

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.)

÷	CALENDAR	ROSTERS	SCORES AN	D STANDINGS	COACHES	ACTIVI	TY REGI	STRATI	ION			SCHO	DOI 🔶
	< Today	> Marc	h 2020 👻	Week Month			COLLAPSE MENU						
	Friday, March 27, 2020						Q					GC	
							**		MA	RCH 20	020	•	»
	TIME	EVENT		DETAILS			SU	мо	TU	WE	TH	FR	SA
	2:00pm- 4:00p	m Bask	etball Boys	Week Month DETAILS Boys Bluegrass High School irls: JV Game Bluegrass High School - Baseball Fie oys: JV Game vs. Brasswood @ Brasswood Baseb Field Click here to access the Notify Me subconsistion Schup		23	24	25	26	27	28	29	
					<u> </u>		1	2	3	4	5	6	7
	3:00pm- 7:00p	om Base	Number Week Month Q (% DETAILS (% etball Boys Bluegrass High School ball Girls: JV Game Bluegrass High School - Baseball Field ball Boys: JV Game vs. Brasswood @ Brasswood Baseball Field (%) Click here to access the Notify Me	9	10	11	12	13	14				
	4:00pm- 7:00	om Base	ball Boys IV Gam	vs. Bra	sswood @ Brasswoo	od Baseball	<u>15</u>	<u>16</u>	17	18	19	w w FR SA 77 28 29 5 6 7 12 13 14 19 20 21 15 27 28 2 3 4	
		5000	Sun Boys.jr Gun	Field			22	23	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	28
	Saturday, March	28, 2020					29	<u>30</u>	<u>31</u>	1	2	3	4
	Sunday, March 29, 2020 Monday, March 30, 2020						۲	VIEW	/ SCHE	DULES			
				Click h	ere to access			GET	THE MO	DBILE A	PP		
				the Notify Me			NOTIFY ME						
				Subscr	iption Setup.			LOGI	IN				
		2VEIVI											
	11:00am- 12:30pn	n Bask	etball Boys	Bluegra	iss High School								

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."

activities you want to track. Log back in anytime to m	odify your settings
Already have an account? Login Now	Don't have an account yet? Create it now!
Email Address	Email Address
Please enter your registered email address	jamescarter@gmail.com
Password	Password
****	•••••
🖴 Login	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.

	MY ACCOUNT	CHOOSE ACTIVITY	SETUP NOTIFICATION				
My Ac	count						
In Notify with.	/ Me, you can set yourself up to recieve a	utomatic texts and email notif	ications for any of the activities you	re involv			
	First Name *	Mobile	Phone Number (10-digits)				
	James	264-	565-2397				
	Last Name *	Mobile	Provider *				
	Carter	AT&	T (txt.att.net)	•			
	Primary Email Address *	Desire the fut	d Password *(For changing your notific	ation in			
	Jamescarter@gmail.com						
	Who Are You *						
	Parent	▼ For T	ext Notifications, enter a pas	sword			
	Important Notice	to cha	nge your preferences in the f	luture.			
	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 <u>auto-notify@rschooltoday.com</u> or <u>mail.dwebsite.com</u> to be delivered to you.						
		Save Information Save and	Continue >> Click to	Choose			

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.

p 2 - Choose Activities	MY ACCOUNT	CHOOSE ACTIVITY	SETUP NOTIFICATION	to Account
ify Me, you can set yourself up to receiv involved with. Check off the activities y	automatic texts and email notification ou would like notifications or reminders Categories Athletics Athletics Competi School Events After School Events Clubs L Non-Cor L Music an Staff Only Middle School	is for any of the activities for, then click continue.		te Account
Conference/Non-Confer	B	School- Band Baske FS to / Girls F Teach Teach	Only Events Concert tball Boys AS Football Practice ters Meeting ters Summer Conference	

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.

	-0	2	3	
	MY ACCOUNT	CHOOSE ACTIVITY	SETUP NOTIFICATION	
tep 3 - Setup Notif	fication Preferences	notifications for an	X Delete Account	Sign Out
e activities you're involve	ed with. Check off the activities you	would like	e	Save My Settings
stillcations of reminders	for, then click continue.			
		Select yes	to receive Schedule Changes N	lotifications.
I'm interested in '	Virginia 529 Info.			
Activity Name	Send Reminders Before Activity	▼ Fill down	Schedule Changes Notifications	▼ Fill down
Baseball JV	1 hour	•	▶ ● Yes ○ No	
Baseball 8th	2 hours	•	🖲 Yes 🔘 No	
Basketball - Boys JV	1 hour	•	🖲 Yes 🔘 No	
Basketball - Boys 8th	2 hours	•	🖲 Yes 🔘 No	
Cheer Squad 9th	4 hours	•	🖲 Yes 🔘 No	
Basketball Boys	6 hours	•	🖲 Yes 🔘 No	
Girls Football Practice	8 hours	•	🖲 Yes 🔘 No	
Soccer - Boys JV	1 day	•	🖲 Yes 🔘 No	
Soccer - Boys 9th	1 week	•	Yes No	
	1	Select h	now many hours/ days/ weeks	
		before vo	our Scheduled Activity you wan	t



Get and download the App at your App Store by searching "Activity Scheduler."

to be notified.

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 M-F from 7am-8pm central.