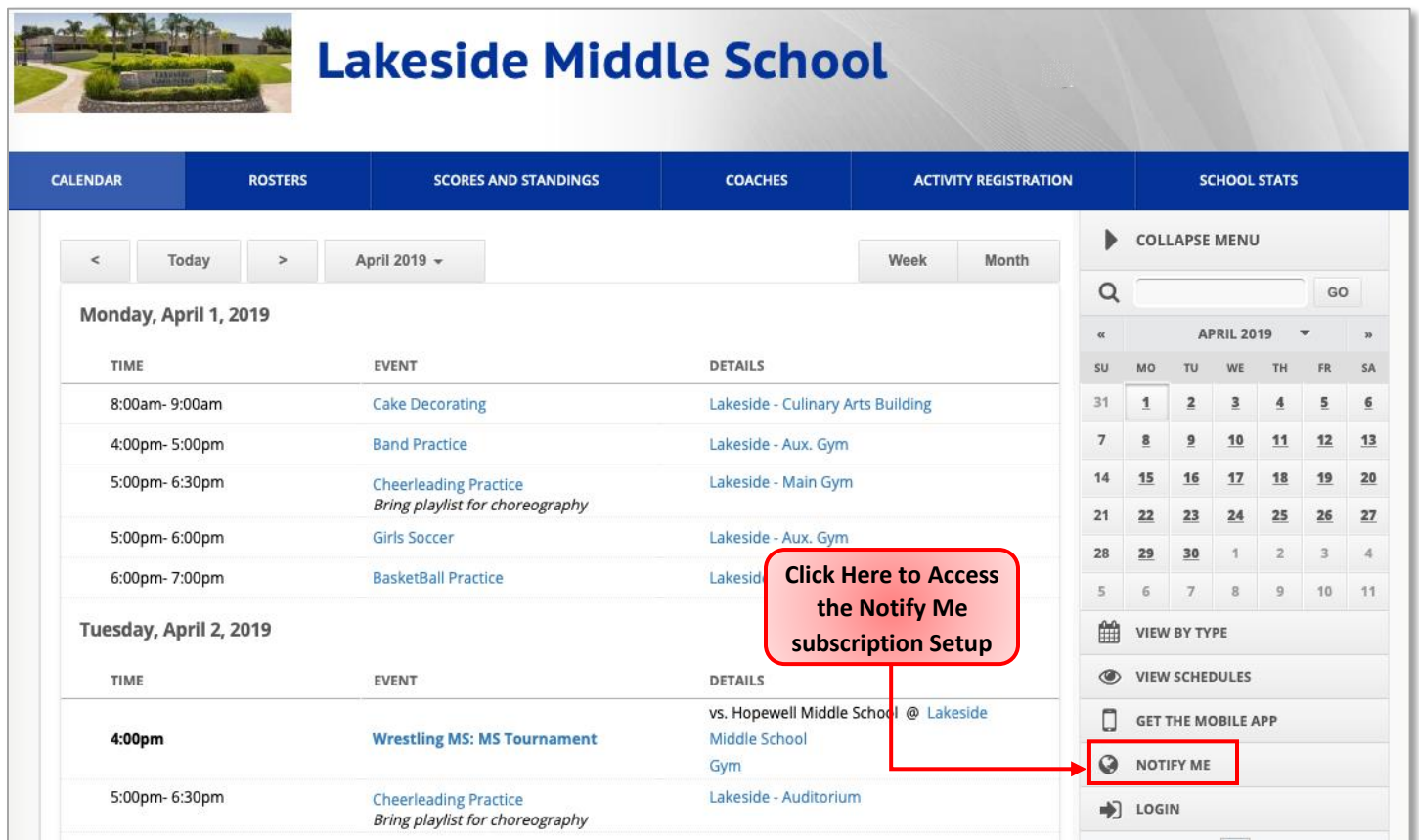


Activity Scheduler Quick Start Guide

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 interface. The main navigation bar includes: CALENDAR, ROSTERS, SCORES AND STANDINGS, COACHES, ACTIVITY REGISTRATION, and SCHOOL STATS. The calendar view is set for April 2019, showing events for Monday, April 1, 2019, and Tuesday, April 2, 2019. A red callout box with the text "Click Here to Access the Notify Me subscription Setup" points to the "NOTIFY ME" button in the right-hand 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."

Welcome to Lakeside Middle School's Notify Me! ← Back

Set yourself up to receive automatic text and email notifications for schedule changes and reminders for those activities you want to track. Log back in anytime to modify your settings

Already have an account? Login Now

Email Address

Password

[Forgot your password?](#)
Enter your Email Address and click [here](#)


Don't have an account yet? Create it now!

