

rSchool Today Mobile

Coaches Quick Start Guide for IOS

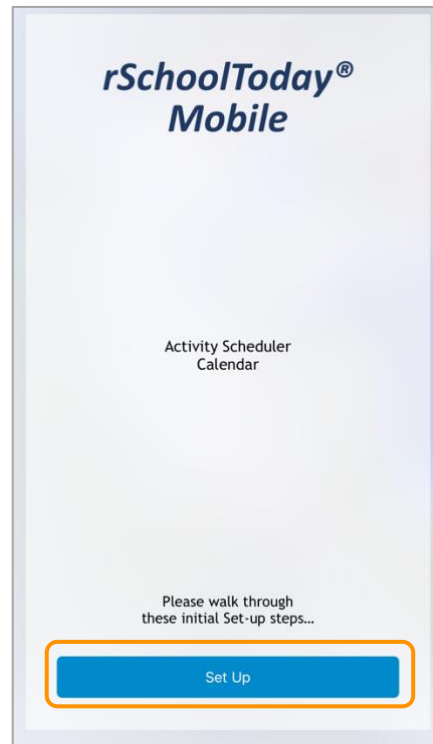
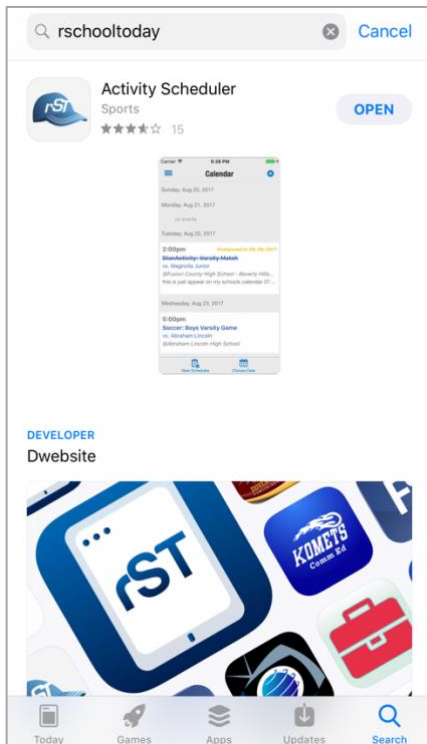
April 2019

For our coaches, we offer the **Activity Scheduler Mobile App**, that enables viewing **Schedules**, entering **Scores**, building **Rosters**, accessing **Students Info** and sending **massive Messages** from your Apple device.

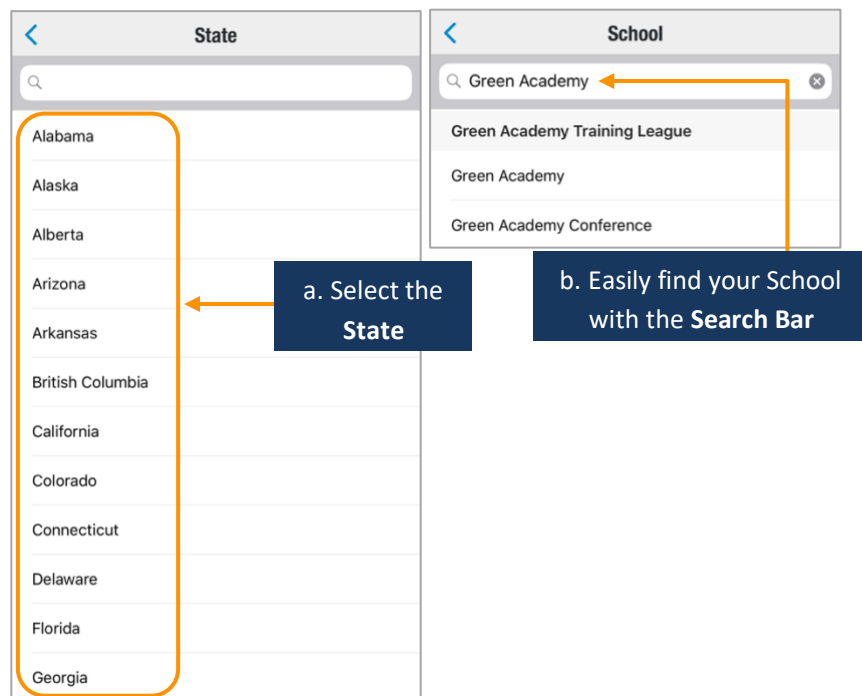
GETTING STARTED

1. Download the **Activity Scheduler Mobile App** from the **App Store** and tap on **OPEN** when the installation is over

