



# Activity Scheduler Mobile Start-Up Guide



## Coaches View

iOS Version

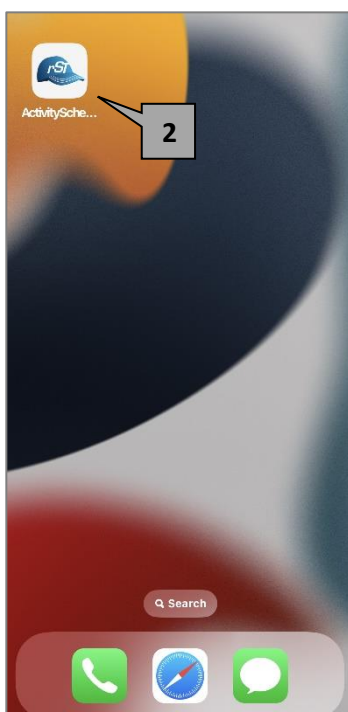
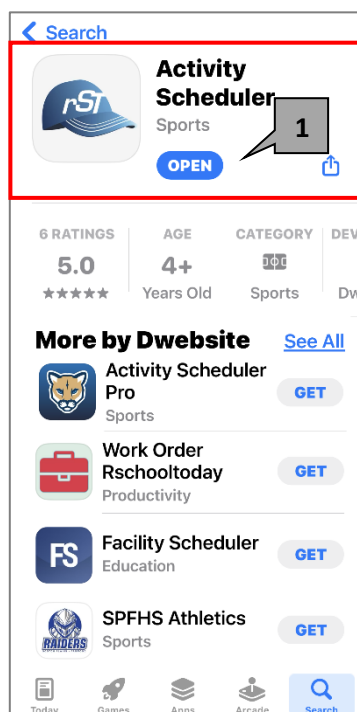
August 2023

The **Activity Scheduler Mobile App** allows Coaches to view **Students Information** and **Schedules**, add **Scores**, edit **Rosters**, and take **Attendance** for the assigned teams. Additionally, it can also be used to send **SMS messages or emails** via our **Message Center**.

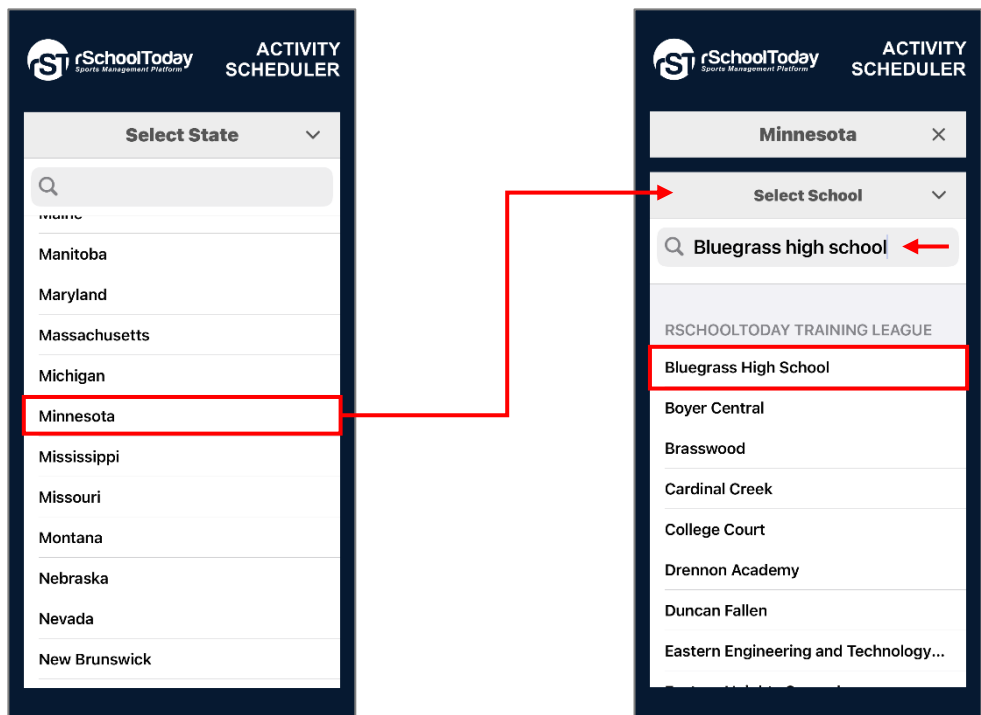
1. [Getting Started](#)
2. [Schedules](#)
3. [School Only Events](#)
4. [Scores](#)
5. [Student Information](#)
6. [Rosters](#)
7. [Attendance](#)
  - [Take Attendance](#)
  - [View Attendance Report](#)
8. [Message Center](#)

### GETTING STARTED

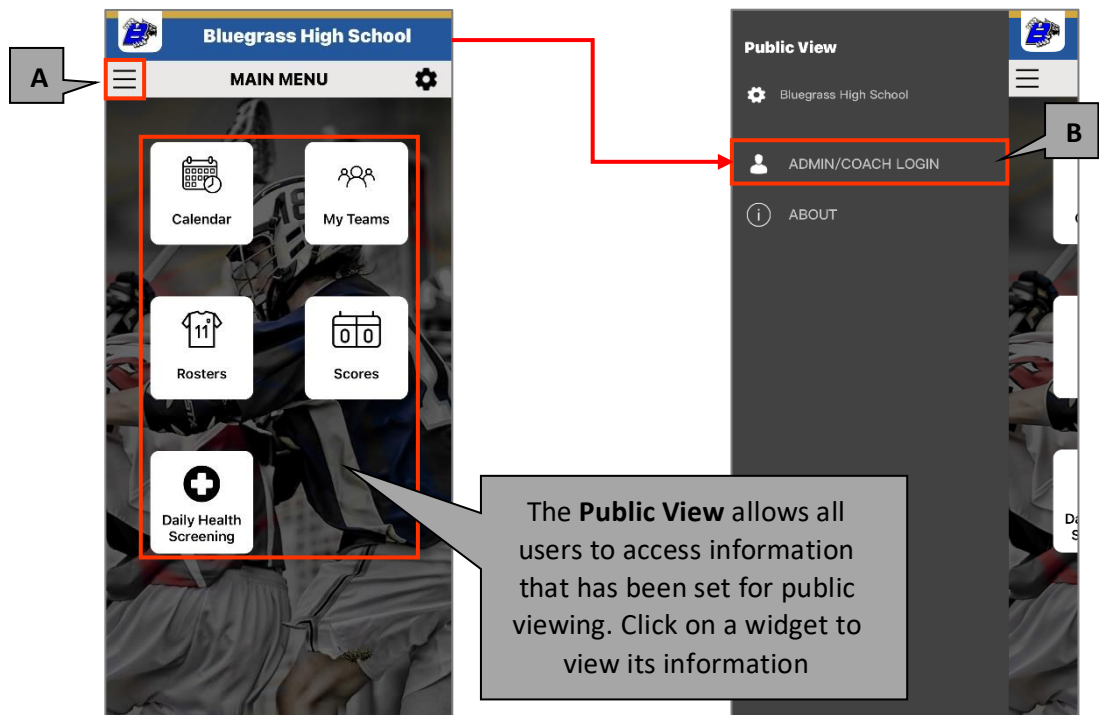
1. Download the **Activity Scheduler (AS) Mobile App** from the **App Store** and click "**Open**" to launch it.
2. Alternatively, you can launch the app from your home screen after installation. Simply look for the icon and tap on it.



