



SCHOOL DISTRICT OF NEW LONDON

ACTIVITY SCHEDULER USER HELP GUIDE



INTRODUCTION

The School District of New London has chosen to use an activity scheduling system called rSchool to schedule, organize, and publicize all the wonderful activities that the School District of New London offers for its students and community. This program allows each individual family to create schedules that incorporate all their students' activities regardless of age or what building they are in. Individuals may also sign up to receive notifications via email when activities are cancelled in the school district, and receive notification when those events are rescheduled.

ACTIVITIES FOR INDIVIDUAL BUILDINGS

The program allows a user to select the activities for an individual building (i.e.: Sugar Bush). This option is listed at the top under the scroll down menu listed as "View by Type". Click on the scroll down menu and it will list all our buildings in the district. The user can also select "All" and they will be given all the activities at all buildings. *(Please note that high school athletics are available only under the listing of "All")* If you access the scheduler web page from an individual school's web page on our district website it will automatically take you to the "All" listing in "View by Type" and you must select the individual school.

FINDING ACTIVITIES

On the right side of the initial page is a list of all activities on a scroll down menu titled "View Schedules". Activities are listed by a general title in this menu. Please keep in mind that there are separate schedules for each sport's games and practices. If you select an individual school in "View by Type" you will not be able to select all the activities in the district as they will be removed from your options in the "View Schedules" scroll down menu.

CREATING SCHEDULES/CALENDERS

In order to create a calendar the user must click on an activity from the "View Schedules" scroll down menu. Once the activity is chosen click on the button that says "View". This will bring up a list of dates and the events on those dates that are from the selected activity(s). If the user wishes they may use the scroll down menu in the upper right corner of the created calendar and select either a more condensed version or a version that sets up like a traditional monthly calendar. To select multiple activities and incorporate those into one calendar view simply hold the control button on the keyboard while clicking on the multiple activities. If you wish to have more advanced calendar that incorporates specific dates and other options click on "Advanced View" on the main page.

NOTIFICATION OF CANCELLATION AND RESCHEDULING

The program has a special feature that will send users notification via email if an event is canceled, postponed, and/or rescheduled. To sign up for this service click on the "Notify Me!" on the upper right side of the home page. This will then take you through screens that will allow you to choose specific activities you would like notification for changes to the schedule if you do not wish to have notifications for everything. After you have chosen your activities it will then ask if you would like reminders sent to you prior to the event happening, and if you would like notification of changes to that activity. Finally

you will be asked for your personal info and an email in order for the reminders/changes to be sent to your email.

VIEWING SCHEDULES FOR THE NEXT SCHOOL YEAR

In order to view schedules for other than the current school year click on “Go to Advanced View” in the lower right corner. At the bottom of that page there are choice options for time periods. Either select a date range that includes a future schedule or select the “Next Year” on the last drop down menu.

ADDITIONAL FEATURES

- If viewing a schedule online and the activity is occurring at a location away from the district you may click on that location and it will provide a map to that location for you. (Please note that if a school has not designated a special location such as a specific baseball field the map will take you to the school)
- Scores and rosters are available under the appropriately named tabs on the main page. New London High School will do its best to keep those as up to date as possible.

Thank you for your interest in the School District of New London, its students, and all of the great activities they participate in every day. If you have questions or comments regarding the rSchool program please feel free to contact Scott Eggart at New London High School at 920-982-8420 ext. 1004 or email at seggart@newlondon.k12.wi.us