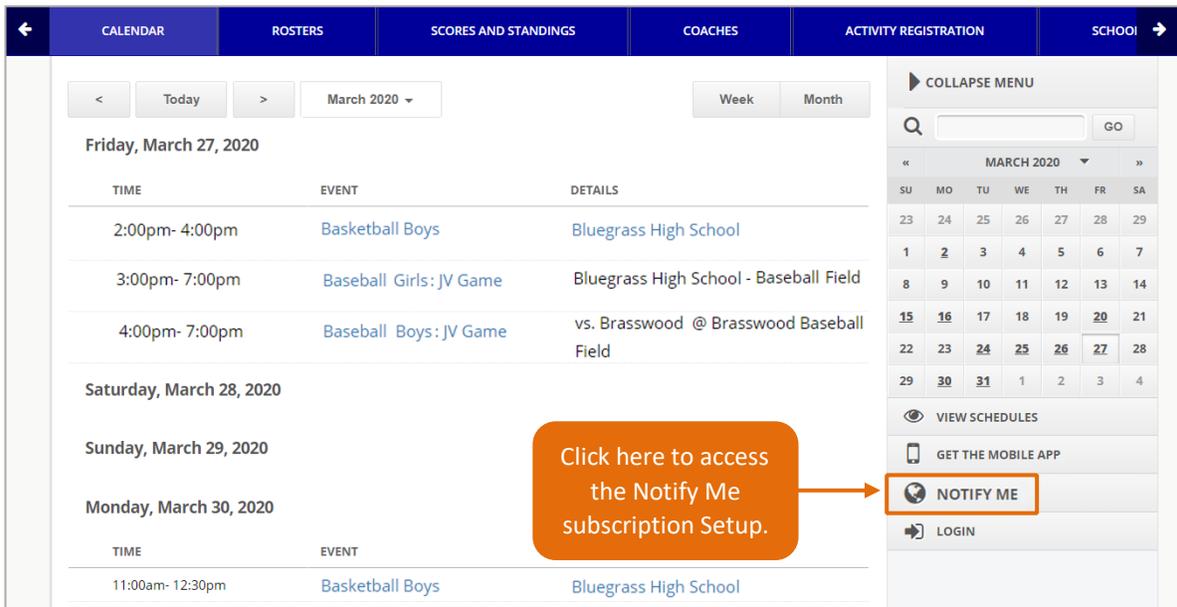


# Activity Scheduler Quick Start Guide

If you want to stay updated with School Events, and receive Email or Text Reminders about your preferred activities, sign up to Notify Me.

In this Quick Start Guide, we will show you how to set up Event Reminders. To start, open the School Athletic Calendar website and from there:

1. Click **“Notify Me”** to register or edit your preferences (If you are already subscribed.)



The screenshot shows the 'CALENDAR' tab selected in the top navigation bar. The main content area displays a calendar for March 2020 with a table of events for Friday, March 27, 2020, and Monday, March 30, 2020. On the right side, there is a 'COLLAPSE MENU' with several options: 'VIEW SCHEDULES', 'GET THE MOBILE APP', 'NOTIFY ME' (highlighted with an orange box and arrow), and 'LOGIN'.

2. To create an account, enter your Email address and the desired password; then, click **“Create My Account.”** Returning users will be directed to **“Choose Activities.”**

**Welcome to Bluegrass High School's Notify Me!** ← Back

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**

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Email Address

Password

[Login](#)

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

**Don't have an account yet? Create it now!**

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Email Address

Password

[Create My Account](#)

If you already have an account, after logging in, the system will take you to the “**Choose Activities**” screen to edit your preferences.

**Step 2 - My Account** – Enter all the information requested to receive the Event Reminders via Email or Text.

1
2
3

MY ACCOUNT
CHOOSE ACTIVITY
SETUP NOTIFICATION

**My Account**

In Notify Me, you can set yourself up to receive automatic texts and email notifications for any of the activities you're involved with.

<p>First Name *</p> <input type="text" value="James"/>	<p>Mobile Phone Number (10-digits)</p> <input type="text" value="264-565-2397"/>
<p>Last Name *</p> <input type="text" value="Carter"/>	<p>Mobile Provider *</p> <input type="text" value="AT&amp;T (txt.att.net)"/>
<p>Primary Email Address *</p> <input type="text" value="jamescarter@gmail.com"/>	<p>Desired Password * (For changing your notification in the future)</p> <input type="password" value="*****"/>
<p>Who Are You *</p> <input type="text" value="Parent"/>	

For Text Notifications, enter a password to change your preferences in the future.

**Important Notice**

Many spam blockers will not let these auto-notification email that something we can control. If you think there is a chance filter is in place at the email company on your internet service provider, please copy this paragraph of text into an email messages from [auto-notify@rschooldtoday.com](mailto:auto-notify@rschooldtoday.com) or [mail.dwebsite.com](mailto:mail.dwebsite.com) to be delivered to you.

Save Information

Save and Continue >>

Click to Choose Activities.

**Step 2 - Choose Activities** – Select the activities that you want to keep track of and mark the checkboxes next to them. When finished, click **“Continue to Next Step”** button.

**A.** Categories List – This list lets you filter the Activities per Categories. These Categories are related to the School-Only Events displaying on the right side of the screen.

**B.** Conference/Non-Conference Events – Select the Competitive and Non-Competitive Events of your interest.

**Step 3 - Setup Notification Preferences** – Setup how many hours/days in advance you want to be reminded about the Event. You can also choose to be notified about any changes made to the Event Schedule by selecting the option “Schedule Changes Notifications” for every activity on the list, and then clicking Save My Settings. These setups can be changed at any time upon logging to your account.

Notify Me Users (New and Existing) can now select “I’m interested in Virginia 529 Info” in the “Step 3 – Setup Notification Preferences” Screen. To set this option, see the example below.

**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.

Activity Name	Send Reminders Before Activity	Schedule Changes Notifications
<input checked="" type="checkbox"/> I'm interested in Virginia 529 Info.		
Baseball JV	1 hour	<input checked="" type="radio"/> Yes <input type="radio"/> No
Baseball 8th	2 hours	<input checked="" type="radio"/> Yes <input type="radio"/> No
Basketball - Boys JV	1 hour	<input checked="" type="radio"/> Yes <input type="radio"/> No
Basketball - Boys 8th	2 hours	<input checked="" type="radio"/> Yes <input type="radio"/> No
Cheer Squad 9th	4 hours	<input checked="" type="radio"/> Yes <input type="radio"/> No
Basketball Boys	6 hours	<input checked="" type="radio"/> Yes <input type="radio"/> No
Girls Football Practice	8 hours	<input checked="" type="radio"/> Yes <input type="radio"/> No
Soccer - Boys JV	1 day	<input checked="" type="radio"/> Yes <input type="radio"/> No
Soccer - Boys 9th	1 week	<input checked="" type="radio"/> Yes <input type="radio"/> No



Get and download 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, and the latest Scores.

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