subscribe to this feed using  

Always use feedreader.exe to subscribe to feeds

[Subscribe Now](#)

**Apple Valley**  
Apple Valley for Apple Valley

## View



Apple Valley

Subscribe

Close Print Email this Download

Change View: Date condensed

Day/date  
Date condensed  
Month View

Date	Time	Opponent	Location	Bus	Dismissal	Return	Comments
<b>1 test Schedule</b> (as of 11-28-07)							
06-14-07	8:00AM		Art Room				
06-25-07		--	--				
06-28-07	4:00PM		ABC- Laura S Room				
07-14-07	2:00PM						
07-15-07	6:00PM		*HS Pool				
08-20-07	<del>8:00AM</del>		<del>ABC- Laura S Room</del>				(Cancelled)
10-20-07			*HS Auditorium West	5:00PM	4:45PM	6:00PM	Public comments ALEX test
12-15-07	3:00PM		*HS Auditorium West				testing comments

Close Print Email this Download

On the new page which contains the report, you have viewing options to select from. On the upper right side of the screen, select a viewing option from the **Change View:** dropdown menu - **Day/Date, Date Condensed, Month View.**

- Day/Date** - this is the view you are used to seeing.
- Date Condensed** - Now you can get your longer schedules on one page!!
- Month View** - this is the hallowed 30 day calendar grid.

You can print or email the generated report.

- Click **Close** to close the window.

- b. Click **Print** to print this page.
- c. Click **Email this** to send an email containing the activity report as an attachment and a link to the report.



## Apple Valley

**1 test Schedule** (as of 11-28-07)

**From:**  (Type the email address here)

**To:**  (Type the email address here)

**Subject:** 1 test Schedule

**Comments:**

**Include an attachment:**

- Attach an Excel file (for Microsoft Excel)
- Attach a CSV file. This is a 'comma-separated-value' file which can be opened in most word processors and spreadsheet applications.
- Attach a VCAL file (for PDA's with Palm Desktop)
- Attach a ICAL file (for MAC iCal)
- Attach a CSV file (for Pocket PC with Microsoft Outlook)

By clicking **Email this**, a new window will pop up asking for the details of your email.

- a. Enter your correct email address on **From:** field.
- b. Enter the correct email address of the recipient on **To:** field.
- c. Enter your comments/message inside the **Comments** box (optional).
- d. Choose the type of file you want your attachment to be - **Attach an Excel file** or **Attach a CSV (generic data) file**.


After clicking **Email this**, a new page then will display a message about the status of the email you sent. Click **Close** to close the window.



The screenshot shows a web page for Apple Valley. At the top left is a gold crest featuring an eagle and a shield. To the right of the crest, the text "Apple Valley" is displayed. Below the crest, the text "1 test Schedule (as of 11-28-07)" is shown. Underneath, there is a section titled "Choose file type to download:" followed by five radio button options: "Download a VCAL file (for PDA's with Palm Desktop)", "Download a CSV file (for Pocket PC with Microsoft Outlook)", "Download an ICAL file (for MAC iCal)", "Download an Excel file (for Microsoft Excel)", and "Download a CSV (generic data) file(This is a comma-separated-value file which can be opened in most word processors and spreadsheet applications)". At the bottom of the page, there is a "NOTE: Click [HERE](#) if you need help importing your schedules into your PDA or Pocket PC" and two buttons: "<< Back" and "Download".

By clicking **Download this**, a new window will pop up asking for the details of your download.


You will have the option to download in many formats, VCAL CSV ICAL XLS CSV, the most common one is Excel (XLS)





## Apple Valley


**1 test Schedule** (as of 11-28-07)

**Click one of the links below to subscribe to the selected Activity Schedule(s):**

 Click HERE to add this schedule to your iCal reader (MAC only)

 Click HERE to add this schedule to your RSS reader

 Click HERE to add this schedule to your Google Reader

 Click HERE to add this schedule 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.

You will have the option to subscribe to a **mailing list** for the specific schedule you choose, the only thing you will need is a **feed reader** or any of the above, just select the one you have and subscribe.

# Advanced View

Close Calendar Window

## Apple Valley Calendar - Advanced View

Use any or all of the selections below to create a variety of printable reports. << Back

**Activity**

- All
- 8quot;Internet Proof&q
- Last edited testing
- 1 test
- 10th Grade Registration Handou
- 1st Day of Winter Trimester
- 2nd June Meeting
- 4th Grade Demo. Band Concert
- 4th Grade Demo. Band Concert
- 8th Grade Parent Registration
- 8th Grade Valley Fair Trip
- 8th Graders to AVHS
- 9th Grade Health Screening
- 9th Grade Orientation
- 9th Grade Registration Handout
- A Big Staff Party
- A student meeting
- aaa
- AABonfire
- ABC
- Academic and Senior Awards
- ACT National Test Dates
- ACT Prep Class
- ACT Test Date
- Act1 sh1
- Act2 sh1
- Acting Class
- activity from zero2
- Advertising
- All District Mid Level Band Fe

**Choose Event Category:** - All Categories -

**Gender:** All

**Level:** 10A, 10C, 6, 7

**Event Type:** All

- Alle test EVENT TYPE- Just a GA
- Basket Weaving Class
- Bye
- Conference Meet
- Easter
- Event Sample Name
- Game
- Good Friday
- Invitational
- LC Event
- LC Tournament
- Opening Date

