

Activity Scheduler Quick Start Guide

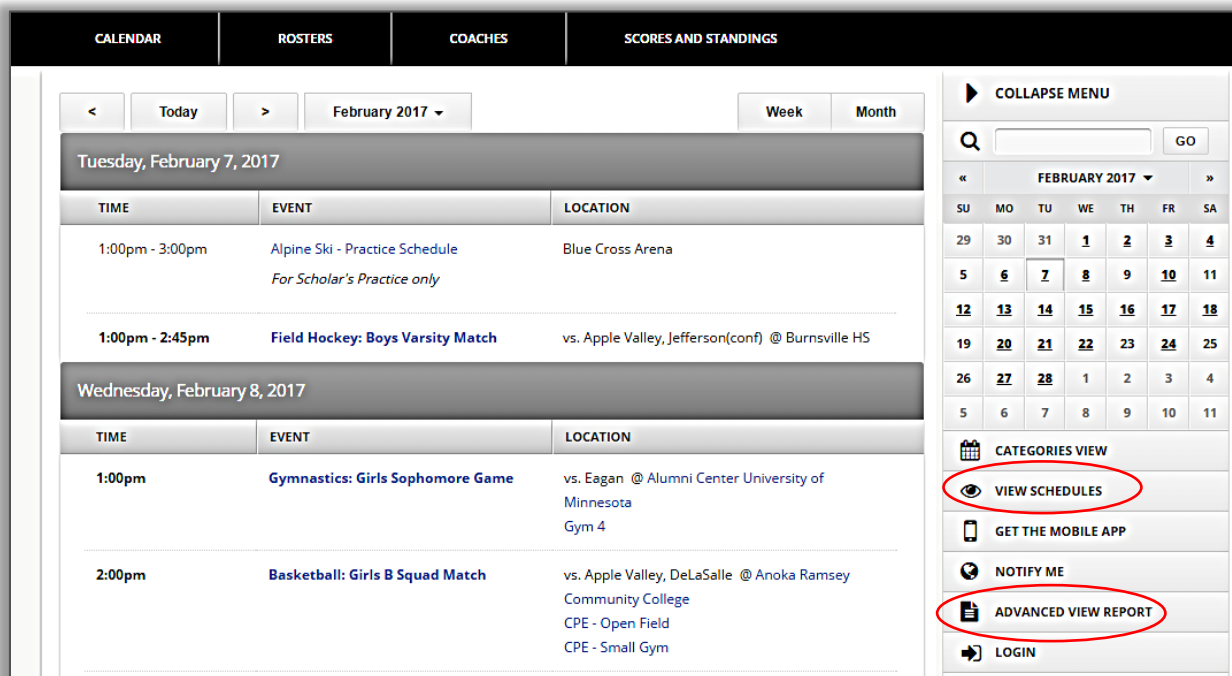
February 2017

Subscribe App Guide

In the **Subscribe App**, you will be able to subscribe your preferred schedules or activities and have them pushed to your personal calendar or smart phone, together with any future schedule updates. This news feature works with Outlook, Google Calendar, ICAL for Mac Users and Smart Phone Users (Android and iPhone), and with RSS Readers.

Steps you need to follow:

1. Pull up a report of your desired Schedules, either from the View Schedules Box or the Advanced View Report.



The screenshot shows the Activity Scheduler interface. At the top, there are four tabs: CALENDAR, ROSTERS, COACHES, and SCORES AND STANDINGS. The CALENDAR tab is active. Below the tabs, there is a navigation bar with buttons for '<', 'Today', '>', and a dropdown for 'February 2017'. There are also buttons for 'Week' and 'Month'. The main content area displays a list of activities for Tuesday, February 7, 2017, and Wednesday, February 8, 2017. On the right side, there is a sidebar with a 'COLLAPSE MENU' button, a search bar, a calendar grid for February 2017, and a 'CATEGORIES VIEW' section. In the 'CATEGORIES VIEW' section, 'VIEW SCHEDULES' and 'ADVANCED VIEW REPORT' are highlighted with red circles.

TIME	EVENT	LOCATION
1:00pm - 3:00pm	Alpine Ski - Practice Schedule <i>For Scholar's Practice only</i>	Blue Cross Arena
1:00pm - 2:45pm	Field Hockey: Boys Varsity Match	vs. Apple Valley, Jefferson(conf) @ Burnsville HS
Wednesday, February 8, 2017		
TIME	EVENT	LOCATION
1:00pm	Gymnastics: Girls Sophomore Game	vs. Eagan @ Alumni Center University of Minnesota Gym 4
2:00pm	Basketball: Girls B Squad Match	vs. Apple Valley, DeLaSalle @ Anoka Ramsey Community College CPE - Open Field CPE - Small Gym

- On the generated report, you can see a 'Subscribe' link on the upper right-hand side of that report page. Click on that link, and it will pull a pop up page where you can choose the destination calendar or RSS by clicking on the desired icon. For Android users and all Mac/iPad/iPhone/iPod users click on ICAL.