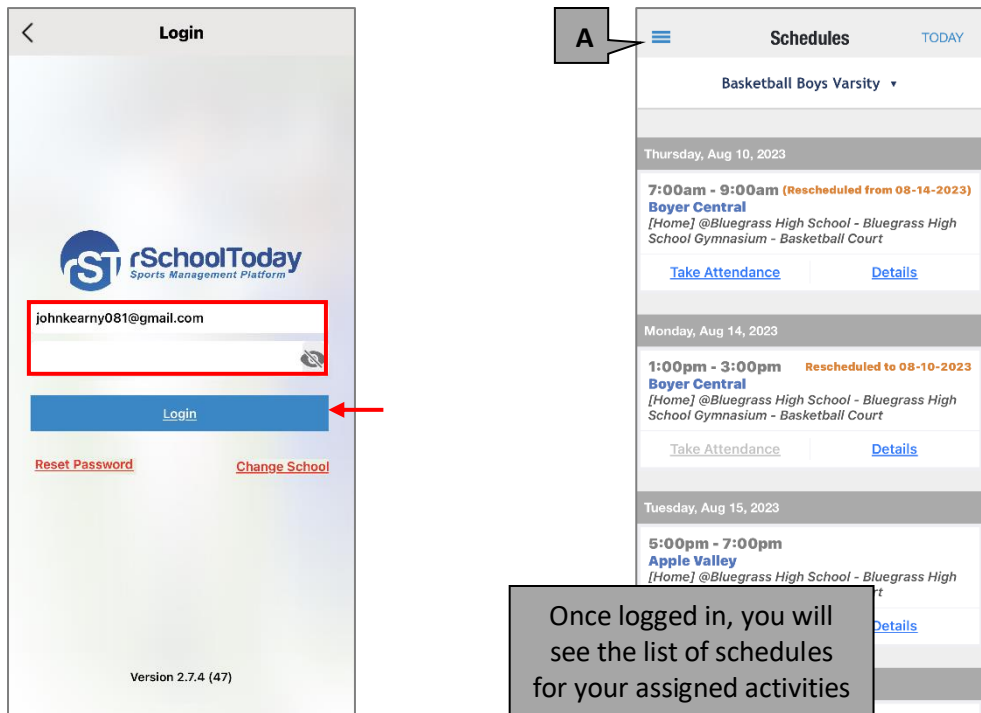
3. Select your **State** and School. You can use the search bar to find them.



4. To log in, open the **Main menu** (A) and select **ADMIN/COACH** (B).



5. On the **Login** screen, enter your **email address** and **password**, and tap on **LOGIN**. Please note that the email address (username) and password are the same ones you used when logging in to the Web Version. Open the **Main menu** (A) to select the modules.



SCHEDULES

Open the **Main Menu** and select **Schedules (A)**. In the Activities dropdown menu of the **Schedules Screen**, you can find all your assigned activities. To view the event information, tap on the **Details (B)** button.

You can speed dial an Official by selecting his phone number. If you need to send him an email, tap on the listed email address.

**Note:** Canceled games display a strike-through on the Activity Name.

John Kearny  
johnkearny081@gmail.com  
Bluegrass High School

PUBLIC VIEW

MAIN MENU

ADMINISTRATION

ACTIVATE DONATIONS

**SCHEDULES**

SCHOOL-ONLY EVENTS

SCORES

STUDENT INFO

ROSTER

ATTENDANCE

MESSAGE CENTER

Thursday, Aug 15, 2023

7:00am  
Boyer C  
[Home] @ School G

Take

Monday, Aug 14, 2023

1:00pm  
Boyer C  
[Home] @ School G

Take

Tuesday, Aug 15, 2023

5:00pm - 7:00pm  
Apple Valley  
[Home] @Bluegrass High School - Bluegrass High School Gymnasium - Basketball Court

Take Attendance

Details

Wednesday, Aug 16, 2023

8:00pm - 10:00pm  
Away vs. Forest Hills  
@Forest Hills High School

Take Attendance

Thursday, Dec 07, 2023

7:00pm  
Away vs. Point Pleasant Academy  
@Point Pleasant Academy

Take Attendance

Details

Saturday, Dec 09, 2023

7:00pm  
Away vs. Point Pleasant Academy  
@Point Pleasant Academy

Back

Detail

Basketball Boys Varsity

AD INFO

Forest Hills High School

First Name Daniel  
Last Name Hughes  
Title Athletic Director  
Phone (653) 278-6485  
Phone Home  
Email danhughes081@gmail.com

Leaves N/A

Dismissal N/A

Return N/A

Bus Company N/A

SET UP TIME

TEAR DOWN TIME

To Speed-dial an Official, simply tap on the corresponding phone number

SCHOOL-ONLY EVENTS

View Schedules

Tap on the 'School-Only Events' module in the **Main menu** to view your assigned School Only (SO) activities, such as practices. At the bottom of your screen, you can tap 'View by Activity' or 'Choose Date'.

Coaches can also take attendance from here for the completed events.