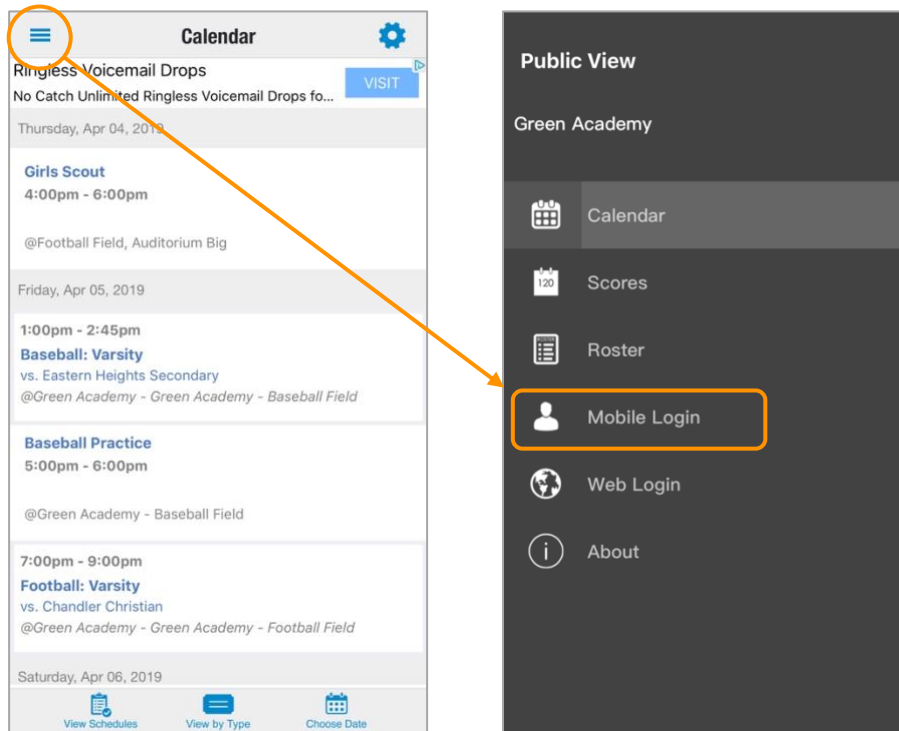
2. Tap the **Set Up** button



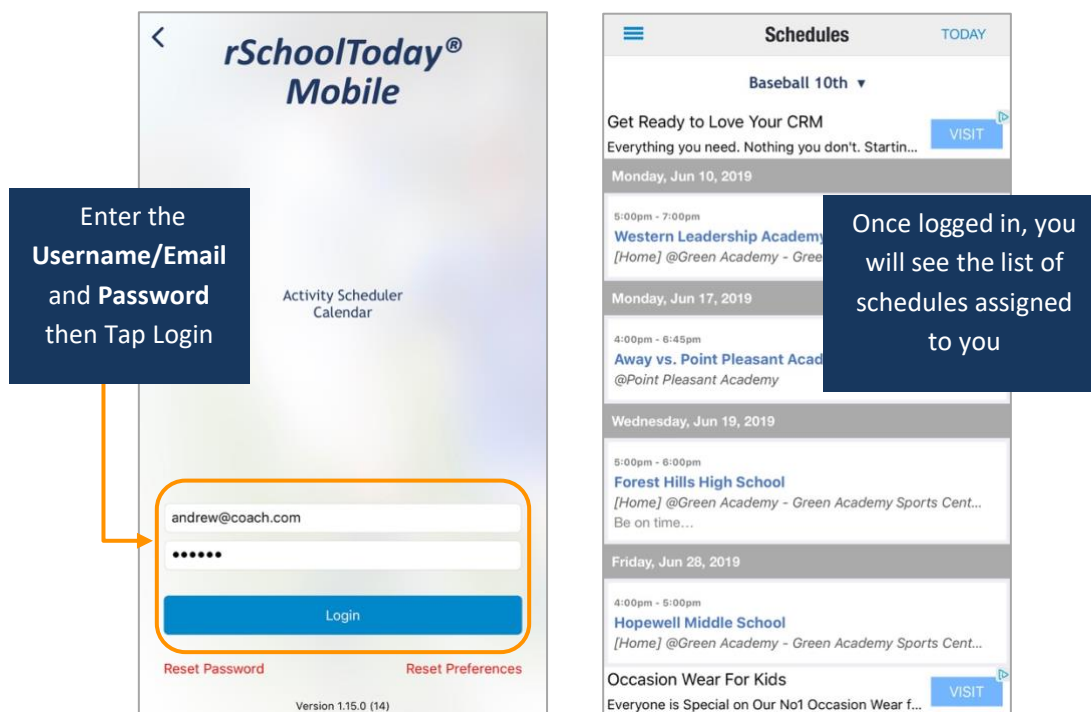
3. Select the **State**, and type your School's name in the **Search Bar**



4. To Log in, open the **Main Menu** and select **Mobile Login**