Burnsville

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Change View: [Day/date](#) ▼

Multiple-Activity Schedule (as of 02-06-17)

Activity	Time	Opponent	Location	Leaves	Dismissal	Return	Comments
Monday, Oct 3, 2016							
Badminton: Girls Varsity Invitation	12:00PM	Eastview	Adrian High School Burnsville Tennis Court 1	8:00AM	5:00PM	7:00PM	
Badminton: Girls Varsity Match	1:00PM	Burnsville Middle School vs. Jefferson(conf), Lakeville	Aitkin High School				
Monday, Oct 17, 2016							
Badminton: Girls Varsity Game	1:00PM	Burnsville Middle School vs. Apple Valley	Aitkin High School				
Monday, Oct 24, 2016							
Badminton: Girls Varsity() Match		Chaska Middle School					(Date Changed to 10-25-16)
Tuesday, Oct 25, 2016							
Badminton: Girls Varsity Match	3:00PM	Chaska Middle School	Adrian High School Burnsville Tennis Court 1 ASHS - Tennis Court 2				(Date, Time and Location Changed from 10-24-16)
Thursday, Oct 27, 2016							
Badminton: Girls Varsity Game	12:00PM	Burnsville Low Level School vs. Apple Valley, Bloomington Kennedy, Caledonia, Eagan, Eastview	Abeston Restaurant				
Friday, Oct 28, 2016							
Badminton: Girls Varsity Game	12:00PM	Away vs. Apple Valley, Bloomington Kennedy, Eagan	AA New Location				
Badminton: Girls Varsity Game	1:00PM	Bingo vs. Apple Valley, Bloomington Kennedy High School, DeLaSalle	AA New Location				

For **ICAL** Users (Screens may vary a little depending on the ical version or operating system)
After selecting iCal as your data feed type, you may be asked to copy the URL and enter it in your iCal Calendar URL and then click Subscribe. In some other versions or for newer systems, you may just be asked if you want to Subscribe. In this case, click on 'Subscribe' button directly.





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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@rschooltoday.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** 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.

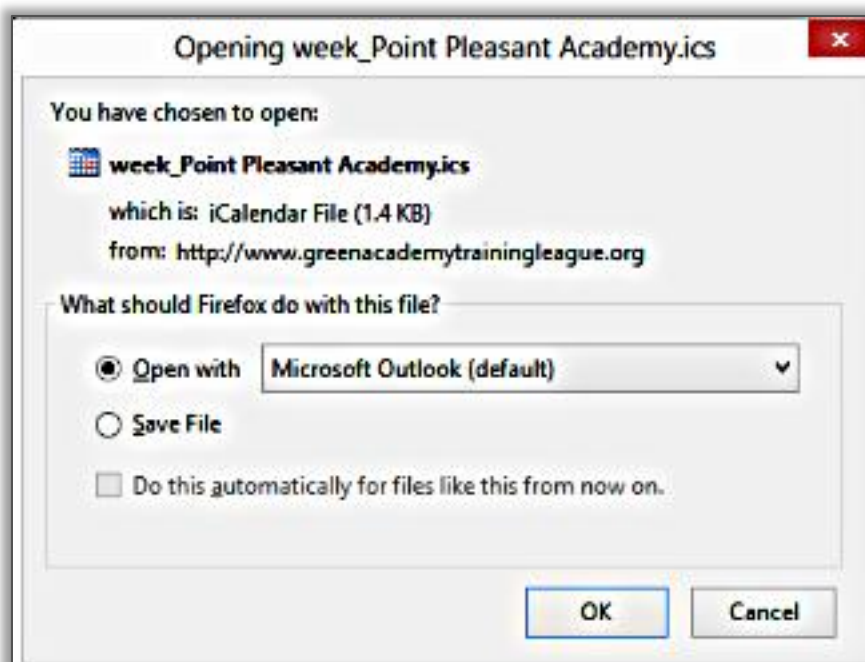
RSS READERS

 **RSS** Click the icon to add this schedule to your RSS reader

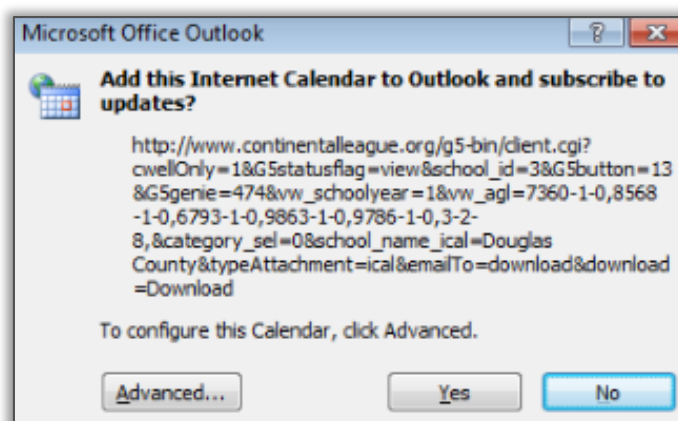
 **GOOGLE** Click the icon to add this schedule to your Google Reader

 **YAHOO** Click the icon to add this schedule to your Yahoo Reader

For Microsoft Outlook - (Screens may vary a little depending on the Outlook Version or Operating System) When you click on the Outlook icon, it will download the data file to your computer, and automatically open out Outlook. If Outlook doesn't open automatically, you will be requested to open the file manually.

