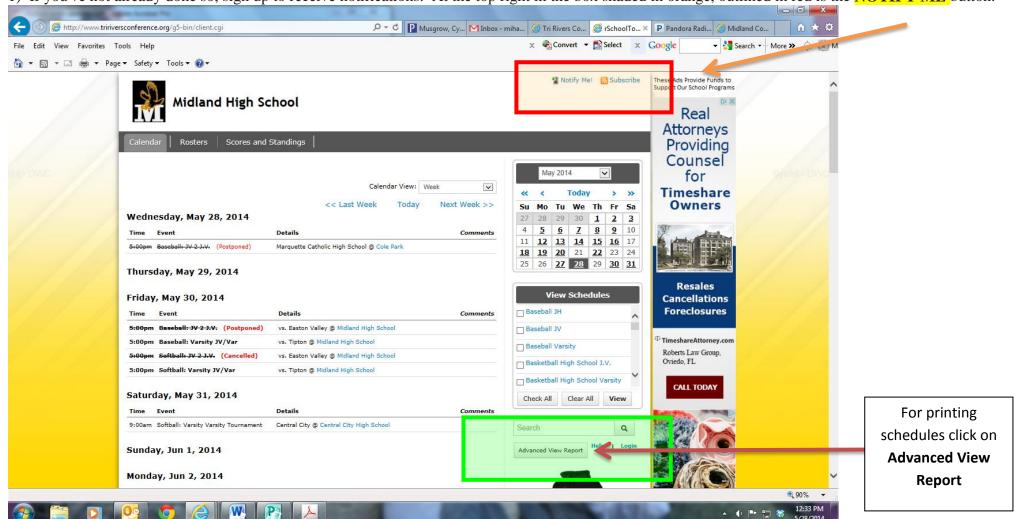
RSCHOOL MADE SIMPLE!

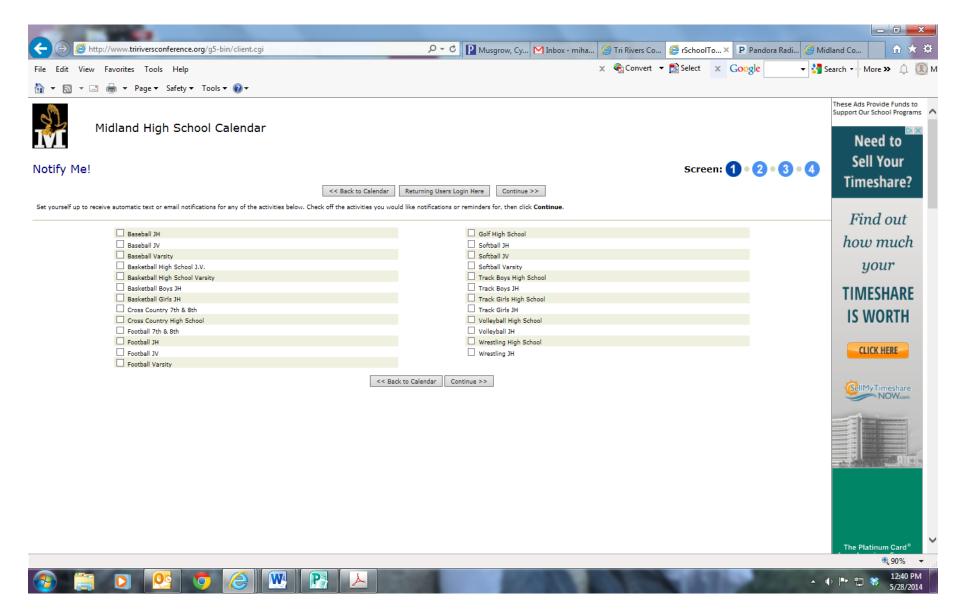
We **HIGHLY recommend** that if your son/daughter is involved in activities that you become acquainted with **rSchool** and use it! Sign up for the automatic notifications to your cell phone or your email, then you will know when games/activities have been scheduled / cancelled / postponed as soon as the office is. Otherwise if you rely on the Voicebox you are taking a chance that the office is open and staffed with someone who knows how to update it.

rSchool is accessed at: http://www.tririversconference.org/g5-bin/client.cgi

1) If you've not already done so, sign up to receive notifications. At the top right in the box shaded in orange, outlined in red is the **NOTIFY ME** button.

