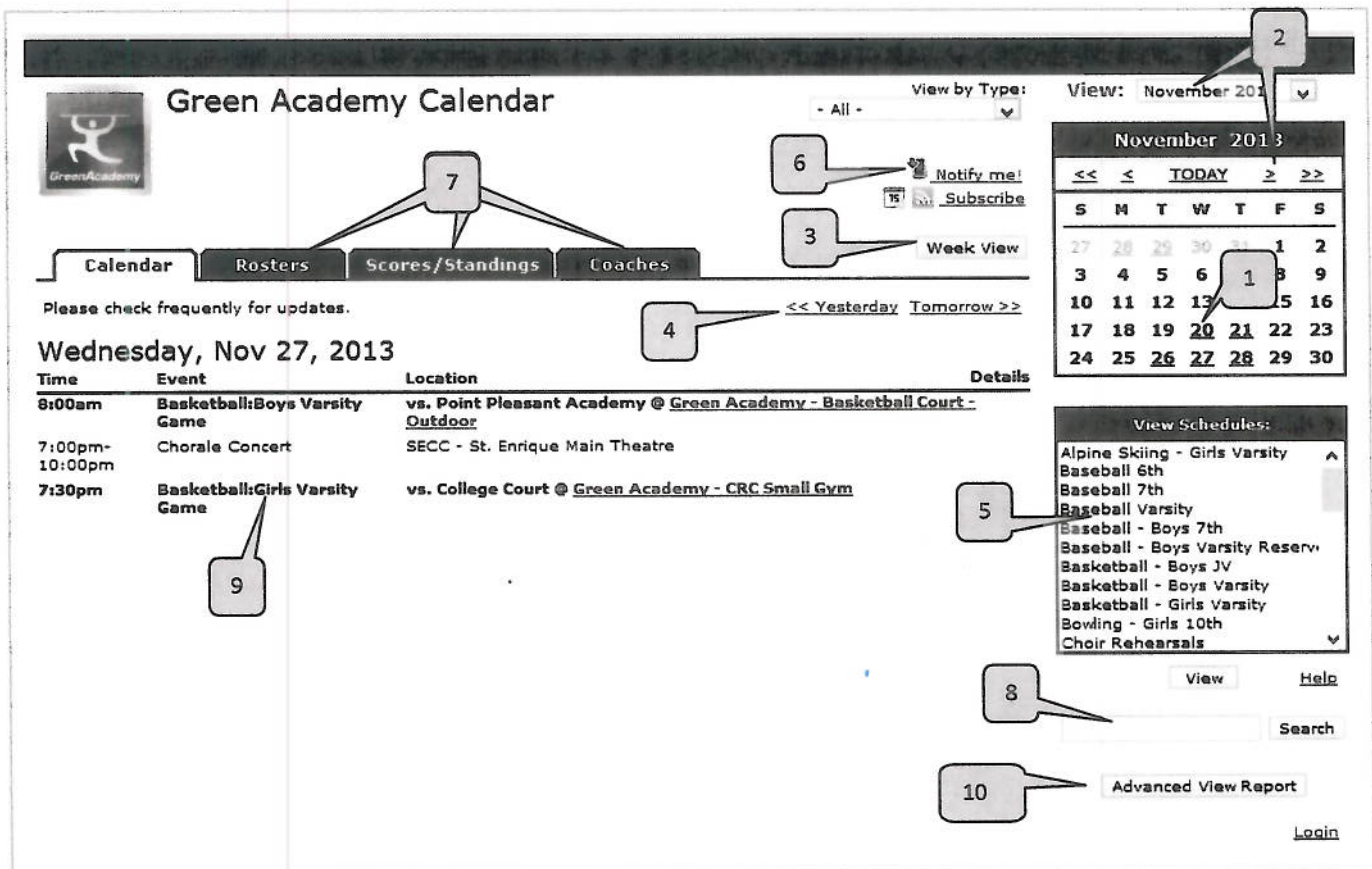


## Activity Scheduler - User Guide for Parents (2013-14)

We use the **rSchoolToday™ Activity Scheduler** as our School Calendar, as it provides significant advantages to our school and community. Because it is web-based, we can provide you instant access to the most up-to-date information at all times. You can push schedules to your phone, tablet, or computer and they will automatically update with any changes. You can also sign up for instant notifications and reminders, via email or text message.