John Kearny  
johnkearny081@gmail.com  
Bluegrass High School

PUBLIC VIEW

MAIN MENU

ADMINISTRATION

ACTIVATE DONATIONS

SCHEDULES

**SCHOOL-ONLY EVENTS**

SCORES

STUDENT INFO

ROSTER

ATTENDANCE

MESSAGE CENTER

Wednesday, Aug 16, 2023

4:00pm - 6:00pm  
Practice - Basketball Varsity  
@Bluegrass High School - Main Gymnasium

Take

5:00pm - 7:00pm  
Practice - Basketball Varsity Boys  
@Bluegrass High School - Main Gymnasium

Take

6:00pm - 8:00pm  
Practice - Soccer Boys  
@Bluegrass High School - Softball Field

Take

SO Schedules

Wednesday, Aug 16, 2023

4:00pm - 6:00pm  
Practice - Basketball Varsity  
@Bluegrass High School - Main Gymnasium

Take Attendance

Details

5:00pm - 7:00pm  
Practice - Basketball Varsity Boys  
@Bluegrass High School - Main Gymnasium

Take Attendance

Details

6:00pm - 8:00pm  
Practice - Soccer Boys  
@Bluegrass High School - Softball Field

Take Attendance

Details

Thursday, Aug 17, 2023

4:00pm - 6:00pm  
Practice - Basketball JV Girls  
@Bluegrass High School - Main Gymnasium

View by Activity

Choose Date

Click here to check the attendance for this event (completed)

SELECT TEAM

Practice - Basketball Varsity Boys

Practice - Soccer Boys

SY 2023 - 2024

August 2023

30 31 1 2 3 4 5

6 7 8 9 10 11 12

13 14 15 16 17 18 19

20 21 22 23 24 25 26

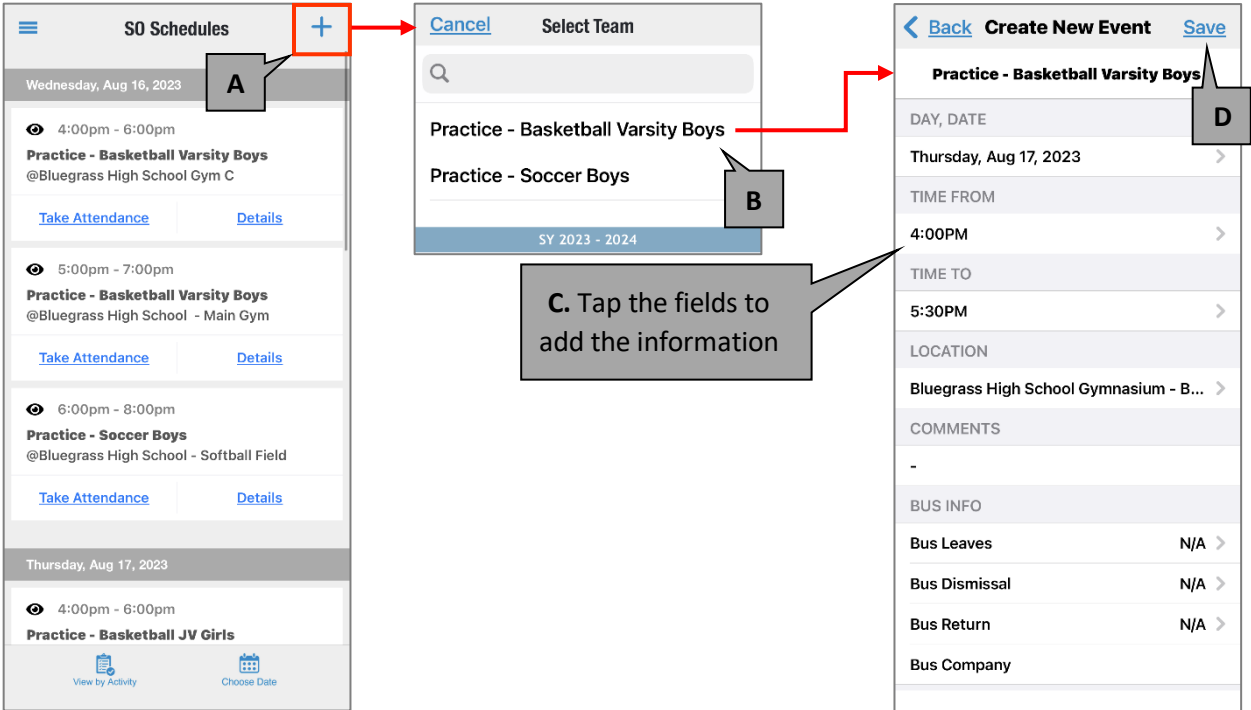
27 28 29 30 31 1 2

3 4 5 6 7 8 9

Adding an Event (Single)

Coaches can add a single event for School Only schedules in the Mobile App. They can add/edit recurring events using the Activity Scheduler Web program.

To add an event, click on the plus (+) sign (A), choose the Activity/Team (B), and complete the necessary information for the new event schedule (C). Tap **SAVE** (D) when done.

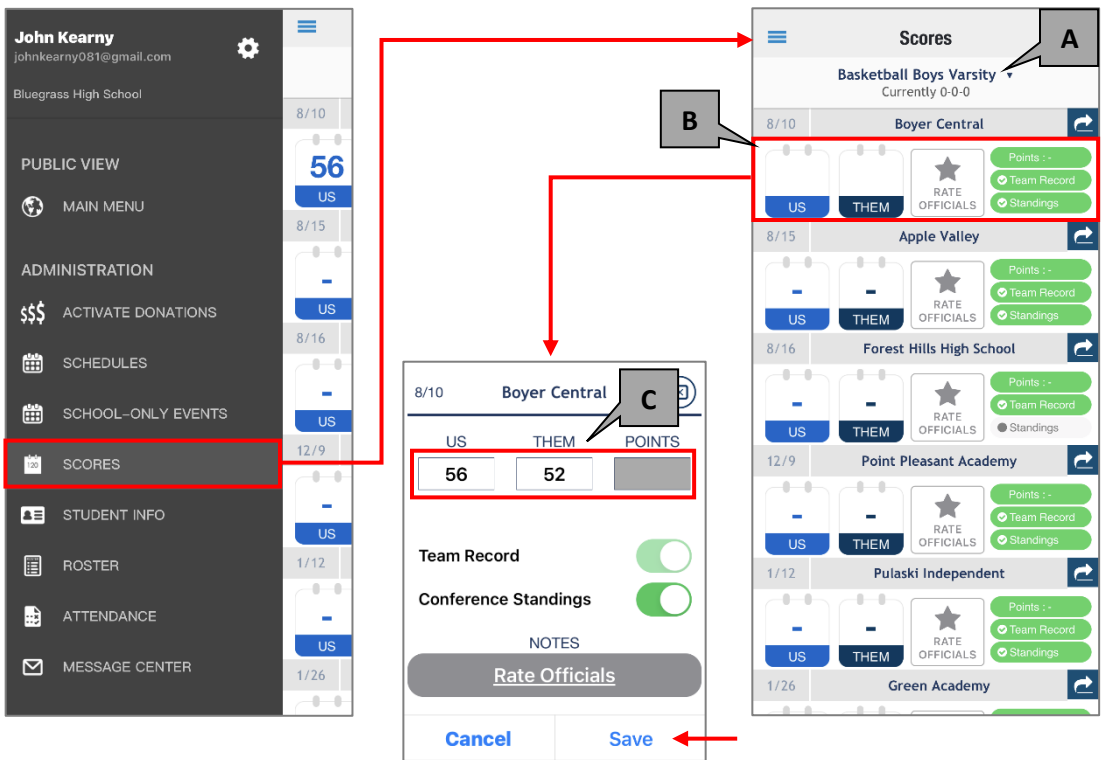


SCORES

Add Scores

Tap on the **Scores** module from the Main menu and select your **Team** (A) from the dropdown menu. All your Scheduled Opponents and Scores for each Game are listed on the **Scores Screen**. To add/edit the score, tap the **US/THEM** (B) boxes.

