

# Using Our School Activities Calendar

We now use the rSchoolToday™ Activity Scheduler as our School Activities Calendar as it provides significant advantages to our school community. It is Web-based and all changes to schedules are reflected instantly to you as soon as they are made. This will also save us time and money in our administrative operation so we are pleased on all fronts. Here are some of the key features of the calendar for parents, students, the media, and community:

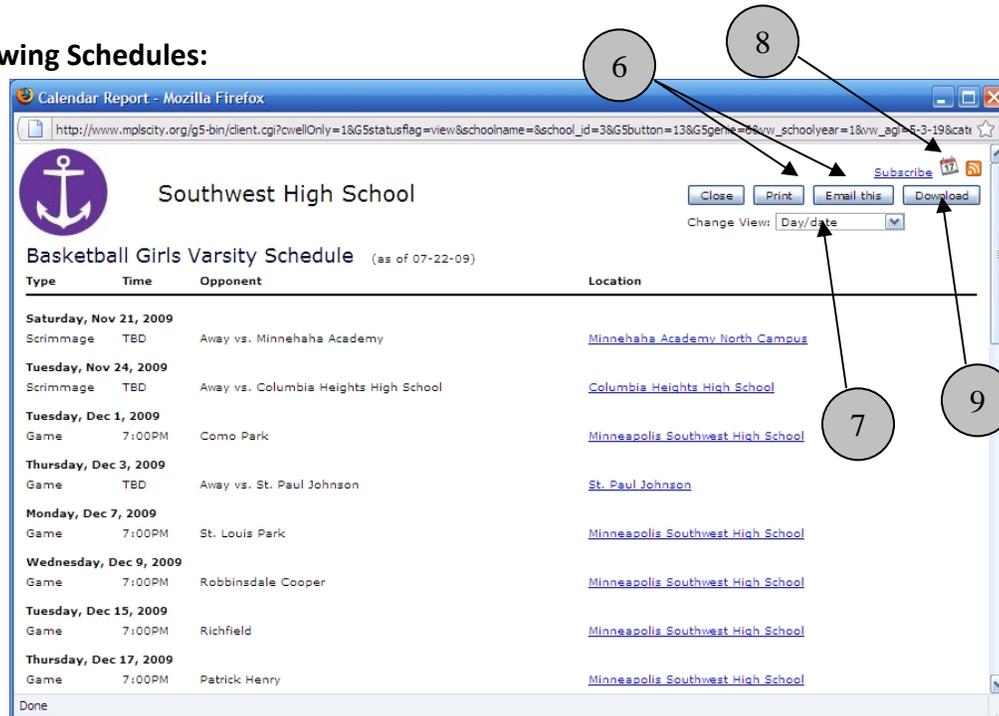
The screenshot shows the 'Eagan High School Calendar' interface. At the top left is the school logo (1). Below it are 'Calendar' and 'Rosters' links (4). A 'Notify Me' button (3) and a 'Subscribe' button (5) are located in the top right. A calendar for September 2009 is displayed. On the right side, there is a 'View Schedules' dropdown menu (6) listing various activities like AAU Basketball, ACT Class, etc. The main content area shows a table of activities for Monday, Aug 31, 2009, and Tuesday, Sep 1, 2009. Each activity row includes a time slot, event name, details (location), and comments. Callout 2 points to the 'Details' column, and callout 6 points to the 'View' button in the 'View Schedules' menu.

1. Instant view of all activity on any given day across ALL areas of the school
2. Locations can be links to printable maps and directions to that location
3. **Notify Me** - You can set yourself up for instant email notices on any changes to any activities, and for automatic email reminders before any activity. See next page for details.
4. The latest rosters and scores can be available right from the calendar
5. You can “push” the current days’ calendar activities out to your iGoogle page, My Yahoo page or any other RSS Reader.
6. You can get the latest version of the yearly schedule for any activity or activities. Click on the schedule you want and then click **View**. (see next page for details).

Also, In the View Schedules box, you can also hold down the control key and click all the activities your kids are involved in, then click the **View** button to see a report of all your kid’s activities, i.e. your ‘taxi’ schedule.