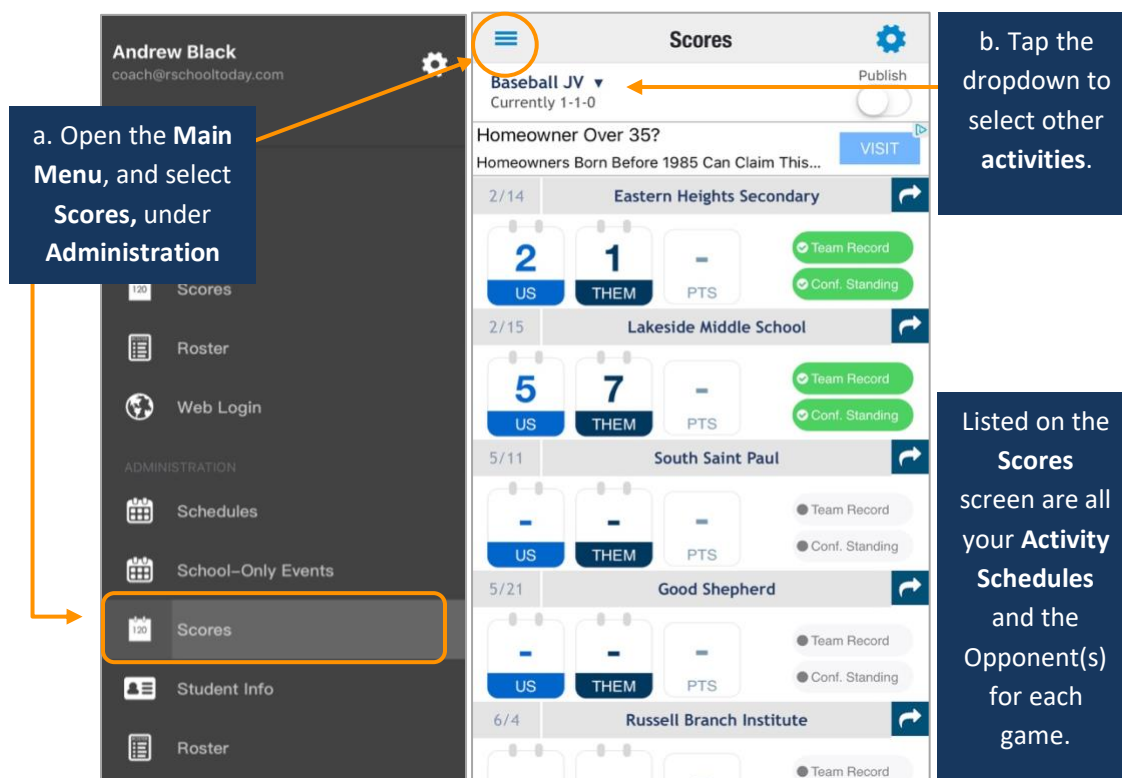


5. On the **Mobile Login** screen, enter your **email and password**, tap and **Login**. Make sure the **email and password** are the same information you use when logging into the web version of the **Activity Scheduler**



