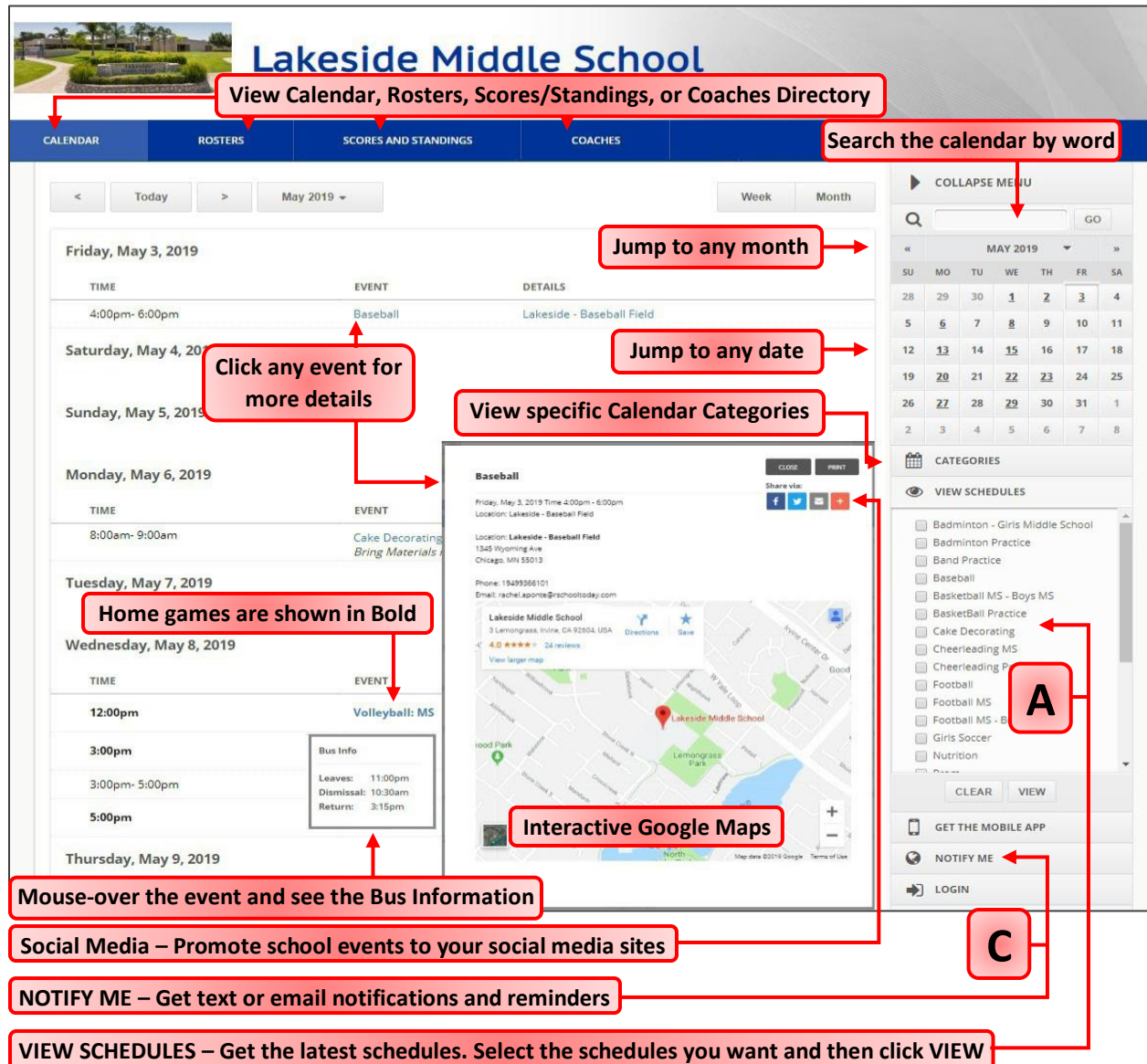


Activity Scheduler Parents User Guide

Our School uses the Activity Scheduler from rSchoolToday. Here is a quick tour of its features:



Lakeside Middle School
View Calendar, Rosters, Scores/Standings, or Coaches Directory