On the pop-up, enter the **Scores** (C) and **Notes**. Click on **Save** once done.



**Note:** You can make the **Team Records** and **Conference Standings** visible in the Activity Scheduler Public View.

Now, users (Public or Administrators View) can track the Teams and Opponents Standings available in the Scores module/widget within the App.

**Scores**

Basketball Boys Varsity ▾

Currently 1-0-0

8/10 Boyer Central

56 US 52 THEM

RATE OFFICIALS

Points :-

Team Record

Standings

8/15 Apple Valley

US THEM

RATE OFFICIALS

Points :-

Team Record

Standings

8/16 Forest Hills High School

US THEM

RATE OFFICIALS

Points :-

Team Record

Standings

12/9 Point Pleasant Academy

US THEM

RATE OFFICIALS

Points :-

Team Record

Standings

1/12 Pulaski Independent

US THEM

RATE OFFICIALS

Points :-

Team Record

Standings

1/26 Green Academy

US THEM

RATE OFFICIALS

Points :-

Team Record

Standings

**Score Settings** [Save](#)

Basketball Boys Varsity

Track Points ☒

☒ Scores Determine Standings

☐ Points Determine Standings

Show Simplified Power Ranking ☐

**Standings**

Date	Opponent	W/L/T
8/10	Boyer Central @Home 56 - 52	W
8/15	Apple Valley @Home - - -	-
8/16	Forest Hills High School @Away - - -	-
12/9	Point Pleasant Academy @Away - - -	-
1/12	Pulaski Independent @Home - - -	-
1/26	Green Academy @Away - - -	-
<b>Total</b>		1 - 0 - 0
<b>Conference Record</b>		1 - 0 - 0

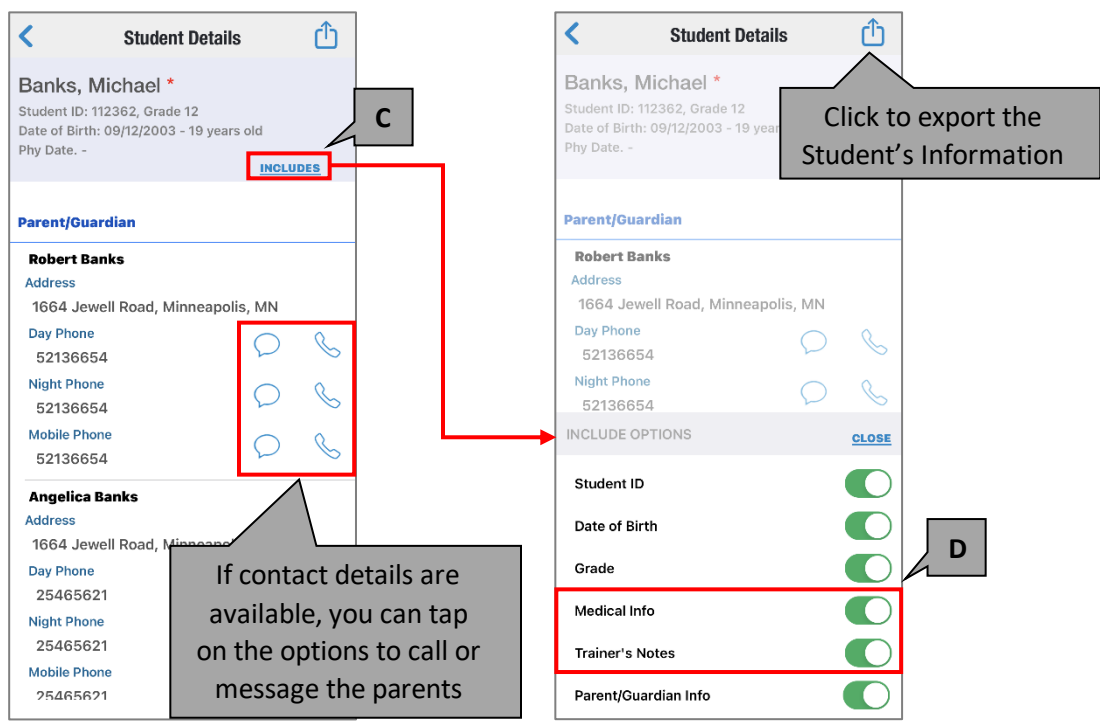
**Date, Opponent, and Results are displayed**

**The Standings screens show Total and Conference Record**

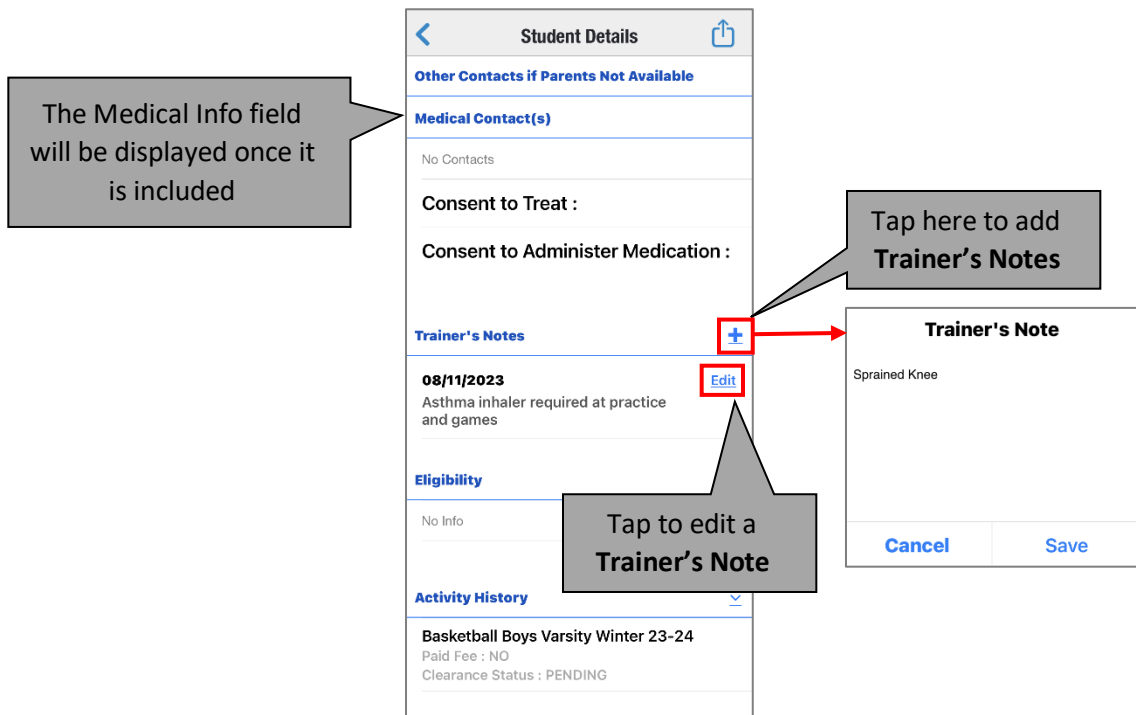
Open the **Main Menu** and tap on **Students Info** module. You can browse for a particular student or filter by **Activity (A)**. Tap on the **Student's name (B)** to view the **Student Details** screen.

