



Activity Scheduler Mobile Application Coaches Quick Start Guide for Android

Version 1.22.0 (Android)

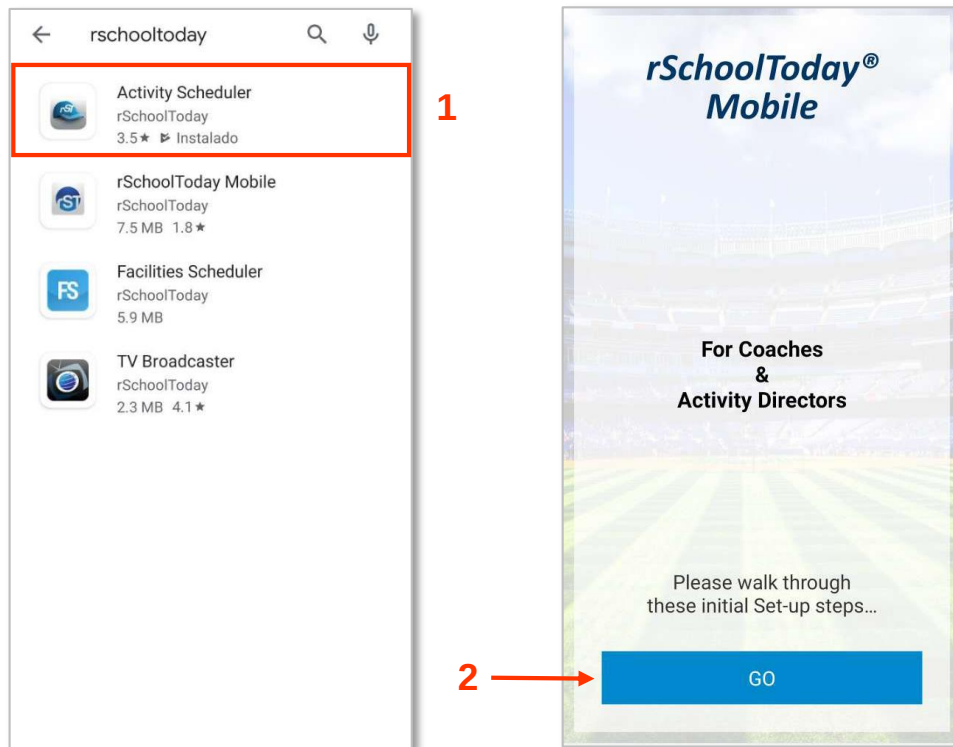
4/01/2020

The **Activity Scheduler Mobile App** allows Coaches to view Students Information and Schedules, add Scores, build Rosters, and take Attendance for the assigned teams. Besides, it can also be used to send SMS messages or emails via our Message Center.

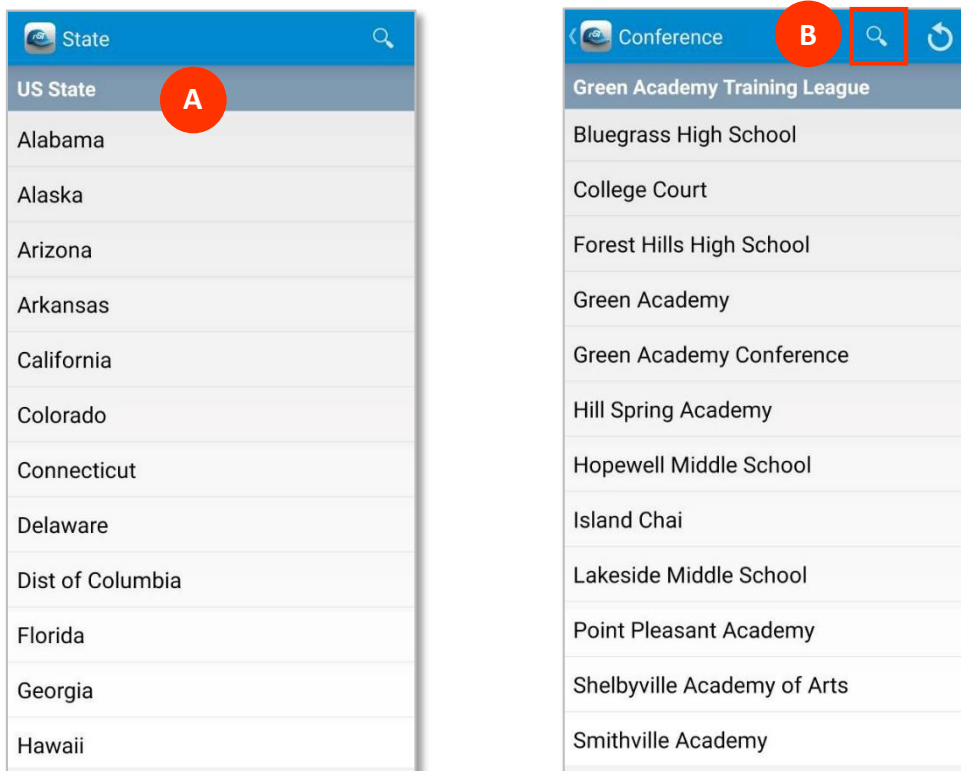
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GETTING STARTED