CALENDAR ROSTERS SCORES AND STANDINGS COACHES Search the calendar by word

Today May 2019 Week Month

Friday, May 3, 2019

TIME	EVENT	DETAILS
4:00pm- 6:00pm	Baseball	Lakeside - Baseball Field

Saturday, May 4, 2019

Sunday, May 5, 2019

Monday, May 6, 2019

TIME	EVENT	DETAILS
8:00am- 9:00am	Cake Decorating Bring Materials	

Tuesday, May 7, 2019

Wednesday, May 8, 2019

TIME	EVENT	DETAILS
12:00pm	Volleyball: MS	
3:00pm		Bus Info Leaves: 11:00pm Dismissal: 10:30am Return: 3:15pm
3:00pm- 5:00pm		
5:00pm		

Thursday, May 9, 2019

Baseball
Friday, May 3, 2019 Time 4:00pm - 6:00pm
Location: Lakeside - Baseball Field
1345 Wyoming Ave
Chicago, MN 55013
Phone: 1549355101
Email: rachel.apone@rschoolday.com

Interactive Google Maps

COLLAPSE MENU

VIEW SCHEDULES

- Badminton - Girls Middle School
- Badminton Practice
- Band Practice
- Baseball
- Basketball MS - Boys MS
- Basketball Practice
- Cake Decorating
- Cheerleading MS
- Cheerleading P
- Football
- Football MS
- Football MS - B
- Girls Soccer
- Nutrition

CLEAR VIEW

GET THE MOBILE APP

NOTIFY ME

LOGIN

Home games are shown in Bold

Jump to any month

Jump to any date

Click any event for more details

View specific Calendar Categories

Mouse-over the event and see the Bus Information

Social Media – Promote school events to your social media sites

NOTIFY ME – Get text or email notifications and reminders

VIEW SCHEDULES – Get the latest schedules. Select the schedules you want and then click VIEW

A

C

VIEWING SCHEDULES (A from above):

View specific activity schedules and ensure you are up to date with all the latest information.

Subscribe – This will sync your schedules to your smart phone/tablet, Outlook, or Google Calendar, and auto-updates your calendar with changes.

Email schedules – This sends a link to the latest version, so no need to include attachments.

Print Schedules

Change Views – condensed view, month view, list multiple schedules separately, etc.

Home Games in Bold

Download a file of schedules to various file formats

B

Lakeside Middle School

Volleyball MS Schedule (as of 05-04-19)

Time	Opponent	Location
Wednesday, May 8, 2019		
12:00PM	Green Academy MS	Lakeside Middle School Gym
3:00PM	Forest Hills MS	Lakeside Middle School Gym
5:00PM	Mahoney Middle School	Lakeside Middle School Main Gym

SUBSCRIBE (B from above):

Receiving Schedules directly to your Calendar has never been so simple. Just follow the instructions below.

Lakeside Middle School

Volleyball MS Schedule (as of 05-05-19)

SUBSCRIBE TO THESE SELECTED SCHEDULES

IMPORTANT NOTE: This data feed is for PERSONAL use only. Any business or organization that wants this information, even if for providing it back to the school in **ANY** form, should contact rSchoolToday at: support@rschooldtoday.com for a simple license agreement.

Click the icon below to select the type of feed you want. Any future updates on these schedules will automatically write to your calendar or feed.

CALENDARS

- OUTLOOK** Click the icon to add your selected schedules to your Outlook Calendar. **Note:** Some versions of Internet Explorer have limits.
- ICAL** Click the icon to add your selected schedules to any iCal device (Mac, iPhone, iPad, etc)
- GOOGLE** Click the icon for instructions and the link to paste into any Google Calendar

RSS READERS

- RSS** Click the icon to add your selected schedules to your RSS Reader
- GOOGLE** Click the icon to add your selected schedules to your Google Reader
- YAHOO** Click the icon to add your selected schedules 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.