Email Address

Password

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

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


<p>First Name * <input type="text" value="Jacob"/></p>	<p>Mobile Phone Number (10-digits) <input type="text" value="212-570-0989"/></p>
<p>Last Name * <input type="text" value="Johnson"/></p>	<p>Mobile Provider * <input type="text" value="AT&T (txt.att.net)"/></p>
<p>Primary Email Address * <input type="text" value="jacobray@gmail.com"/></p>	<p>Desired Password * (For changing your notification in the future) <input type="password" value="....."/></p>
<p>Who Are You * <input type="text" value="Parent"/></p>	

For Text notifications, enter a password to change your preferences in the future

Important Notice

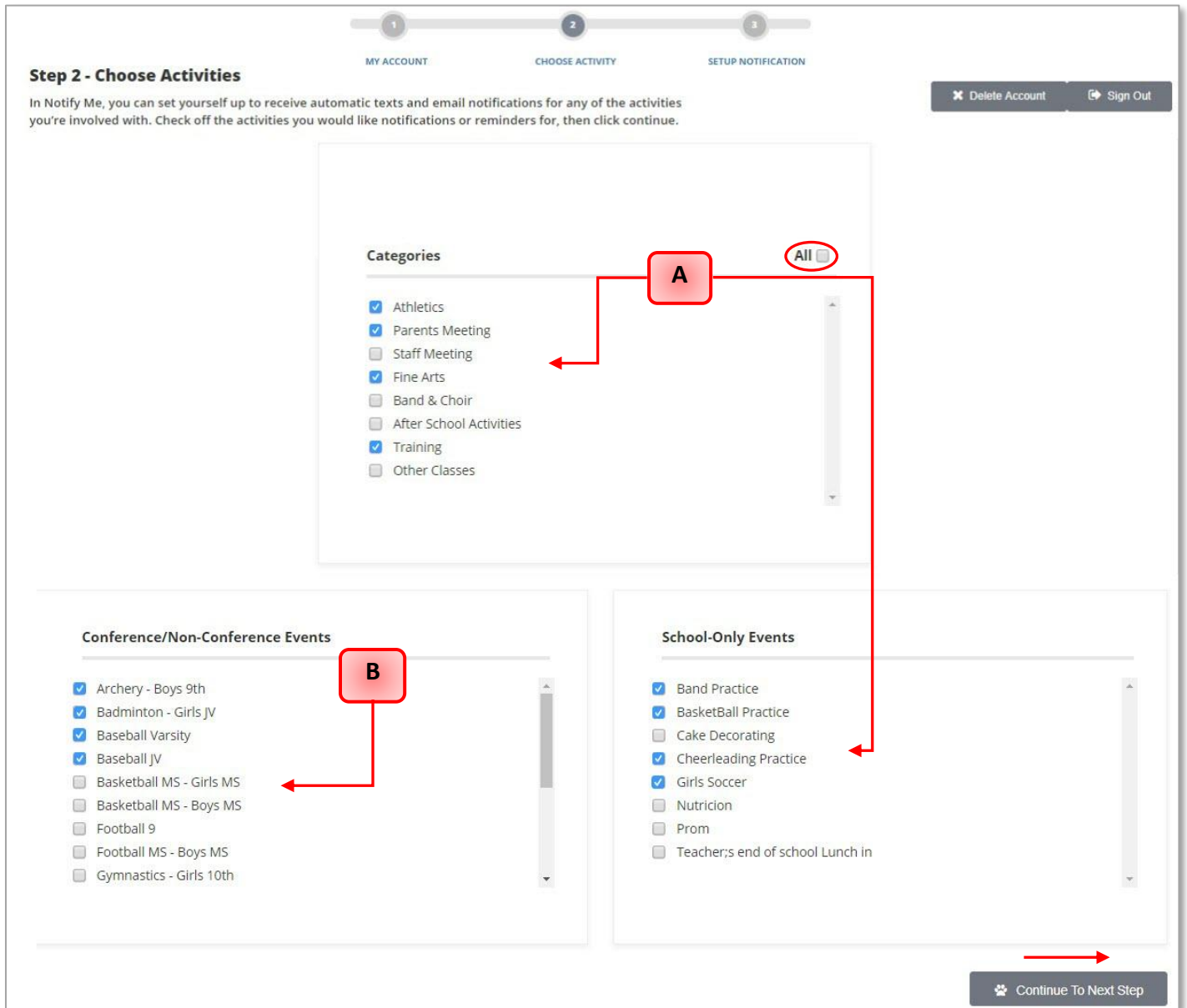
Many spam blockers will not let these auto-notification email that something we can control. If you think there is a chance filter is in place at the email company on your internet service provider, please copy this paragraph of text into an email messages from auto-notify@rschooltoday.com or mail.dwebsite.com to be delivered to you.

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 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 MY ACCOUNT 2 CHOOSE ACTIVITY 3 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@rschooldtoday.com M-F from 7am-8pm central.