The screenshot shows the Bluegrass High School website. On the left is a dark navigation menu with the following items: John Kearny (johnkearny081@gmail.com), Bluegrass High School, PUBLIC VIEW, MAIN MENU, ADMINISTRATION, ACTIVATE DONATIONS, SCHEDULES, SCHOOL-ONLY EVENTS, SCORES, **STUDENT INFO** (highlighted with a red box), ROSTER, ATTENDANCE, and MESSAGE CENTER. A red arrow points from the 'STUDENT INFO' link to the 'Students Info' page on the right. The 'Students Info' page has a header with a hamburger menu icon, 'Students Info', and an export icon. A red box highlights the 'Basketball Boys Varsity' dropdown menu, with a red arrow pointing to the student entry 'Banks, Michael \*'. A callout box with the text 'Click to export the Students list' points to the export icon. The student list on the page includes: Banks, Michael \*, Cameron, Ben, Cameron, Joseph, Carter, Thomas, Christian, Nick, Cornk, Luke, Davis, Jim, Davon, Jake \*, and James, Daniel \*. The page is organized into sections labeled B, C, D, and J.

On the **Student Details** screen, Coaches can make the Trainer's Notes and Medical Info visible by tapping on **Include Options** (C) and switching on the toggles (D).



Back on the student details screen, the coaches can now view the **Medical Information** field and add/edit the **Trainer's Notes**.



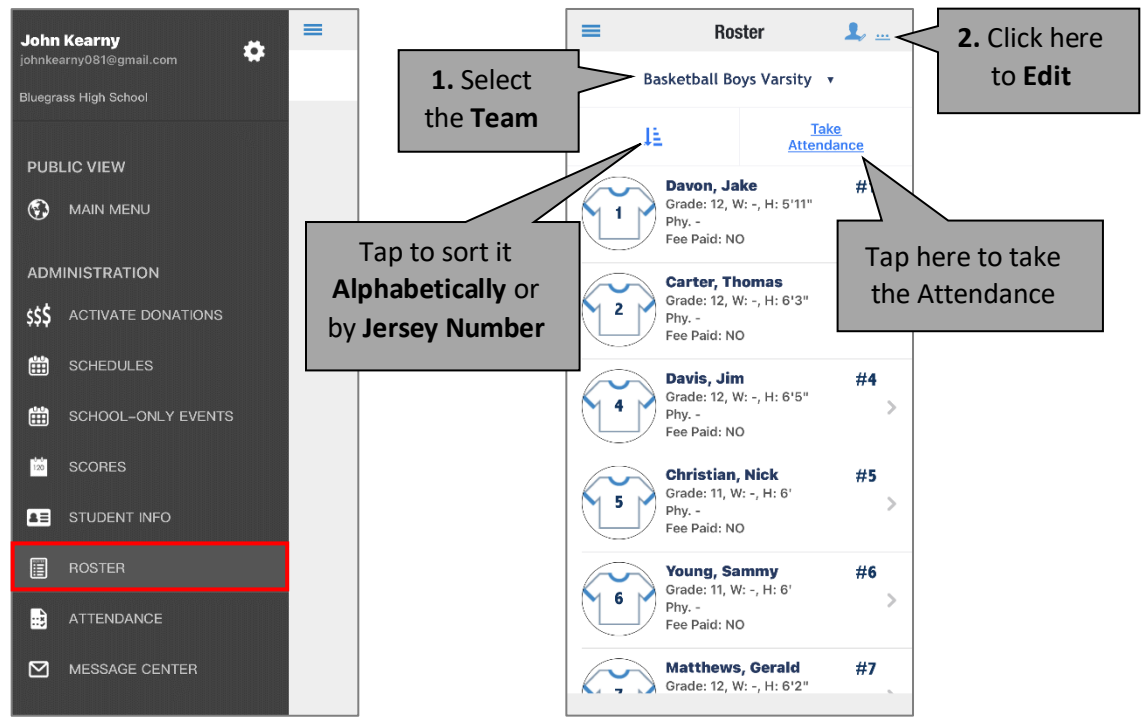
**Note:** The student's general information and contact data are shown on the Student Details screen. Administrators can access the "**Consent to Treat**" and "**Consent to Administer Medication**" fields in the Student Information module.