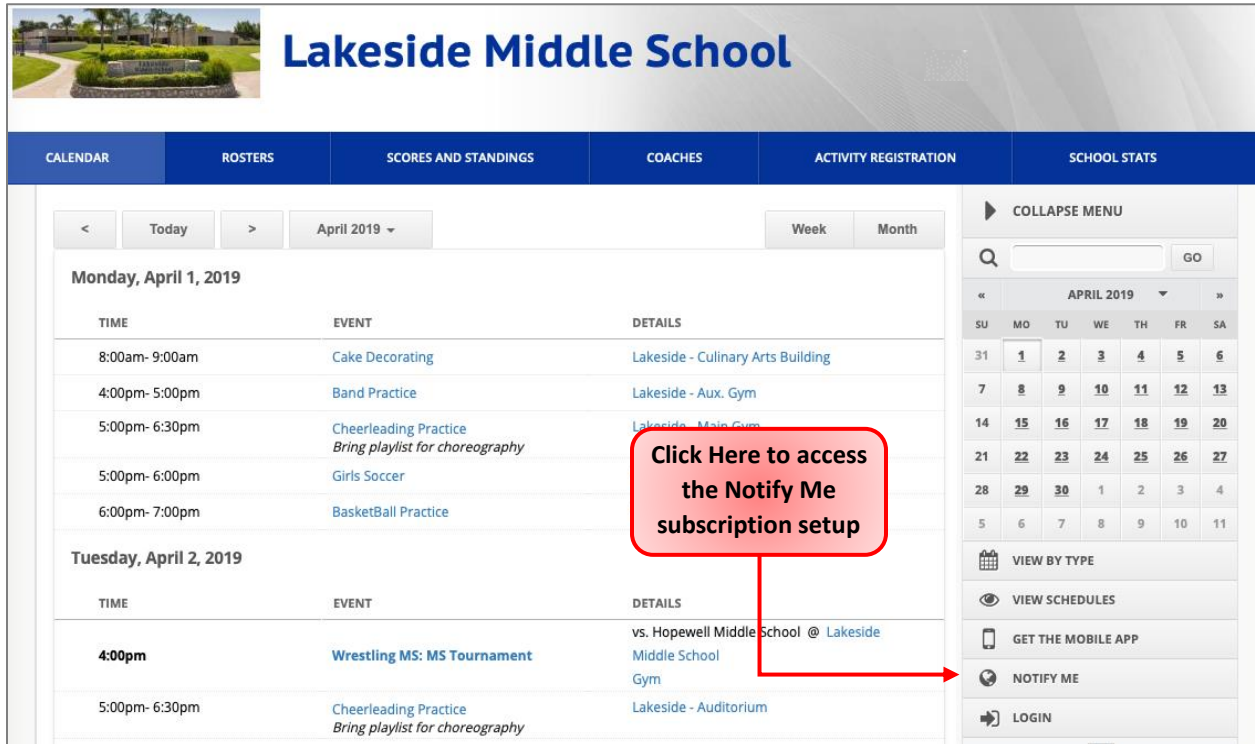
NOTIFY ME! (C from above):

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.

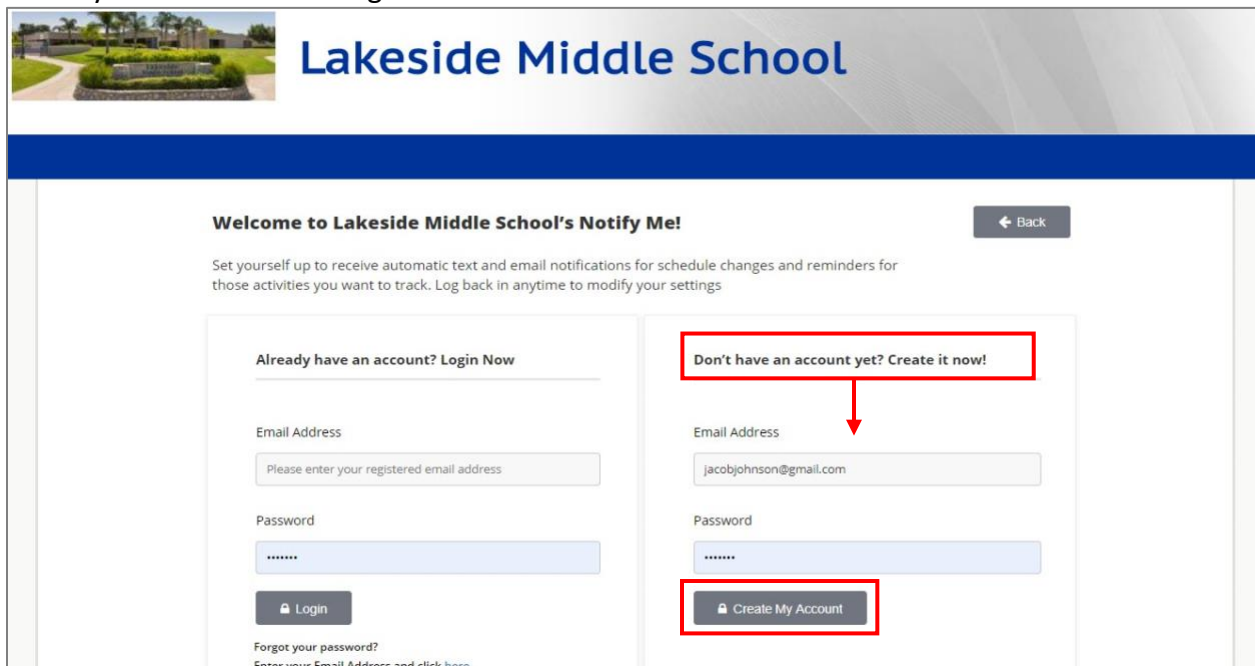
To start, open the School Athletic Calendar website and from there:

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



The screenshot shows the Lakeside Middle School website's main navigation menu with options: CALENDAR, ROSTERS, SCORES AND STANDINGS, COACHES, ACTIVITY REGISTRATION, and SCHOOL STATS. The CALENDAR section is active, displaying a calendar for April 2019. A red callout box with the text "Click Here to access the Notify Me subscription setup" points to the "NOTIFY ME" option in the sidebar menu. Other sidebar options include "VIEW BY TYPE", "VIEW SCHEDULES", "GET THE MOBILE APP", and "LOGIN".

2. To Create an account, enter your Email address and the desired password, and click "Create My Account." Returning users will be directed to "Choose Activities."



The screenshot shows the "Welcome to Lakeside Middle School's Notify Me!" registration page. It features two columns of input fields. The left column is for existing users, with a "Login" button. The right column is for new users, with a "Create My Account" button highlighted by a red box. A red callout box with the text "Don't have an account yet? Create it now!" points to the "Create My Account" button. The page also includes a "Back" button and a "Forgot your password?" link.

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

Step 1 - My Account – Enter all information requested to receive the Event Reminders via Email or Text.

My Account

1 MY ACCOUNT 2 CHOOSE ACTIVITY 3 SETUP NOTIFICATION

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

First Name *
Jacob

Last Name *
Johnson

Primary Email Address *
jacobray@gmail.com

Who Are You *
Parent

Mobile Phone Number (10-digits)
212-570-0989

Mobile Provider *
AT&T (txt.att.net)

Desired Password *(For changing your notification in the future)
.....

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@schooltoday.com or mail.dwebsite.com to be delivered to you.

Save Information Save and Continue >> **Continue to Choose Activity**

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 2 - Choose Activities

In Notify Me, 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.

MY ACCOUNT CHOOSE ACTIVITY SETUP NOTIFICATION

Delete Account Sign Out

Categories

- Athletics
- Parents Meeting
- Staff Meeting
- Fine Arts
- Band & Choir
- After School Activities
- Training
- Other Classes

Conference/Non-Conference Events

- Archery - Boys 9th
- Badminton - Girls JV
- Baseball Varsity
- Baseball JV
- Basketball MS - Girls MS
- Basketball MS - Boys MS
- Football 9
- Football MS - Boys MS
- Gymnastics - Girls 10th

School-Only Events

- Band Practice
- BasketBall Practice
- Cake Decorating
- Cheerleading Practice
- Girls Soccer
- Nutrition
- Prom
- Teacher;s end of school Lunch in

Continue To Next Step

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

1
2
3

MY ACCOUNT
CHOOSE ACTIVITY
SETUP NOTIFICATION

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.

✕ Delete Account
➔ Sign Out

Select "Yes" to receive Schedule Change Notifications

Activity Name	Send Reminders Before Activity ▼ Fill down	Schedule Changes Notifications ▼ Fill down
Badminton - Girls JV	1 hour ▼	<input checked="" type="radio"/> Yes <input type="radio"/> No
BasketBall Practice	2 hours ▼	<input checked="" type="radio"/> Yes <input type="radio"/> No
Cheerleading Practice	4 hours ▼	<input checked="" type="radio"/> Yes <input type="radio"/> No
Girls Soccer	6 hours ▼	<input checked="" type="radio"/> Yes <input type="radio"/> No
Archery - Boys 9th	8 hours ▼	<input checked="" type="radio"/> Yes <input type="radio"/> No
Baseball Varsity	1 day ▼	<input checked="" type="radio"/> Yes <input type="radio"/> No
Baseball JV	2 days ▼	<input checked="" type="radio"/> Yes <input type="radio"/> No
Band Practice	1 week ▼	<input checked="" type="radio"/> Yes <input type="radio"/> No

Select hours/days/weeks to be notified before your Scheduled Activity.

⌂ Save My Settings



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 M-F from 7am-8pm central.