Here is a quick snapshot some of the key features.



The screenshot shows the 'Green Academy Calendar' interface. At the top, there's a navigation bar with 'Calendar', 'Rosters', 'Scores/Standings', and 'Coaches'. A 'View by Type' dropdown is set to '- All -'. The current view is 'November 2013'. A calendar grid shows the month with dates 1 through 30. A callout '1' points to the date '20' (Wednesday, Nov 20). A callout '2' points to the month 'November 2013'. A callout '3' points to the 'Week View' button. A callout '4' points to the navigation buttons '<< Yesterday' and 'Tomorrow >>'. A callout '5' points to the 'View Schedules' dropdown menu, which lists various activities like 'Alpine Skiing - Girls Varsity', 'Baseball 6th', 'Baseball 7th', 'Baseball Varsity', 'Baseball - Boys 7th', 'Baseball - Boys Varsity Reserv', 'Basketball - Boys JV', 'Basketball - Boys Varsity', 'Basketball - Girls Varsity', 'Bowling - Girls 10th', and 'Choir Rehearsals'. A callout '6' points to the 'Notify me!' button. A callout '7' points to the 'Rosters' tab. A callout '8' points to the search bar. A callout '9' points to the 'Basketball:Girls Varsity Game' event listing. A callout '10' points to the 'Advanced View Report' button. The event listing shows: '8:00am Basketball:Boys Varsity Game vs. Point Pleasant Academy @ Green Academy - Basketball Court - Outdoor', '7:00pm-10:00pm Chorale Concert SECC - St. Enrique Main Theatre', and '7:30pm Basketball:Girls Varsity Game vs. College Court @ Green Academy - CRC Small Gym'. A 'Login' link is at the bottom right.


1. Click on any date to see the activities for that day. Underlined dates have activities on that date.
2. Jump or flip to any month.
3. Switch between the Week and Day View.
4. Flip to the next/previous day or week
5. View the full Schedule for any activity or activities. Choose the schedule(s) you want and click View.
6. **Notify Me!** Set yourself up for Change Notifications or Reminders as email or text messages.
7. View Rosters, Scores, Standings, and Coaches Directory (if published).
8. Search – search by activity or location
9. Click any activity for more details, including maps, social networking, address, phone #, etc.
10. **Advanced View Report** gives you detailed reports by location, gender, level, location, etc.



## More detail on some of the key features.

### Activity Detail

Click on any Activity to get full details, including interactive Google Maps, and sharing the activity to your Facebook, Twitter or Linked-In site. This page is also printable.





## Green Academy

[Close](#) [Print](#)

**Basketball: Boys Varsity Game**  
 Wednesday, Nov 27, 2013 Time 8:00am - 11:00am  
 Point Pleasant Academy vs Green Academy @ Green Academy  
 - Green Academy Sports Center - Basketball Court

Location: **Green Academy**  
 121 West Lee Street  
 Louisville, KY  
 502-482-8215





### Viewing Schedules

To create a personal calendar, hold down the 'control' key on your computer keyboard and click all the schedules you want to see, then click on the **View** button. For Mac users hold the open-Apple key.

If you have a pop-up blocker on your computer, the first time you try to view a schedule, it may not open up. You will need to 'always allow pop-ups from this site.' Then try it again.

This pulls up a combined schedule of all the activities you selected. Now, you can push those schedules to your phone, tablet, or computer. Your phone, tablet, or computers will auto-update with any new events or changes made by the school (see below).