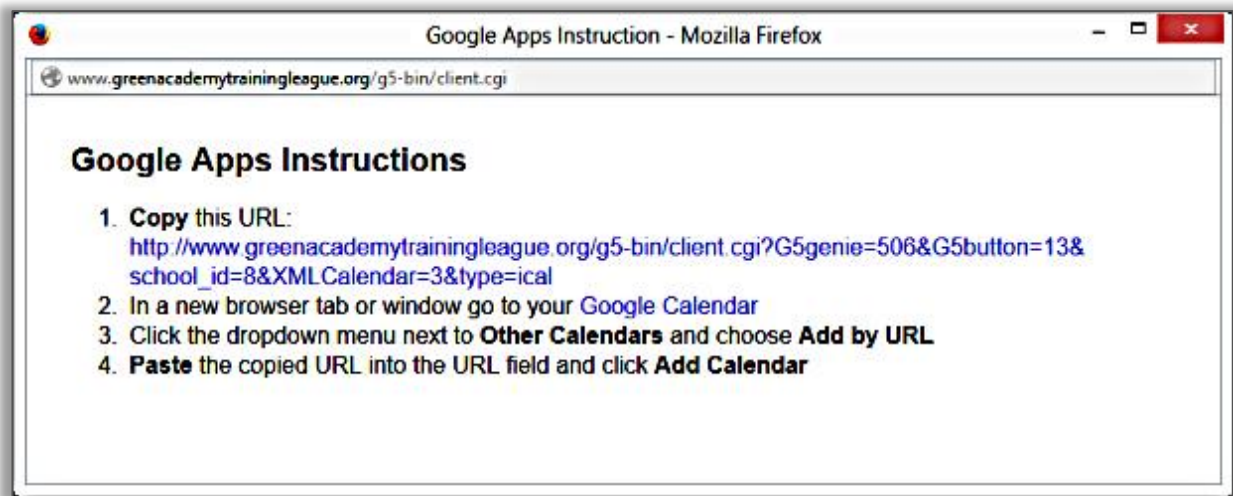


When you open the Outlook Calendar, you may see this prompt. Answer YES, to have the schedules shown in your Outlook Calendar.

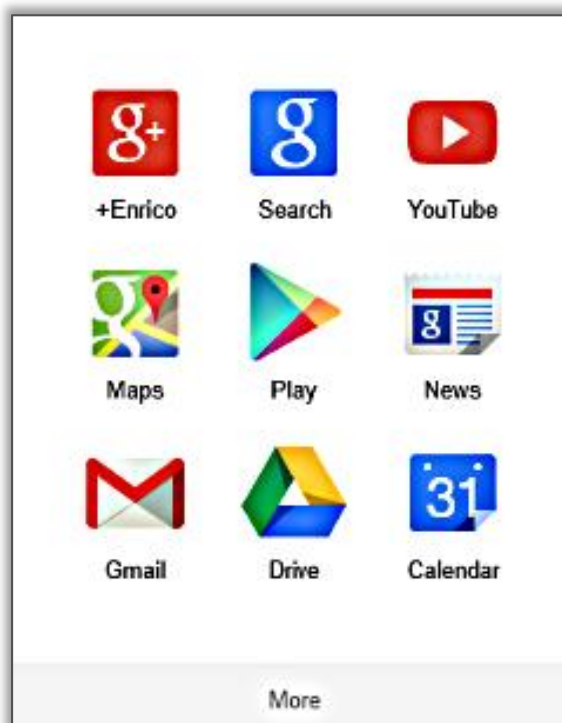


When you choose **Google Calendar**, you will be prompted with the instructions to follow.

1. On the instruction page, you will find a URL that you need to copy and paste into your Google Calendar. Click and drag across the web address to highlight it completely, then click control+C to copy it (or right+click it, then select copy).



2. In a new browser tab or window, go to your Google Calendar.



3. In your Google Calendar, on the left, click the dropdown menu next to Other Calendars and choose 'Add by URL'.

4. Paste the copied URL into the URL field and click Add Calendar.

Yahoo Reader

After selecting Yahoo Reader, you will be prompted with instructions, depending on your browser, on how to subscribe to the feed. If you are using Mozilla Firefox, you will be asked first what reader you will use to subscribe to the feed. In this case, if you have added your Yahoo Reader or 'My Yahoo!' to your computer, simply select it from the drop-down, and then click on the 'Subscribe Now' button. On your 'My Yahoo' page (<https://my.yahoo.com/>), 'Add Content' will pop up with the schedule. You will need to click on the 'Add to My' button, and as you refresh your 'My Yahoo' page, the schedules from the Activity Scheduler program will appear.

For other RSS feed readers, you will also be prompted with instructions on how to proceed with the subscription.

You can subscribe to the RSS feed in several ways, including the following:

- Drag the orange RSS button into your News Reader.
- Drag the URL of this page into your News Reader.
- Cut and paste the URL of this page into your News Reader.