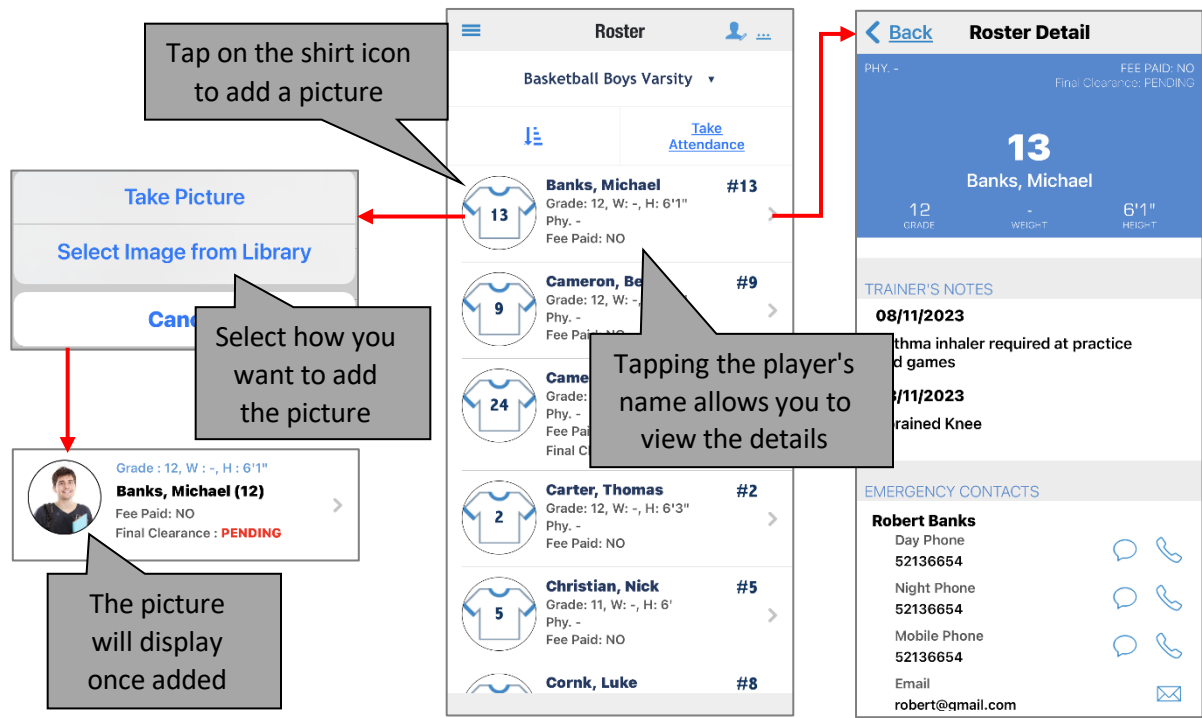
ROSTER

Edit a Roster

In the Main Menu, select the **Roster** module, then choose the roster of the Team that you would like to view and edit.



Here's how to view the Players' information and add/edit their picture:



1. Tap here to begin

2. Tap "+" to add more players

3. Choose how to display the students' list

4. Check off the selected students or tap **Check All** to select all the names

5. Tap **Done** to add the selected students

**1. Tap here to edit**

**2. Swipe left to delete/remove, or tap on the Delete button**

**3. Tap to continue**

**4. Select Next Step or Save & Exit**

**Selecting Save & Exit will take you back to the Roster screen**

**Send message to the parents of the registrants to pay fee?**

**5. Choose to send a reminder or skip it**

[Back](#) **Add Personnel** [Done](#)

Basketball Boys Varsity

Head Coach

George Willow

Assistant Coach

Paul Carter

Team Captains

Managers

Athletic trainer(s)

Cheerleaders

Cheerleading advisors

Statisticians

Ball Boy(s)

Team Staff Administrators

**Tap DONE to save and return to the Roster screen**

[Back](#) **Add/Remove Pla...** [+](#) [>](#)

[Edit Template](#)

Basketball Boys Varsity

Grade : 12, W : -, H : 6'1"

**Banks, Michael (12)**

Final Clearance : **PENDING**

Grade : 12, W : -, H : 6'1"

**Cameron, Ben S(12)**

Final Clearance : **PENDING**

**The Roster template can be selected here when you edit the Roster**

[Back](#) **Choose Template** [>](#)