ENTER SCORES

1. Listed on the **Scores** screen is all your Scheduled Events with the Opponent(s) name. From here you will be able to **add/edit** scores, that will be automatically updated on the Activity Scheduler Web Version



- To edit the score, tap the **US** or **THEM** box. On the pop-up, tap a textbox to enter the score and fill in with your preferences. Once done, hit **Save**

The image shows three screenshots of the 'Scores' app interface. The first screenshot shows the 'Scores' screen for 'Baseball JV' with a 'Publish' switch and a 'VISIT' button. An orange box highlights the 'US' and 'THEM' boxes with the text 'a. Tap the US or THEM box.' The second screenshot shows the same screen with the 'US' box selected, displaying a score of 3. The third screenshot shows a pop-up form for editing the score. The form has fields for 'US' (3), 'THEM' (2), and 'POINTS'. It also has checkboxes for 'Team Record' and 'Conference Standings', and a 'NOTES' section. An orange box highlights the 'Save' button with the text 'b. Enter a score and hit save.' A dark blue box on the right says 'Publish Switch – Turning it ON will display the information in the Public View of the AS Calendar.' Another dark blue box points to the 'NOTES' section with the text 'Tap here to add Notes'.

VIEW STUDENT INFO

- Open the **Main Menu**, and under **Administration** select **Student Info**

The image shows three screenshots of the 'Student Info' app interface. The first screenshot shows the 'Main Menu' with a dark sidebar containing 'Web Login', 'ADMINISTRATION', 'Schedules', 'School-Only Events', 'Scores', 'Student Info', 'Roster', 'Message Center', and 'About'. An orange box highlights 'Student Info' with the text 'a. Open the Main Menu, and select Student Info, under Administration'. The second screenshot shows the 'Students Info' screen for 'Baseball Varsity' with a list of students: Beaver, Jennifer; Bott, Kevin; Creswell, Brad; Giannone, Justin; Hauck, Evan; Pate, Noah; Scott, Dede; and Stanley, Thomas. An orange box highlights 'Pate, Noah' with the text 'c. Tap on a Student's name to view the Student Details'. The third screenshot shows the 'Student Details' screen for 'Pate, Noah', displaying his student ID, grade, date of birth, and contact information for his parents, Nick Pate and Jane Pate. A dark blue box on the right says 'b. Coaches assigned to multiple activities, filter per Activity to view registered Students'.

BUILD A ROSTER

1. View, edit and create your Rosters from the **Mobile App**. Follow the steps below to get started:

a. Open the **Main Menu** using this icon, and select **Rosters**, under **Administration**.

b. Select the **Team** where you want to build the **Roster**.

Roster Switch – Turning it on will display the information on the Public View of the **AS Calendar**

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ADMINISTRATION

- Schedules
- School-Only Events
- Scores
- Student Info
- Roster**
- Message Center

Roster

Baseball JV

Affordable Insurance
Find affordable health insurance options with on...

1 Blaine, Jordan
Grade: -, W: -, H: -
Phy. -
Fee Paid: NO
THIRD BASE
Final Clearance: -

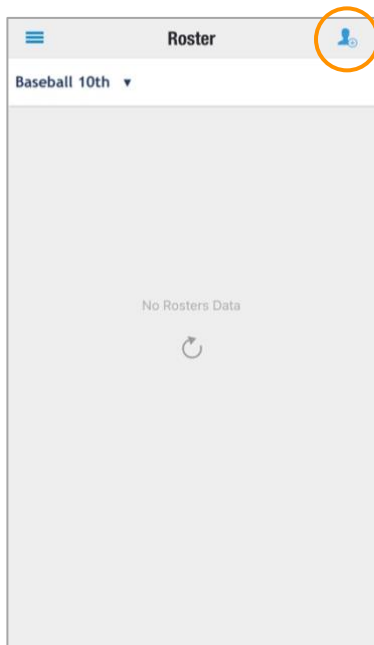
2 Crowell, John
Grade: -, W: -, H: -
Phy. -
Fee Paid: NO
CENTER FIELD
Final Clearance: -