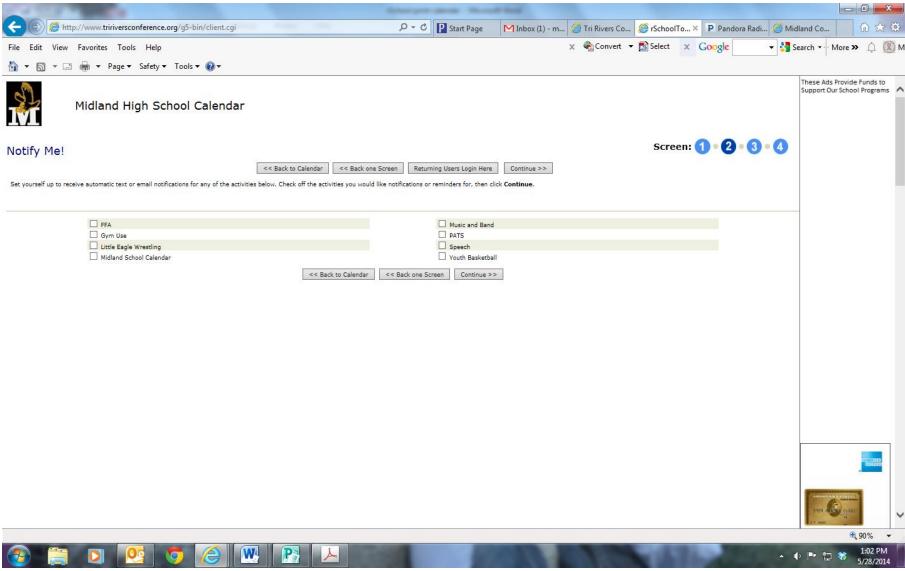


This will take you to the 1st of 4 screens - it lets you choose which sports and which levels of that sport you want notifications for (Jr High baseball, V football, JV volleyball, etc).



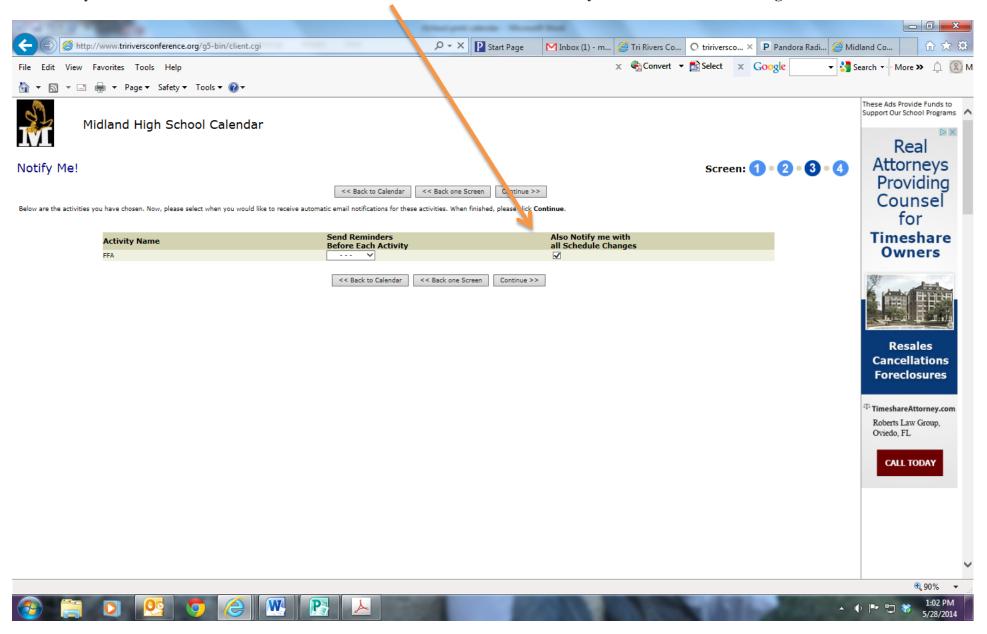
By **clicking on continue** you will go to 2nd screen of the notify me area

Here you can choose to be notified on things like FFA, music, building use calendar, Midland calendar, etc.