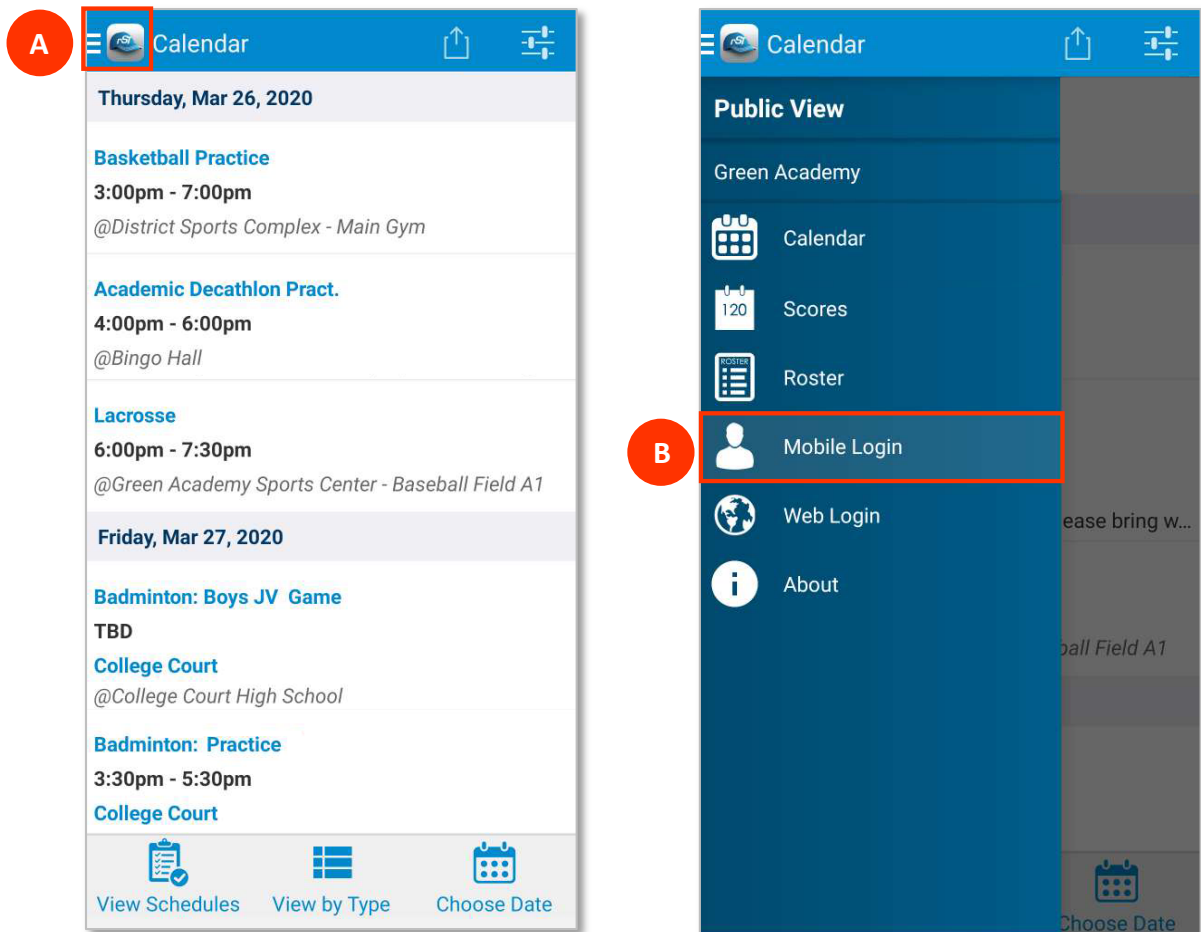
1. Download the Activity Scheduler **AS Mobile App** from the **Google Play Store**, and Launch it.
2. Tap **Go** to start the **Set-Up Steps**.



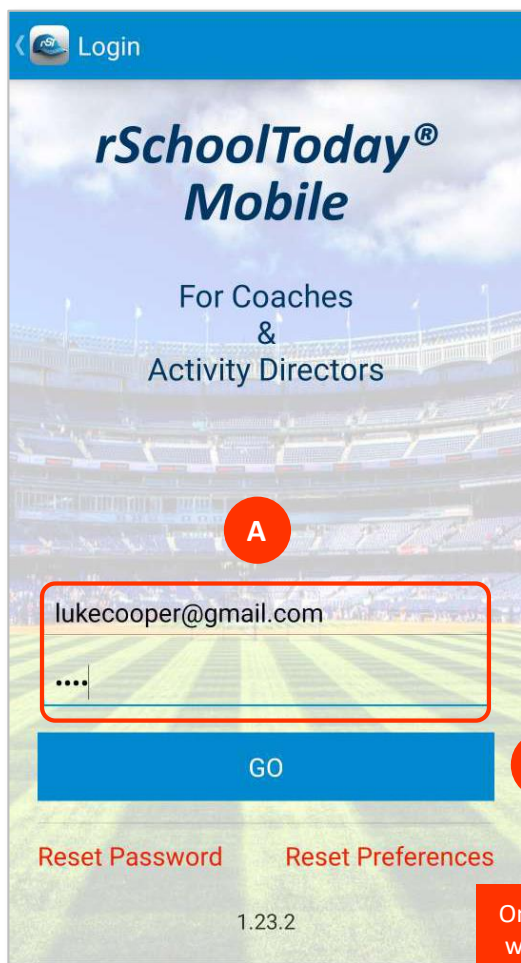
3. Select the **State (A)**, and type the school name in the **Search Bar (B)**.



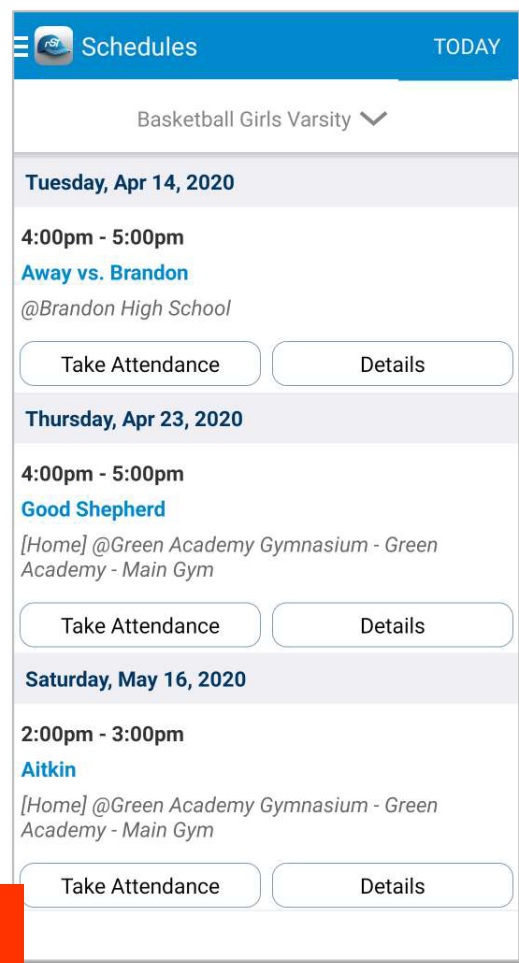
4. To log in, open the **Main Menu (A)** and select **Mobile Login (B.)**