Conference Events

Non-Conference Events

Home Only

Away Only

School Only Events

Show Ending Times

Show Bus Times

**Location**

- All
- \*HS Auditorium East
- \*HS Auditorium West
- \*HS Baseball Field 1
- \*HS Baseball Field 2
- \*HS Cafeteria
- \*HS Computer Lab
- \*HS Conference Room
- \*HS Football Field
- \*HS Media Center
- \*HS Parking Lot
- \*HS Pool
- \*HS Rm 100
- \*HS Rm 101
- \*HS Soccer Field 1
- \*HS Soccer Field 2
- \*HS Softball Field 1
- \*HS Staff Lounge
- ...
- 1 test location
- 2 Test location
- 98th St. Racquet Club
- ABC Auditorium
- ABC- Laura S Room
- Abraham Lincoln High School
- Academy of Holy Angels
- Adrian (SD)
- Albert Lea Channel View Tn Courts
- Albert Lea City Arena
- Albert Lea High School

NOTE: To Select more than one **Activity**, **Location**, **Event Type**, **Level**, hold down the Control or Command Keys when Selecting events. Holding down the shift key and clicking events will select a range of events.

**Choose a Time Period:**

The Week of: Nov 26-Dec 2, 2007

Month: November, 2007 Show 01 Months

Date Range: 11 /28 /2007 - 12 /28 /2007

This School Year (through June 30)

<< Back
Show Activity Report
Show Transportation Report

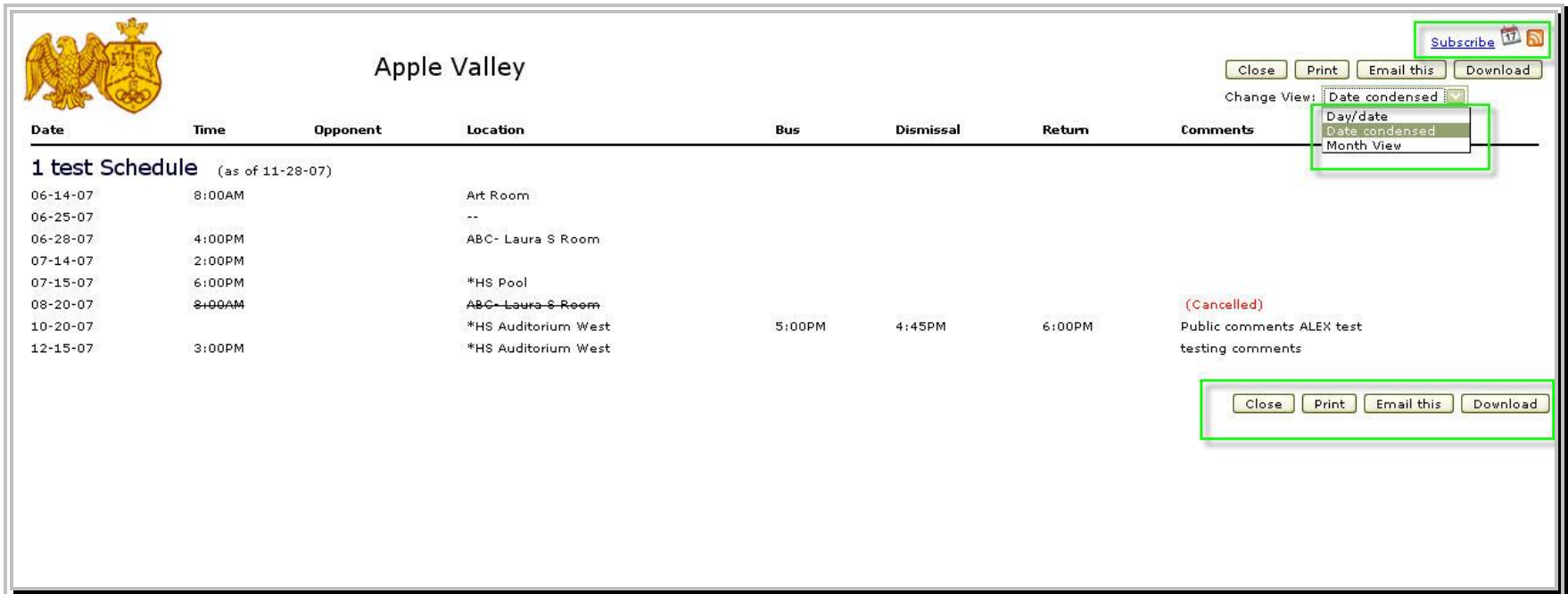
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Here you can create many kinds of reports. You can modify your report or make it more specific by setting the different fields. You can select the **Activity** (or activities) **(a)**, **Gender** **(b)**, **Level** **(c)**, **Event Type** **(d)**, **School** **(e)**, **Location** **(f)**, or any combination of these.

Check **Show Ending Times** if you want the ending times to be included.

**Choose a Time Period** by ticking on the date range you would like to view.

Click **Show Activity Report** to generate the report or Click **Show Transportation Report** to generate a report with more detailed transportation information. This will include the Dismissal and Return time of the bus.



Apple Valley

Subscribe

Close Print Email this Download

Change View: Date condensed

Day/date  
Date condensed  
Month View

Date	Time	Opponent	Location	Bus	Dismissal	Return	Comments
<b>1 test Schedule</b> (as of 11-28-07)							
06-14-07	8:00AM		Art Room				
06-25-07			--				
06-28-07	4:00PM		ABC- Laura S Room				
07-14-07	2:00PM						
07-15-07	6:00PM		*HS Pool				
08-20-07	<del>8:00AM</del>		<del>ABC- Laura S Room</del>				(Cancelled)
10-20-07			*HS Auditorium West	5:00PM	4:45PM	6:00PM	Public comments ALEX test
12-15-07	3:00PM		*HS Auditorium West				testing comments

Close Print Email this Download

Clicking **Show Activity Report/Show Transportation Report**, a new window will pop up with the generated report.