Activities Scheduler Start-Up Guide



Public View

May 2022

This Start-Up Guide will take you through the Activity Scheduler Public View, helping you navigate each section to find the information needed.

- Top Navigation Tabs
 - <u>Calendar</u>
 - <u>Rosters</u>
 - <u>Scores and Standings</u>
 - <u>Coaches</u>
- View By Type
- View Schedules
- Get the Mobile App
- Notify Me

Public View Top Navigation Tabs

Calendar

This tab displays all the scheduled Events by week (by default). It displays Event time, Location/Location details, and bus information.

You can use the **View by Type** option to filter by Category, or **View By Schedules** to filter by Activity and Team.

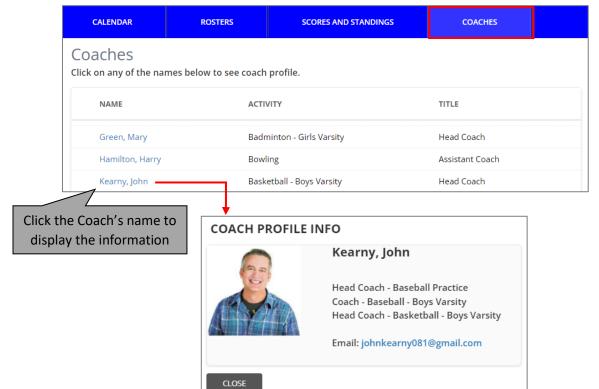
If you wish to see the available Events for a specific date, select a date in the Calendar.

You can also access the **Notify Me** area and register to receive notifications for your selected Activities.

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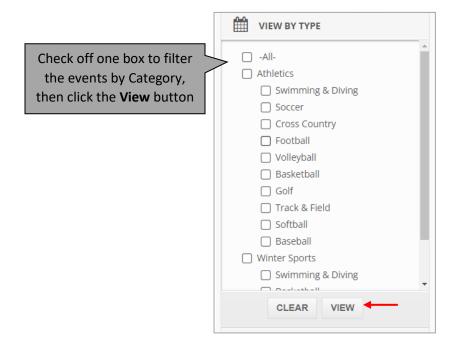
Coaches

This tab displays information about the School Coaches (Assigned Activities/Titles) and their contact information if published.



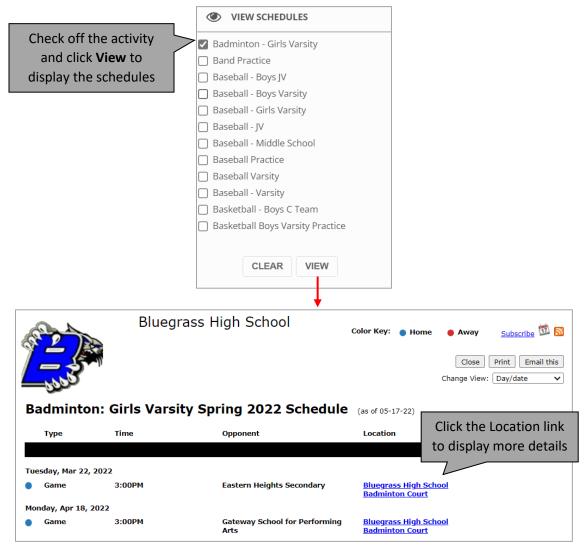
View By Type

This is where Event categories are shown. Select "All" or a specific category to display in the Calendar. Users can filter the Events displayed on the Calendar by selecting from the available categories.



View Schedules

The **View Schedules** window displays the published Activities for the current School Year and some selected schedules for the following year. The Events are grouped by Activity, Gender, and Level. To check the schedule for a certain Team, select the Activity and click the **View** button. The system will open on a separate page where you can print, email and sync to your smartphone, Outlook, iCal or Google Calendar.



Get the Mobile App

With the Mobile App, you have instant access to your School's Daily Calendar, Schedules, Rosters, and the latest scores. You can easily download the Activity Scheduler Mobile Application by clicking the **"Get the Mobile App"** option or accessing your app store.



Notify Me

Sign up to stay updated with the School Events and receive Email or Text reminders about your preferred activities.

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

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