5. On the **Mobile Login** screen, enter your **email and password (A)**, and tap **GO (B)**. Note that the **Email** and **Password** are the same that you used when logging into the Web Version.



Once logged in, you will see your list of assigned schedules and activities.



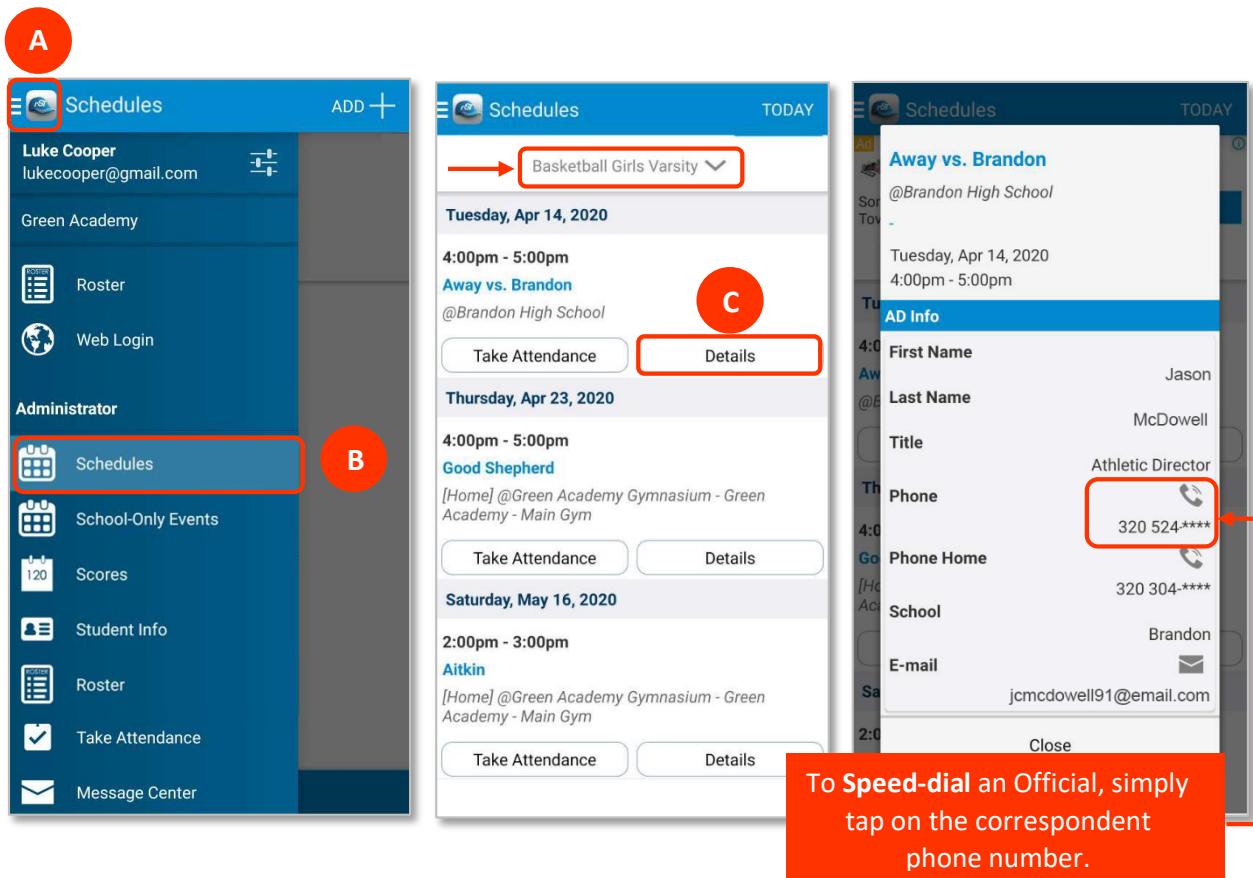
SCHEDULES

Open the **Main Menu (A)** and select **Schedules (B)**.

On the Activities dropdown menu of the **Schedules Screen**, you can find all your Scheduled Activities. To see the event information, tap on the **Details (C)** button.

You can speed dial an Official by selecting his phone number. If you need to send him an email, tap on the listed email address.

Note: Cancelled games will have a strike-through on the Activity Name.



SCHOOL-ONLY EVENTS

Add/Edit Schedules

Administrators and assigned Coaches can add and edit schedules for School Only (SO) Events from the Mobile App. To add schedules for a SO Event, follow the steps below:

- A.** Select the **Menu** icon.
- B.** Go to **School-Only Events**. On the **School-Only Events** screen, you will see only your assigned Team Activities.
- C.** At the bottom part of your screen, tap View by **Activity** or **Choose a Date**.
- D.** Select an Activity from the list and tap "+" on the top right corner of your screen.
- E.** Add the Event information and click Save.