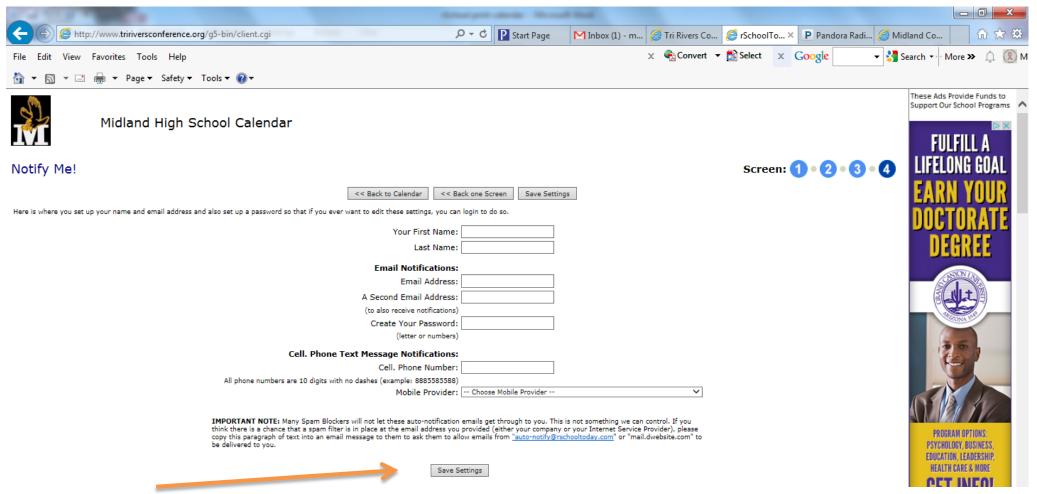
Click on CONTINUE...

3rd step of the process allows you to choose when the program sends the reminder AND if you want to receive info on schedule changes, which go out immediately when made in rSchool. So be sure the little box is checked under **Also Notify me with all schedule changes**



Click continue....

4th step is to enter how you want to receive the info - your email or via text to your cell phone.



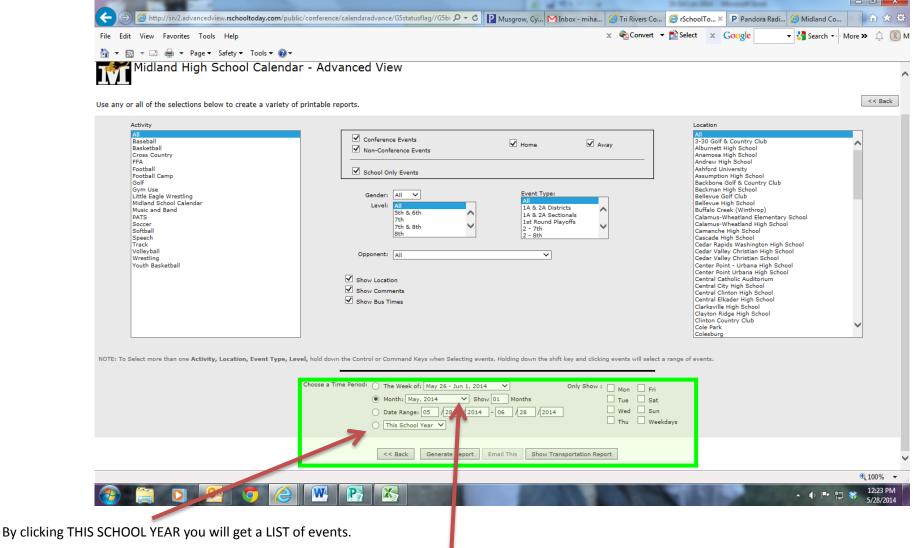
Click Save Settings. That should do it.

It is THAT easy. Then you won't have to rely on your son/daughter to give you the info on what's going on at school. :)

Don't forget to go in each year this same way to update the items you are interested in receiving.

PRINTING EVENTS

On the 1st screen shot of this document, look at the green highlighted box - click on Advanced View Report, this will take you the following screen where you can print events from rschool. You can print them in several ways.



By clicking on Month, selecting starting month, and entering the # of months you want to print you will get them in calendar format.

If you just want to see the schedule for one sport/activity, one sport you should look at the box on the home screen, right hand side that says:

VIEW SCHEDULES

Click in the box of the sport and level or activity that you want to view or print

– you can pull multiple levels or multiple sports by checking more than one.

Then click **VIEW**

It will download into another screen where you can choose PRING, EMAIL THIS or DOWNLOAD.