3 Edwards, Connor
Grade: -, W: -, H: -
Phy. 09/17/2019
Fee Paid: NO
PITCHER
Final Clearance: -

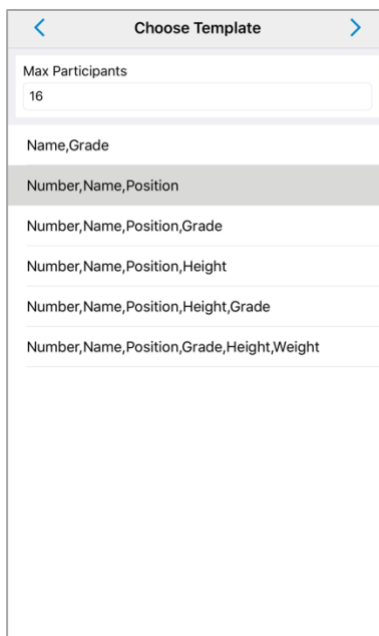
4 Thomas, Nick
Grade: -, W: -, H: -
Phy. -
Fee Paid: NO
CATCHER
Final Clearance: -

EDIT

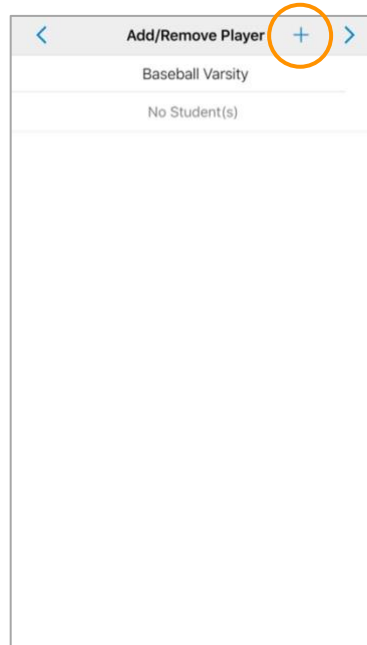
2. If there is no **Roster** yet, tap the “+” (plus) sign to create one



3. Establish the **Maximum Participants Number** and select a Roster Template



4. Tap the “+” to **add/remove Students**



5. You are now on the **Choose Student** screen. Choose whether you want to show All Students or Just those registered for the Activity using the drop-down menu.

You now have a Roster such as in the screen below. Next, tap the ">" (Forward arrow) icon to open the **Save/Next Step Menu**

Tap the students' names to select them. After completing the selection, click done.

Grade	W	L	T	H	I	Final Clearance	Position
9	-	-	-	-	-	-	Pitcher
9	-	-	-	-	-	-	Catcher
9	-	-	-	-	-	-	First Baseman
9	-	-	-	-	-	-	Second Baseman
9	-	-	-	-	-	-	Third Baseman
10	75	6	6	6	6	-	

Next Step
Save & Exit
Exit

6. Tap **Next Step** to add your **Personnel**.

You have the option to fill out the **Team Staff Names**.

Check off which **Administrator** name you wish to appear on the **Public Roster** tab. Tap **Done** to save your settings.