NOTE about Pop-up Blockers: if you have a pop-up blocker on your computer, the first time you try to view a schedule, you will need to ‘choose to always allow pop-ups’ to occur from this site so you can see the schedules. How do you know if you have a pop-up blocker? If you try to view a schedule and it seems that the “loading...” screen never goes away, or a yellow bar appears across the top of your browser window, you have a pop-up blocker turned on. With most blockers, closing the window that says “loading...” generally shows you a light yellow bar across the top of the screen that notifies you of the pop-up being blocked. If there is no immediate choice in that bar to “always allow pop-ups from this site,” you can usually right-click on that yellow bar and then choose “always allow pop-ups from this site.” This is a one-time set-up. If you still can’t view schedules, please consult with someone who knows how to disable the specific pop-up blocker you have.

**When Viewing Schedules:**



6) You can print schedules, rosters, and scores yourself or email these to anyone you want. Emailing schedules sends a link to the latest version of the schedule (even if it is changed after you send the email). It also gives you an option to attach a file with the schedule info but its best NOT to attach a file to the email unless needed, so the recipient can just click the link to get the latest info, even if you have made changes to it after sending the email! If you attach a file, it will be out of date with any further changes after this email is sent.

7) You can choose various ways to view the schedule by changing the settings in this dropdown. The same is true of Rosters. This is where you can view the selected schedules in a month grid if desired.

8) Clicking on Subscribe lets you get RSS Feeds or push the selected schedules out to any RSS reader or an iGoggle or My Yahoo page.

9) Click Download to get an electronic file of the selected schedules that can import into Palm, Outlook, iCal, vCal, Microsoft Excel, or any other calendar or handheld computer format.

**NOTIFY ME**

If you click "Notify Me" from the main calendar screen, you can choose which activities you want to receive reminders or change notices on by just checking them off from a list and clicking Continue to move to the next screen.

You can edit these settings anytime you want.



First you see a list of competitive schedules that you can be notified about. Just check the box for any that schedules you want notifications for and click **Continue>>**.

Notify Me! Screen: 1 • 2 • 3 • 4

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**.

<input type="checkbox"/> Baseball ALL Freshman	<input type="checkbox"/> Soccer Girls Varsity
<input type="checkbox"/> Baseball ALL JV	<input type="checkbox"/> Softball ALL Freshman
<input type="checkbox"/> Baseball ALL Varsity	<input type="checkbox"/> Softball ALL JV
<input type="checkbox"/> Basketball Boys Freshman	<input type="checkbox"/> Softball ALL Varsity
<input type="checkbox"/> Basketball Boys Freshman B	<input type="checkbox"/> Swimming & Diving Boys All Levels
<input type="checkbox"/> Basketball Boys JV	<input type="checkbox"/> Swimming & Diving Boys JV
<input type="checkbox"/> Basketball Boys Varsity	<input type="checkbox"/> Swimming & Diving Boys Varsity
<input type="checkbox"/> Basketball Boys Varsity Reserve	<input type="checkbox"/> Swimming & Diving Girls JV

Next, if your schools is also using the Calendar for all non-competitive activities (concerts, meetings, practices, etc), you will see a similar screen containing all of these items that you can check off. Check off what you need and click Continue.

Notify Me! Screen: 1 • 2 • 3 • 4

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**.

<input type="checkbox"/> 1st and 2nd Grades Holiday Concerts	<input type="checkbox"/> Cub Scouts Leaders Meeting
<input type="checkbox"/> 4 H Information Night	<input type="checkbox"/> Curriculum Meeting
<input type="checkbox"/> 4H Summer Enrichment Program	<input type="checkbox"/> Curriculum meeting/math pilot
<input type="checkbox"/> 4th Grade Pot Luck	<input type="checkbox"/> Dance Club - Spring Fling Dance
<input type="checkbox"/> 6th Grade Parent Meeting	<input type="checkbox"/> Discovering Dyer
<input type="checkbox"/> 8th Grade Recognition set-up	<input type="checkbox"/> District Math Night
<input type="checkbox"/> ACE Meetings	<input type="checkbox"/> Dog Training
<input type="checkbox"/> After School Art Club	<input type="checkbox"/> Dover - Drama Club Meeting

Next, you will see the activities you selected and can choose whether to get email reminders or or email notices with schedule changes for each of these.