A

School-Only Menu

Luke Cooper
lukecooper@gmail.com

Green Academy

Roster

Web Login

Administrator

Schedules

B

School-Only Events

Scores

Student Info

Roster

Take Attendance

Message Center

D

SO Events

Wednesday, Apr 01, 2020

Basketball Practice
8:00am - 9:00am
@Green Academy - Basketball Court - Outdoor

Take Attendance

Details

Baseball Tryouts
2:00pm - 4:00pm
@Baseball Field

Take Attendance

Details

C

Choose Team

SY 2019 - 2020

Baseball - Varsity Practice

Basketball - Boys Varsity Practice

Basketball - Girls Practice

View by Activity

Choose Date

MARCH 2020

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

E

Create New Event

Baseball Practice

SAVE

Day & Date

Thursday, Apr 30, 2020

Time From

8:00PM

Time To

9:30PM

Location

Baseball Field

Status

-

Public Comments

Bus Info

Bus Leaves - >

Bus Dismissal - >

Bus Return - >

Bus Company -

To Cancel or Postpone a Game, change the Status.

Choose Date

Mar 29 2019

Apr 30 2020

May 01 2021

Cancel

OK

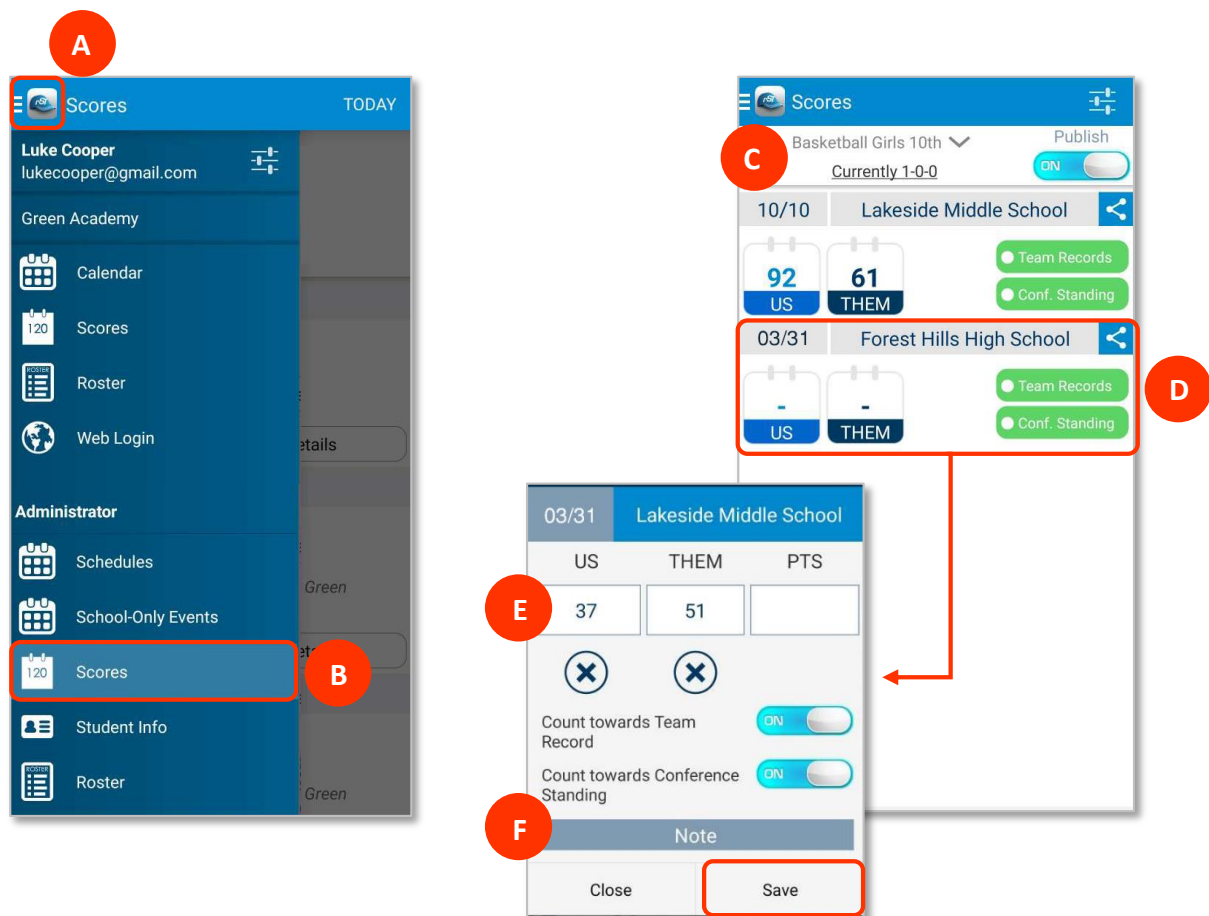
SCORES

Enter Scores

Tap on **Main Menu (A)**, and select **Scores (B)**.

Select an **Activity (C)** from the Dropdown Menu. Listed on the **Scores Screen** are all your Scheduled Opponents and the Scores for each Game. To edit the score, tap the **US/THEM (D)** boxes.

On the pop-up, Enter the **Scores (E)** and **Notes (F)**. If you need to clear a Score, tap on the "X" icon. Select **Save** once done.