Role	Checked
Head Coach	
Assistant Coach	
Team Captains	
Managers	
Athletic trainer(s)	
Cheerleaders	
Cheerleading advisors	
Statisticians	
Ball Boy(s)	

Role	Checked
Administration	<input checked="" type="checkbox"/>
Athletic Director	<input checked="" type="checkbox"/>
Activity Director	<input checked="" type="checkbox"/>
Athletic Secretary	<input checked="" type="checkbox"/>
Superintendent	<input checked="" type="checkbox"/>
Technical Support	<input checked="" type="checkbox"/>
Activity Secretary	<input checked="" type="checkbox"/>
Band Director(s)	<input checked="" type="checkbox"/>
School Colors	<input checked="" type="checkbox"/>
Nickname	<input checked="" type="checkbox"/>
Principal	<input checked="" type="checkbox"/>
Asst. or Associate Principals	<input checked="" type="checkbox"/>

Team Staff Administrators

7. You are back to the **Roster** screen where you can add **Position** and **Number** to the Students in the roster.

Tap **Edit** to open the
Add/Remove Player screen

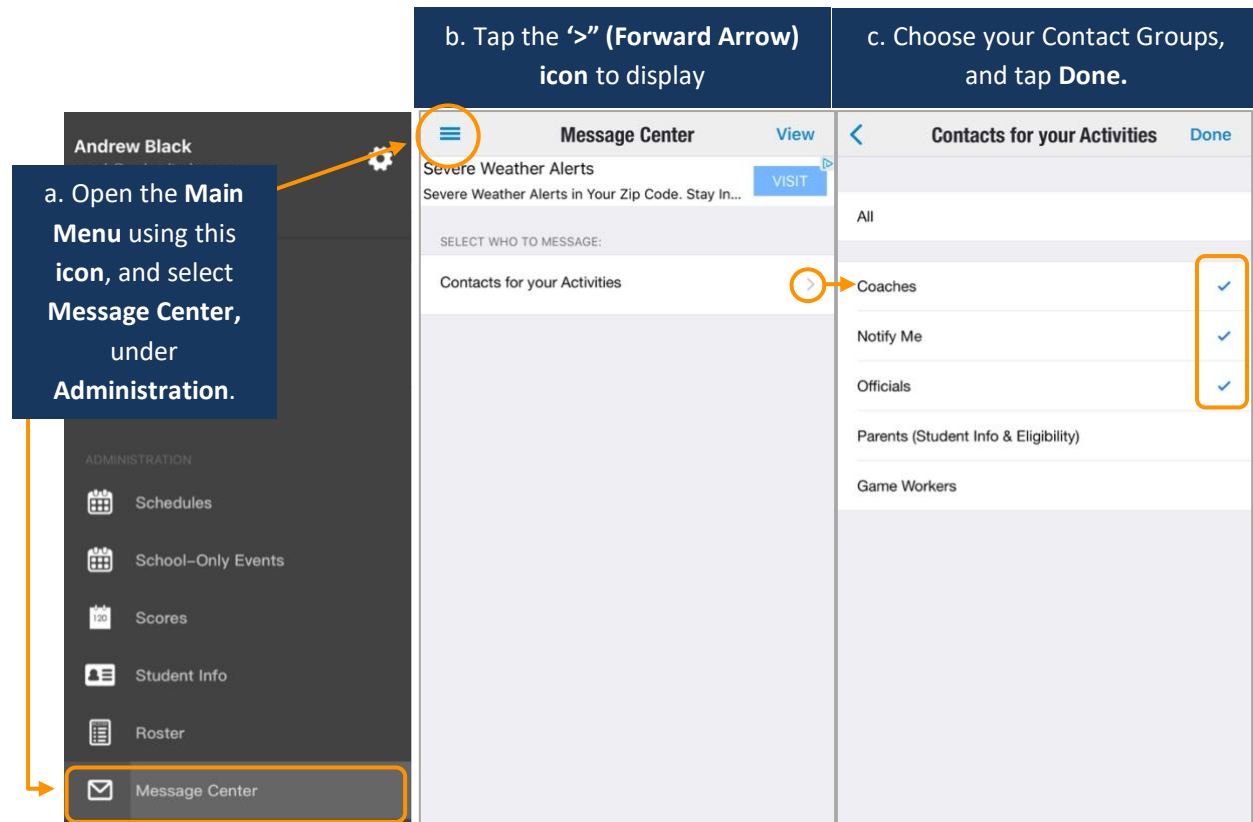
Tap the **Student's** name to
edit the **Player** info.