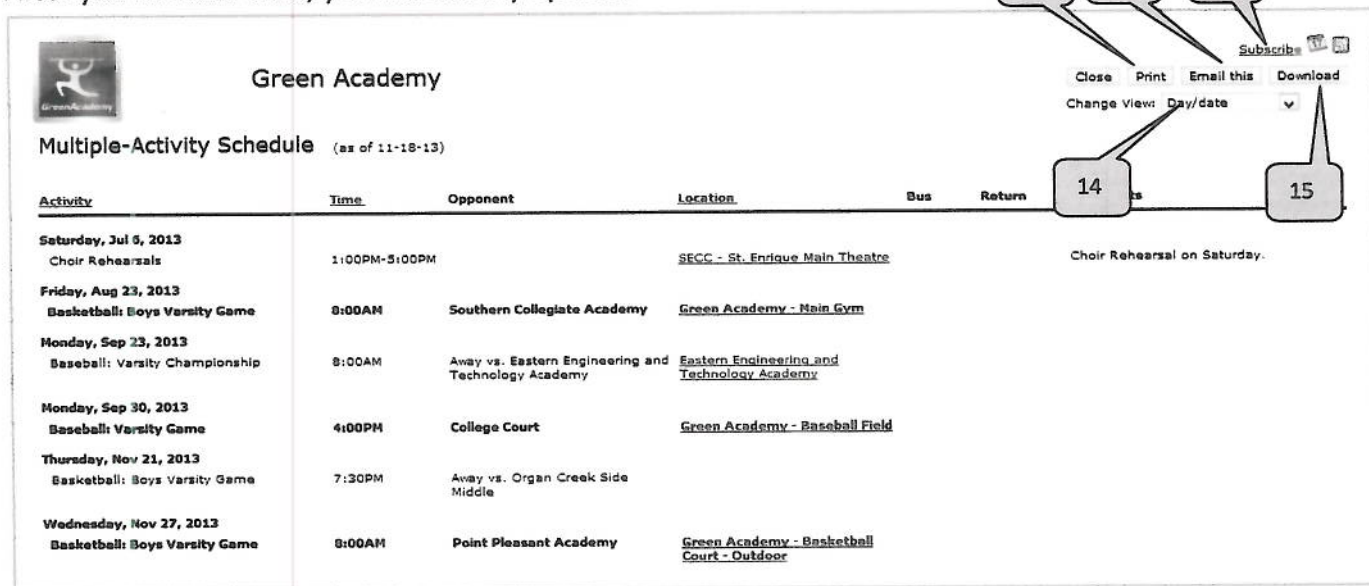
**View Schedules:**

- Baseball 6th
- Baseball 7th
- Baseball Varsity
- Baseball - Boys 7th
- Baseball - Boys Varsity Reserv
- Basketball - Boys JV
- Basketball - Boys Varsity
- Basketball - Girls Varsity
- Bowling - Girls 10th
- Choir Rehearsals
- Choral Clinic

[Help](#)

### When viewing Schedules:

After you click on View, you have many options:



**Green Academy**

Multiple-Activity Schedule (one of 11-18-13)

Activity	Time	Opponent	Location	Bus	Return
<b>Saturday, Jul 6, 2013</b>					
Choir Rehearsals	1:00PM-5:00PM		<a href="#">SECC - St. Enigme Main Theatre</a>		Choir Rehearsal on Saturday.
<b>Friday, Aug 23, 2013</b>					
Basketball: Boys Varsity Game	8:00AM	Southern Collegiate Academy	<a href="#">Green Academy - Main Gym</a>		
<b>Monday, Sep 23, 2013</b>					
Baseball: Varsity Championship	8:00AM	Away vs. Eastern Engineering and Technology Academy	<a href="#">Eastern Engineering and Technology Academy</a>		
<b>Monday, Sep 30, 2013</b>					
Baseball: Varsity Game	4:00PM	College Court	<a href="#">Green Academy - Baseball Field</a>		
<b>Thursday, Nov 21, 2013</b>					
Basketball: Boys Varsity Game	7:30PM	Away vs. Organ Creek Side Middle			
<b>Wednesday, Nov 27, 2013</b>					
Basketball: Boys Varsity Game	8:00AM	Point Pleasant Academy	<a href="#">Green Academy - Basketball Court - Outdoor</a>		

Callouts: 11 (Print), 12 (Email this), 13 (Subscribe), 14 (Change View: Day/date), 15 (Download)

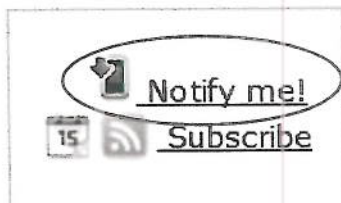
11. You can print schedules.