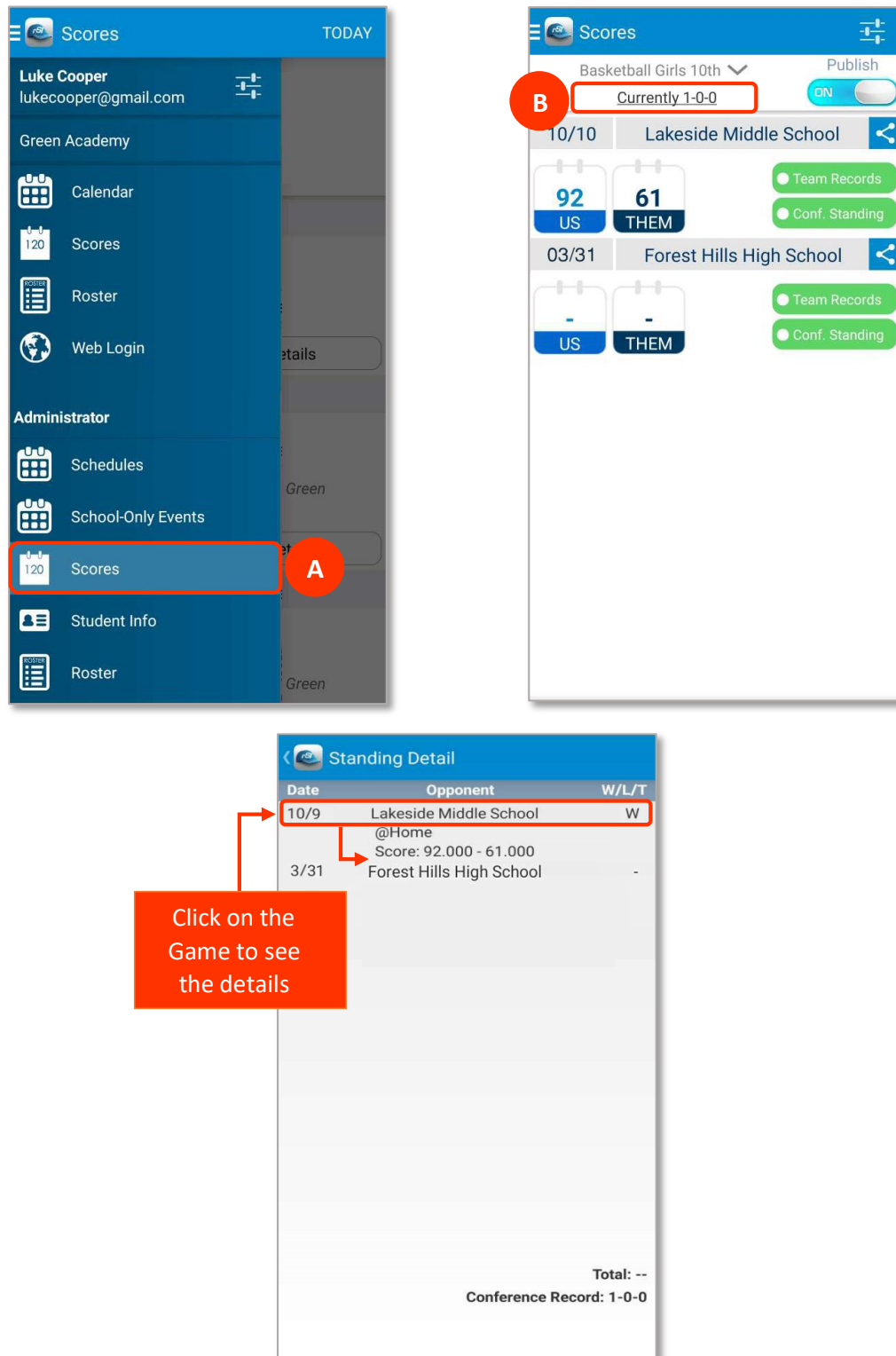


Note: You can make the Team Records and Conference Standings visible in the Activity Scheduler Public View.

View Scores

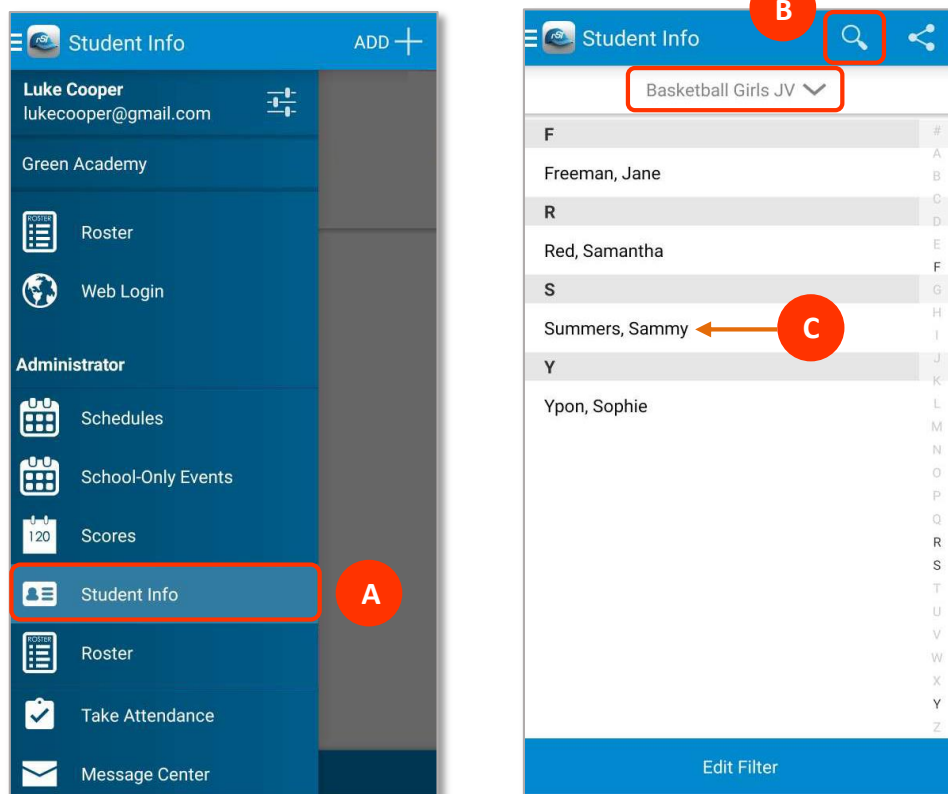
Now, users (Public or Administrators View) can track the Teams and Opponents Standings available in the Scores module within the App.