Name, Grade

Number, Name, Position

Number, Name, Position, Grade

Number, Name, Position, Height

Number, Name, Position, Height, Grade

Number, Name, Position, Grade, Height, Weight

**Tap to Continue**

**Select your preferred template**

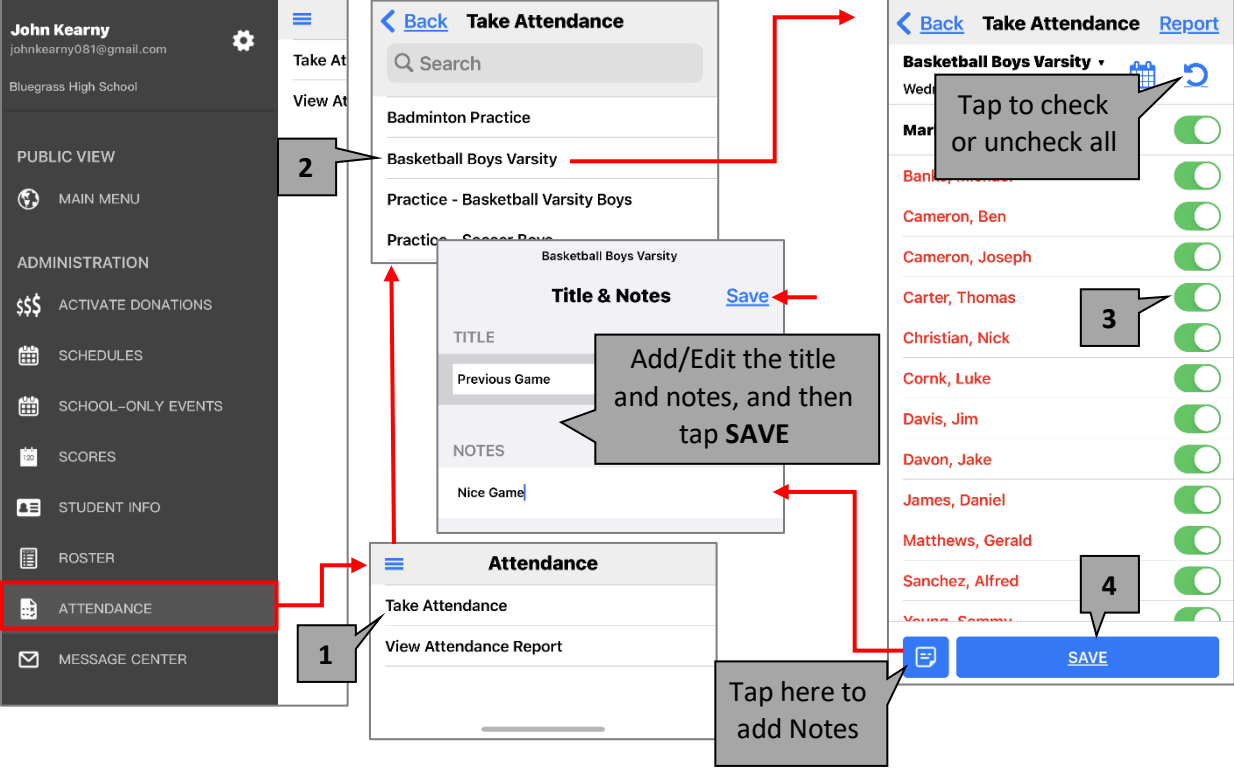


ATTENDANCE

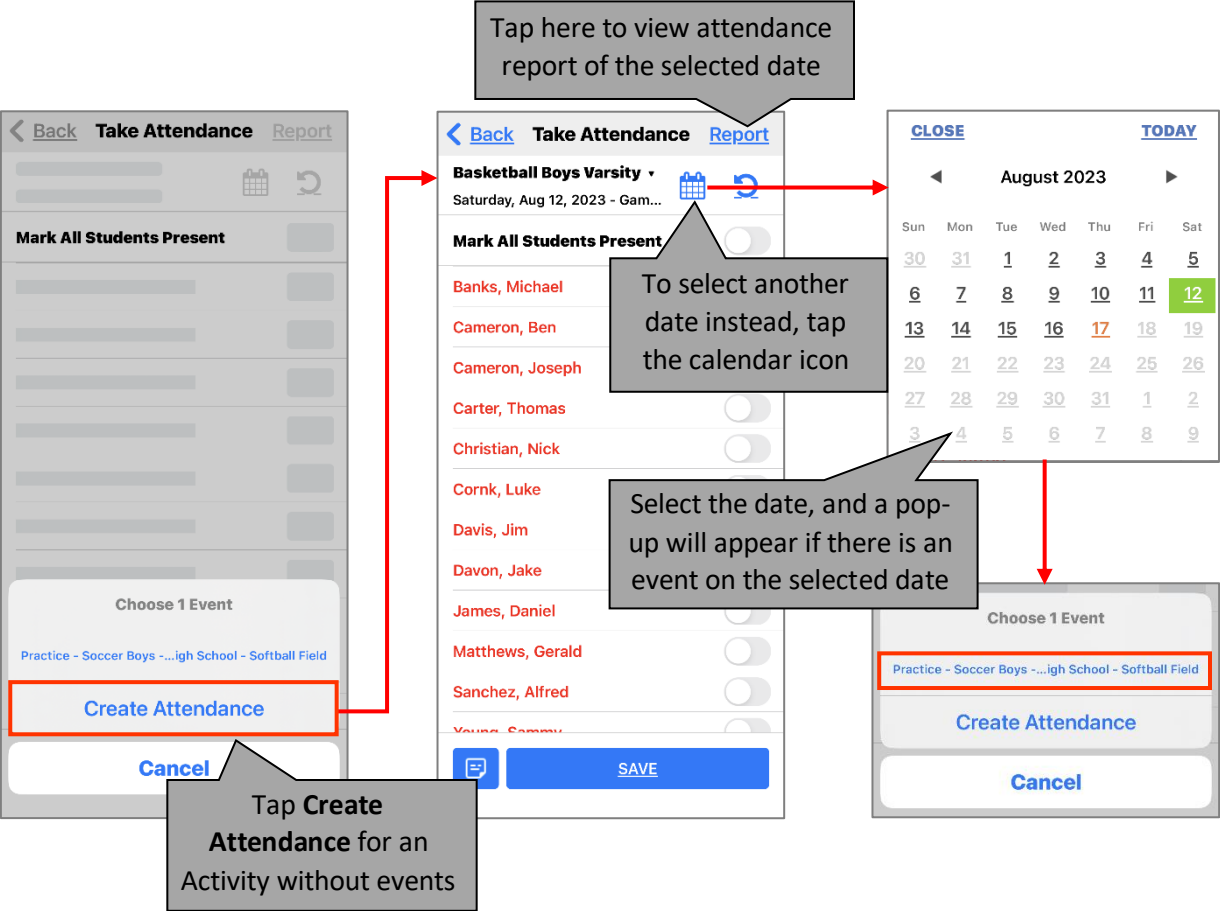
Coaches can take attendance for their assigned activities, with or without an event scheduled. They can also edit Attendance records and generate Attendance reports.

To take Attendance

Tap the 'Attendance' module from the Main menu and select 'Take Attendance' (1). Choose the Activity/Team (2) and begin taking attendance by switching the toggle on the name of the students (3). Tap 'Save' (4) once you're done.



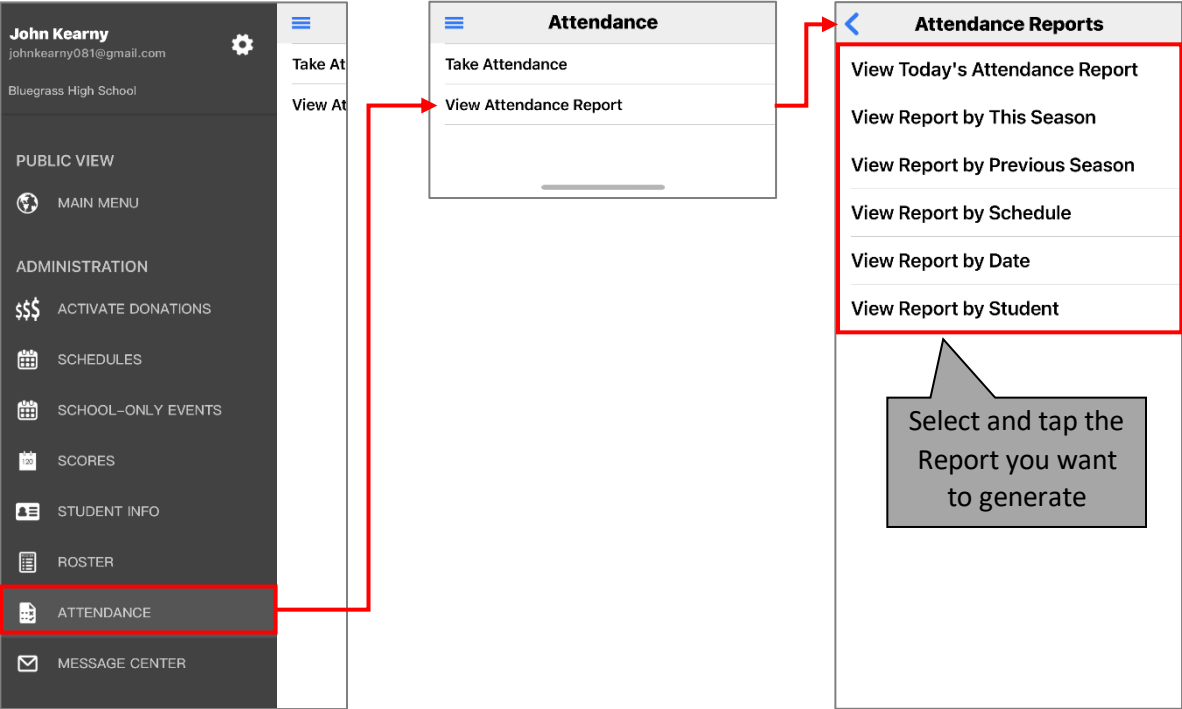
Taking attendance without an event schedule:



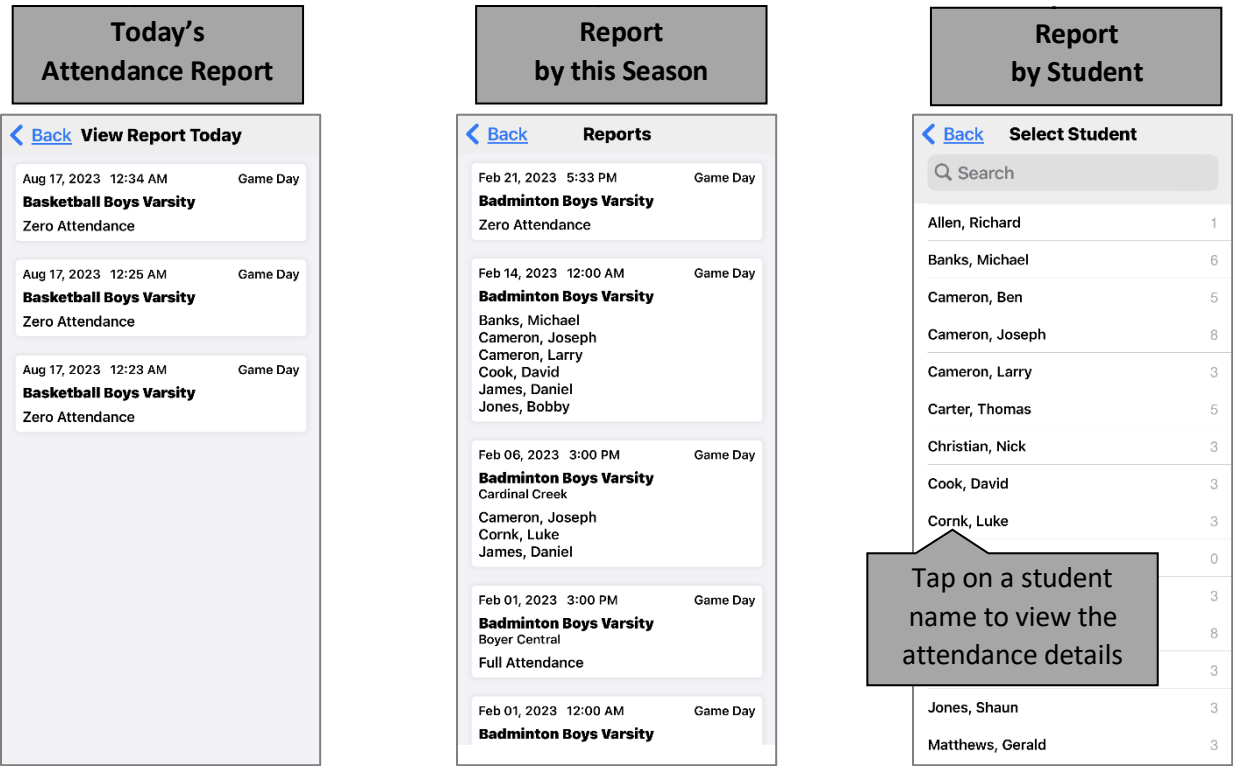
**Note:** Coaches can only access their assigned Activities.

To view the Attendance Reports

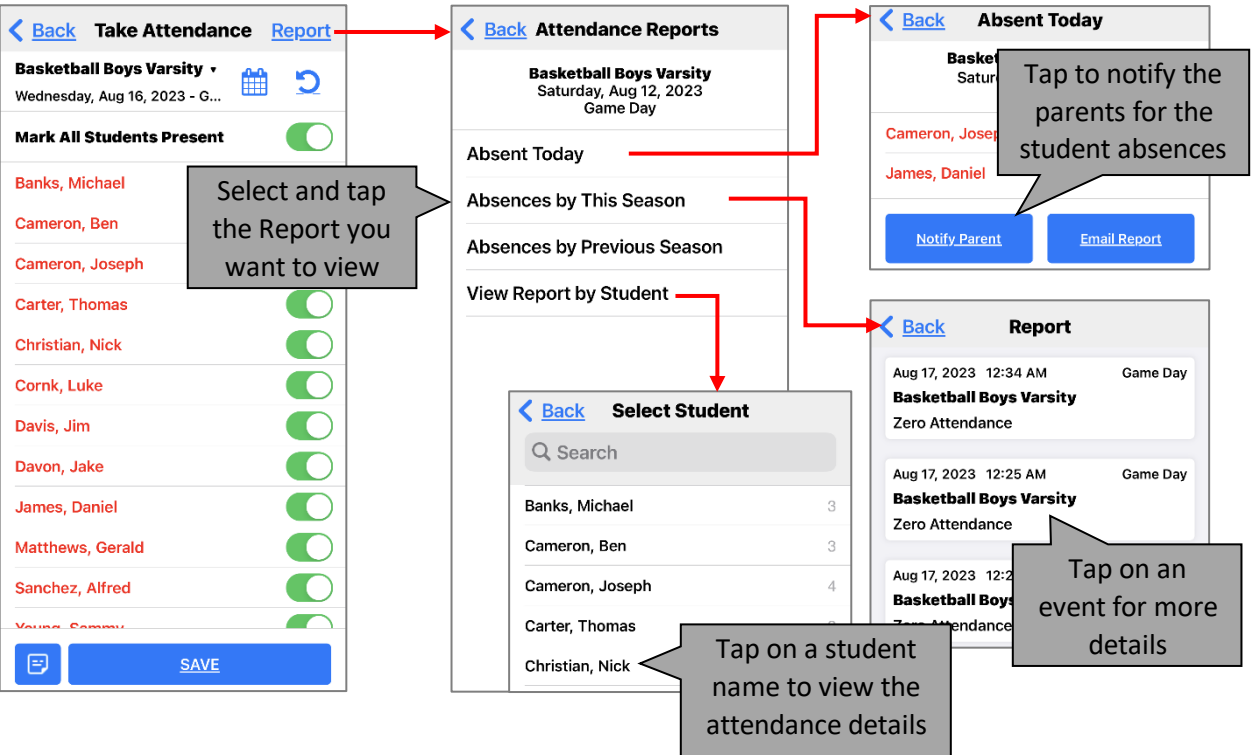
Select 'View Attendance Report' from the Attendance module and choose the type of report from the list.



Examples of generated Reports:



Viewing Reports from the Attendance screen:



MESSAGE CENTER

The Mobile App Message Center allows Athletic Directors, **Coaches**, and Administrators to:

- Send **Emails** or **SMS** messages to the member types listed in '**Notify Me**' on the Public View.
- Select all recipients under 'Notify Me' and 'Other Contacts'.

From the **Main Menu**, select '**Message Center**'. Then, tap '**All**' (A) and choose '**SHOW**' (B) to view the **Contact Report**. You can send messages to all contacts by tapping '**Message All**' or '**Email All**' (C), or you can select individual contacts to send messages to (D).