Enter the **Player Number** and
Position, and then **Save**.

Roster	Add/Remove Player	Player Info
Baseball Varsity ▾ <div><div>1</div><div>Beaver, Jennifer Grade: -, W: -, H: - Phy. 04/01/2018 Fee Paid: YES PITCHER Final Clearance: YES</div></div> <div><div>2</div><div>Bott, Kevin Grade: -, W: -, H: - Phy. - Fee Paid: YES CATCHER Final Clearance: YES</div></div> <div><div>3</div><div>Creswell, Brad Grade: -, W: -, H: - Phy. - Fee Paid: NO FIRST BASEMAN Final Clearance: -</div></div> <div><div>4</div><div>Giannone, Justin Grade: -, W: -, H: - Phy. - Fee Paid: NO SECOND BASEMAN Final Clearance: -</div></div>	Baseball Varsity <div><div>1</div><div>Beaver, Jennifer (9) Grade: 9, W: -, H: - Final Clearance: YES Pitcher</div></div> <div><div>2</div><div>Bott, Kevin (9) Grade: 9, W: -, H: - Final Clearance: YES Catcher</div></div> <div><div>3</div><div>Creswell, Brad (9) Grade: 9, W: -, H: - Final Clearance: - First Baseman</div></div> <div><div>4</div><div>Giannone, Justin (9) Grade: 9, W: -, H: - Final Clearance: - Second Baseman</div></div> <div><div>5</div><div>Hauck, Evan (9) Grade: 9, W: -, H: - Final Clearance: - Third Baseman</div></div>	Player Info <div>Number 1</div> <div>Name Beaver, Jennifer (9)</div> <div>Position Pitcher</div>

MESSAGE CENTER

1. Send individual or massive Emails/Text Messages with **Message Center**



2. Select the specific contact groups you wish to message, establish your filter parameters and click view. You may **Message All** or **Email All** contacts on the list, or you may select them individually

The image illustrates the steps to send messages or emails to a group of contacts in a mobile application. It consists of four main panels:

- Message Center:** Shows a list of contact groups. A blue circle highlights the 'View' button at the top right.
- Report of Contacts:** Displays a list of individual contacts. A blue box with the text 'Search for Specific Contacts with the Search Bar' points to the search bar at the top. Another blue box with the text 'Send Messages/emails individually by using these icons.' points to the speech bubble and envelope icons next to each contact name.
- Compose SMS:** Shows a screen for composing a text message. The 'To:' field is populated with 'Liz Allen; Rachell Aponte; Paul Bassman;...'. The 'Message:' field contains the text: 'Please make sure to be at the venue before the designated time for all events. Regards, Tom Michael Athletic Director'.
- Compose Email:** Shows a screen for composing an email. The 'From:' field is 'tommichael@gmail.com'. The 'To:' field is 'Zach Graham; Andrew Jhonson; James...'. The 'Subject:' is 'Re: All Events'. An attachment 'IMG_3700.JPG' is shown. The 'Message:' field contains the same text as the SMS screen.

Annotations include:

- A blue box: 'Tap here to **Message** or **Email** to all the contacts on the list.' with an arrow pointing to the 'Message All' and 'Email All' buttons at the bottom of the contact list.
- A blue box: 'Search for Specific Contacts with the Search Bar' with an arrow pointing to the search bar in the 'Report of Contacts' screen.
- A blue box: 'Send Messages/emails individually by using these icons.' with an arrow pointing to the speech bubble and envelope icons next to each contact name in the 'Report of Contacts' screen.



Get the App by searching:
"Activity Scheduler" in the App
Store.

FOR PARENTS, STUDENTS, and
FANS: The mobile calendar
allows you instant access to
your school's daily Calendar,
Schedules, Rosters, & the latest
Scores.

FOR COACHES: All of the above,
plus: Create and Edit Rosters,
Add Scores, get important info
about your players, message
your players and parents.

FOR ATHLETIC DIRECTORS: All
of the above for ALL teams.

Need Support?

Email: support@rschooltoday.com

Monday-Friday from 7am-8pm central.