To View the Team Standings, go to the Public or Administrators View section, and tap **"Scores" (A.)** Select a **Team** and tap **"Currently" (B.)**

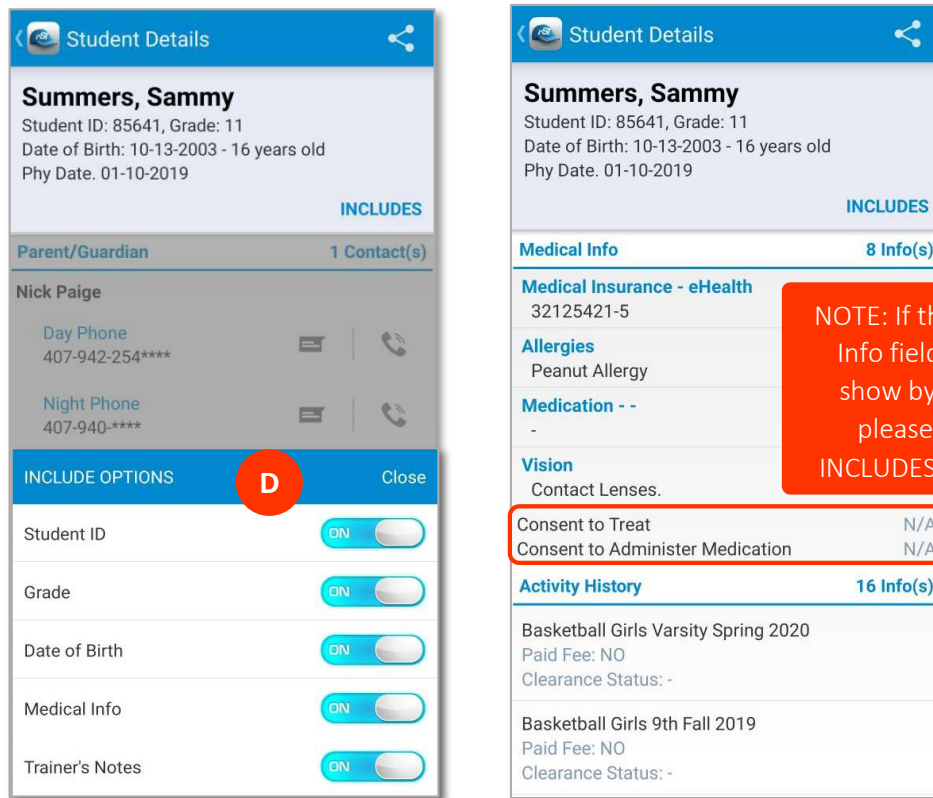


STUDENT INFO

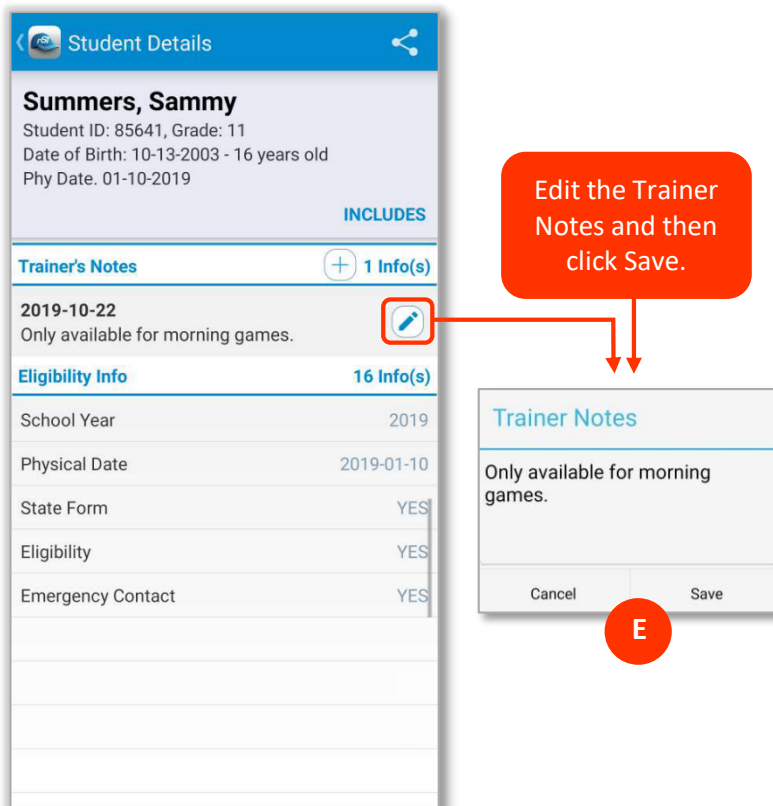
Open the **Main Menu** and tap on **Students Info (A)**. You can search for a particular student or filter by **Activity (B)**. Tap on **Student's Name (C)** to view the **Student Details** screen.



On the **Student Details** screen, Coaches can make the Trainer's Notes visible, by tapping on **Includes (D.)** They can also edit/modify the **Trainer's Notes (E)** from the Mobile and Web Login.



On this screen, the Coaches will have the option to view **the Medical Information** field.



Note: The student's general information and the contact data are displayed on the **Student Details** screen. Administrators can view the "**Consent to Treat**" and "**Consent to Administer Medication**" fields on the Student Information module.