Activity Name	Send Email Reminders Before Each Activity	Also Notify me with all Schedule Changes
Football ALL Varsity	6 hours	<input checked="" type="checkbox"/>
Basketball Practice	2 hours	<input checked="" type="checkbox"/>
School Board Meeting	1 day	<input checked="" type="checkbox"/>
Volleyball practice	- - -	<input checked="" type="checkbox"/>

Lastly, put in your email and set up a password so you can make changes to these settings in the future.

Your First Name:

Last Name:

Email Address:

A Second Email Address:   
(to also receive notifications)

Create Your Password:   
(letter or numbers)

## 10) Advanced View

For the few of you who might want very specific information about events, the Advanced View is the place to find it.

Click here to go to the **Advanced View**:

Time	Event	Details	Comments
7:00am	Summer School	West Commons ,C1 Cluster ,B1 Cluster	
8:00am	Gymnastics Camp	No. Gym	
8:00am	Theatre Camp	Performing Arts Center ,Choir Room ,C350 Hallway ,Band Room	Ramboldt
8:30am	Basketball Camp	So. Gym	Durocher
9:00am	Basketball Camp	Main Gym	Gerber
9:00am	Dance Camp	Dance Studio	Gerber
9:00am	Tennis Practice	Tennis Courts	Raiche
11:00am	Tennis Lessons	Tennis Courts	Captain's Practice

C.E.

From the advanced view you can choose any report criteria and then select **Show Activity Report**. The default setting for each field is "All" and will show that way unless you change it. Note: you can control+click or shift+click any number of entries from any of the larger dropdown windows. So for instance, you can easily get a report of all girl's home basketball games in January for all levels. Or see a report of all activities taking place this December in the Large Gym.

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

**Activity:** All, 403B Benefits Meeting, 8th Grade Registration Meeting, 8th Grade Registration Night, 9th Grade Meeting, 9th Grade Orientation, AAU Basketball, Academic Awards Ceremony, ACT Test, Adapted Floor Hockey, Adapted Softball Meeting, Adaptive Hockey - MH, Adaptive Hockey - POHI, Adaptive Soccer - MH, Adaptive Soccer - POHI, Adaptive Soccer MH, Adaptive Soccer-POHI, Adaptive Softball - MH, Adaptive Softball - POHI, All School Awards, All State Auditions MEA, Alpine Skiing, American Invitational Math Exa, American Mathematics Contest, AP Lit Testing, AP Practice Test, AP Testing Week, Award Selection Meeting, Badminton, Band Banquet

**Gender:** All

**Level:** All, 10A, 10B, 10C, 9A

**Event Type:** All, Bye, Easter, Game, Good Friday, LC Event, LC Tournament, Match, Meet, Opening Day, Other, Post-Season Mtg (Coaches), Practice

Conference Events  
 Non-Conference Events  
 Home  Away  
 School Only Events  
 Show Ending Times

**Location:** All, 1st Floor, 2nd Floor, 2nd Floor Academic Wing, 3rd Floor, A1 Cluster, A2 Cluster, A204, A3 Cluster, Abbott Field, Academic Wing, Agricultural & Food Sciences Academy, Aldrich Arena, Alexander Park, Alexandria, Alexandria High School, Alimagnate Park, Ames Arena, Andover High School, Andover YMCA, Anoka High School, Apple Place Bowl, Apple Valley, Apple Valley Exec Golf Course, Apple Valley Executive Golf Course, Apple Valley High School, Apple Valley Sport Center, Apple Valley Sports Arena, Armstrong, Aronson Park

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: June 19-25, 2006  
 Month: June, 2006 Show 01 Months  
 Date Range: 06 / 24 / 2006 - 07 / 24 / 2006  
 This School Year (through June 30)

<< Back Show Activity Report Show Transportation Report

We hope you like the new Calendar and look forward to your feedback about it!