12. Email schedules. This sends a link with the latest version of the schedule. You can also attach a file of the schedule to the email, but it's MUCH better to only send the link.

13. Subscribe to schedules. This will let you push the initial schedule plus all added events and changes to your iPhone, iPod, iPad, Droid, Outlook, Google Calendar, iCalendar, etc.

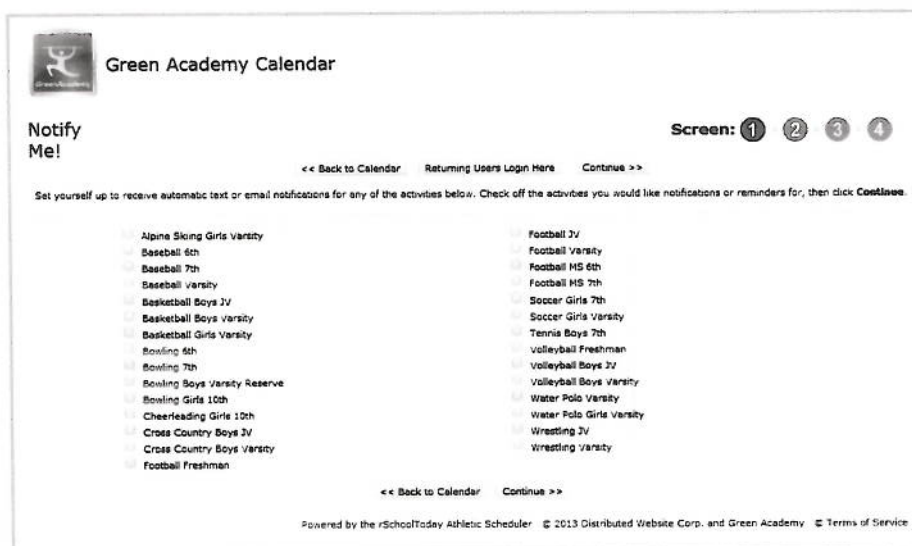
14. Choose multiple ways to view the schedules, including the classic Month view calendar.

15. Download a file of the schedules to various file formats.



### NOTIFY ME! Automatic notifications and reminders

Click "Notify Me" from the main calendar screen (see #6 above) and follow the instructions to subscribe to schedules and get text messages and/or email notifications for reminders before events and for schedule changes.



**Green Academy Calendar**

Notify Me! Screen: 1 2 3 4

<< Back to Calendar Returning Users Login Here Continue >>

Set yourself up to receive automatic text or email notifications for any of the activities below. Check off the activities you would like notifications or reminders for, then click **Continue**.

- Alpine Skiing Girls Varsity
- Baseball 6th
- Baseball 7th
- Baseball Varsity
- Basketball Boys JV
- Basketball Boys Varsity
- Basketball Girls Varsity
- Bowling 6th
- Bowling 7th
- Bowling Boys Varsity Reserve
- Bowling Girls 10th
- Cheerleading Girls 10th
- Cross Country Boys JV
- Cross Country Boys Varsity
- Football Freshman
- Football JV
- Football Varsity
- Football HS 6th
- Football HS 7th
- Soccer Girls 7th
- Soccer Girls Varsity
- Tennis Boys 7th
- Volleyball Freshman
- Volleyball Boys JV
- Volleyball Boys Varsity
- Water Polo Varsity
- Water Polo Girls Varsity
- Wrestling JV
- Wrestling Varsity

<< Back to Calendar Continue >>

Powered by the rSchoolToday Athletic Scheduler © 2013 Distributed Website Corp. and Green Academy © Terms of Service

Contact rSchoolToday directly with questions at: [support@rschooltoday.com](mailto:support@rschooltoday.com) or Toll-Free at: 1-(800)-893-0914 from 7am-8pm CST Monday through Friday.