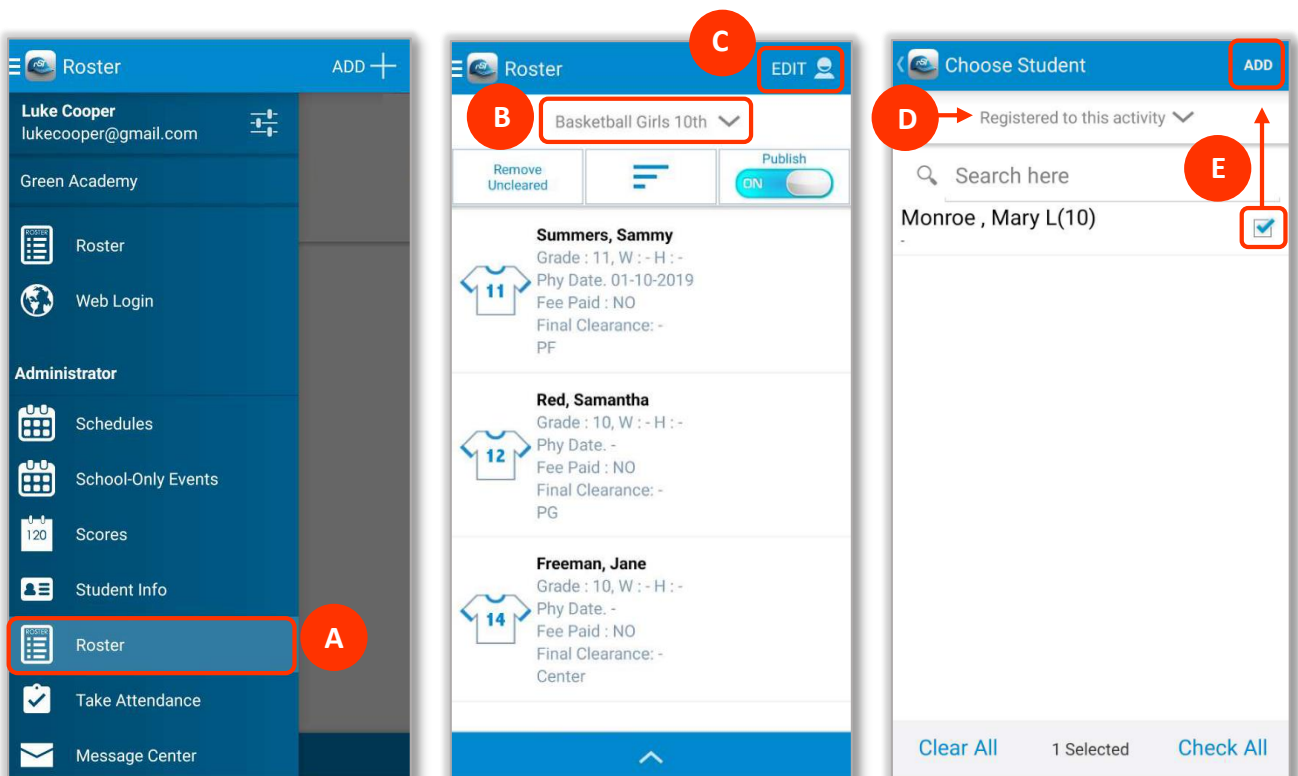
ROSTER

Edit a Roster

On the **Main Menu** select **Roster (A)** Choose the **Team (B)** who's roster you would like to see.

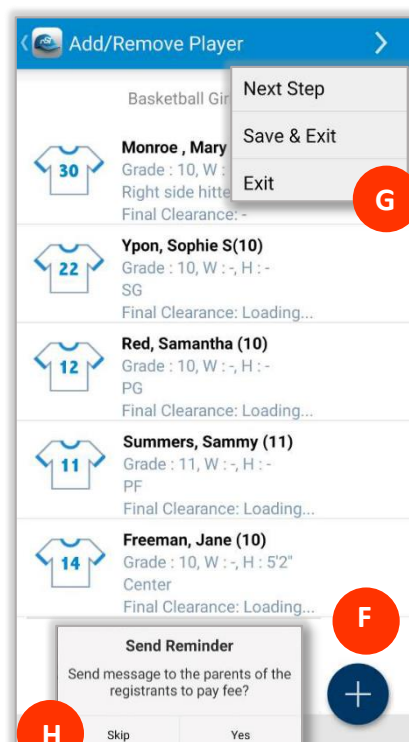
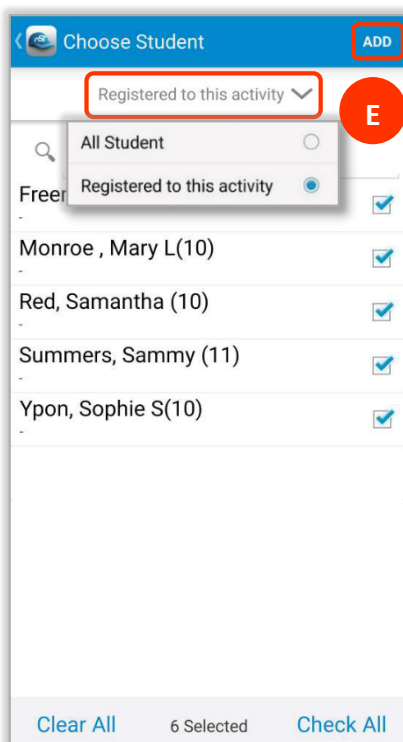
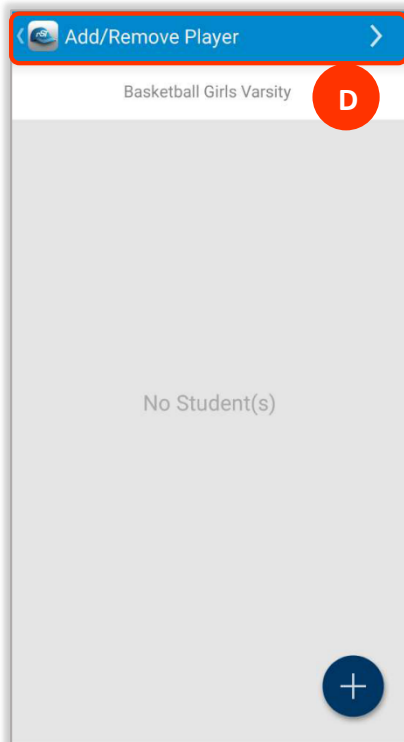
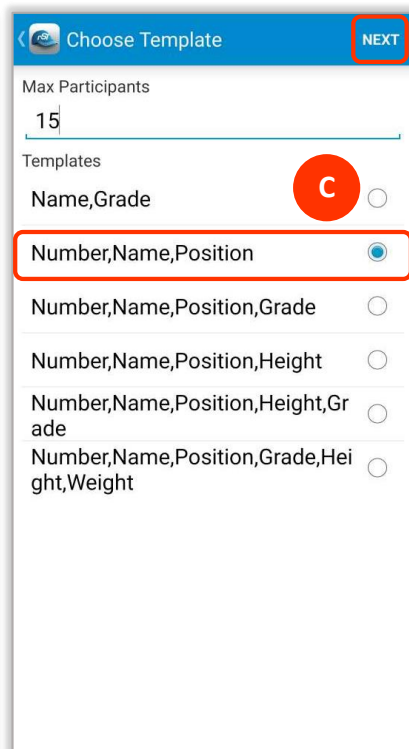
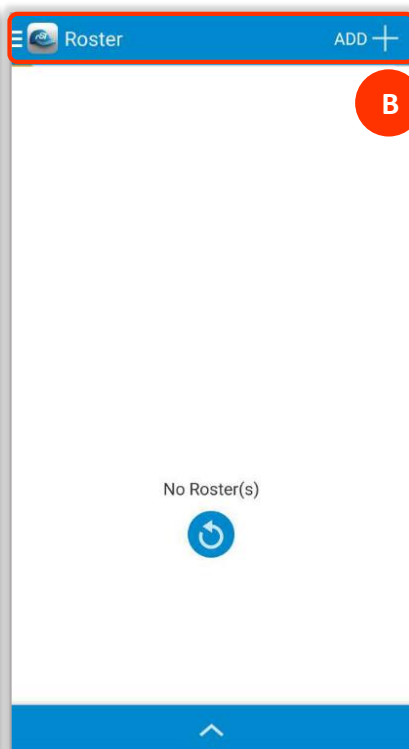
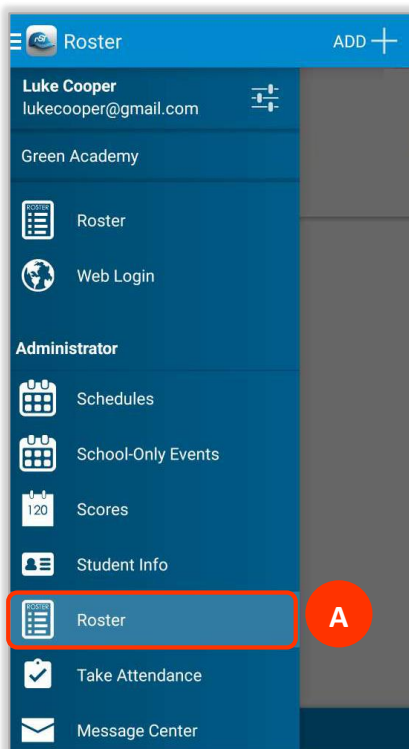
To add a student tap on **Edit (C)** and filter by **All students** or **Students Registered to this activity (D)**

Select the Student(s,) and tap **Add (E)**

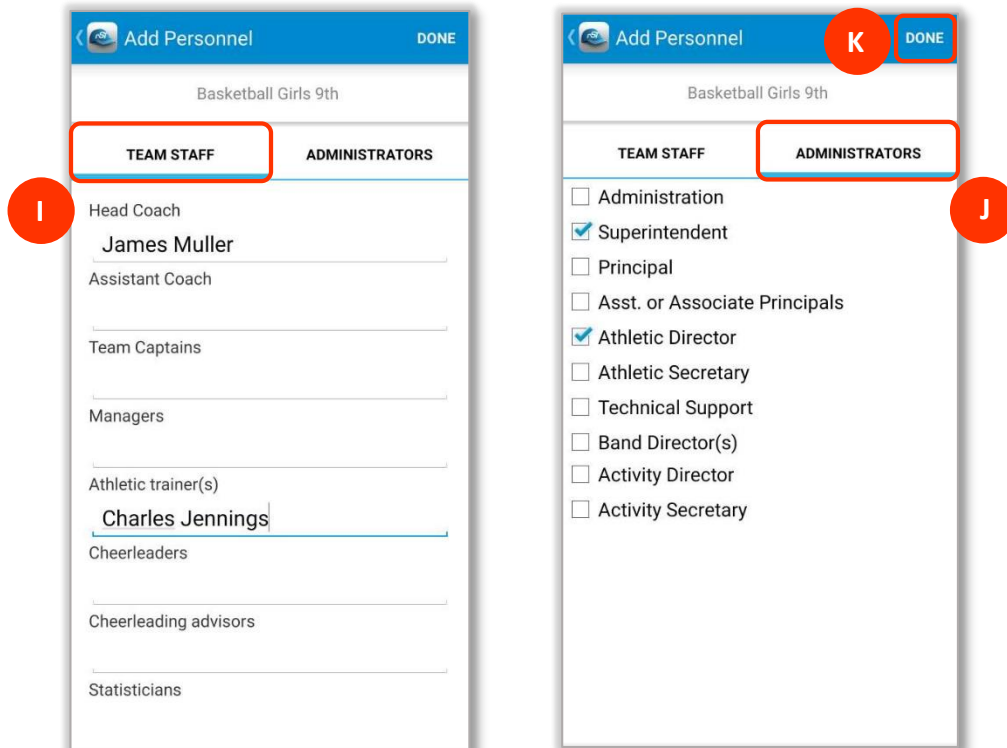


Building a Roster

From the **Main Menu**, tap **Rosters (A.)** **Add Roster (B)** **Choose Template (C)**, set the number of players, and tap on **Next**. Select **Add/Remove Player (D)**, and **Choose Students (E)**. Now, the Add/Remove Player screen will display the students selected for the Roster, to add another student tap **“+” (F)**. Tap on **Save & Exit (G)**. Option to **Send Reminder (H)**.



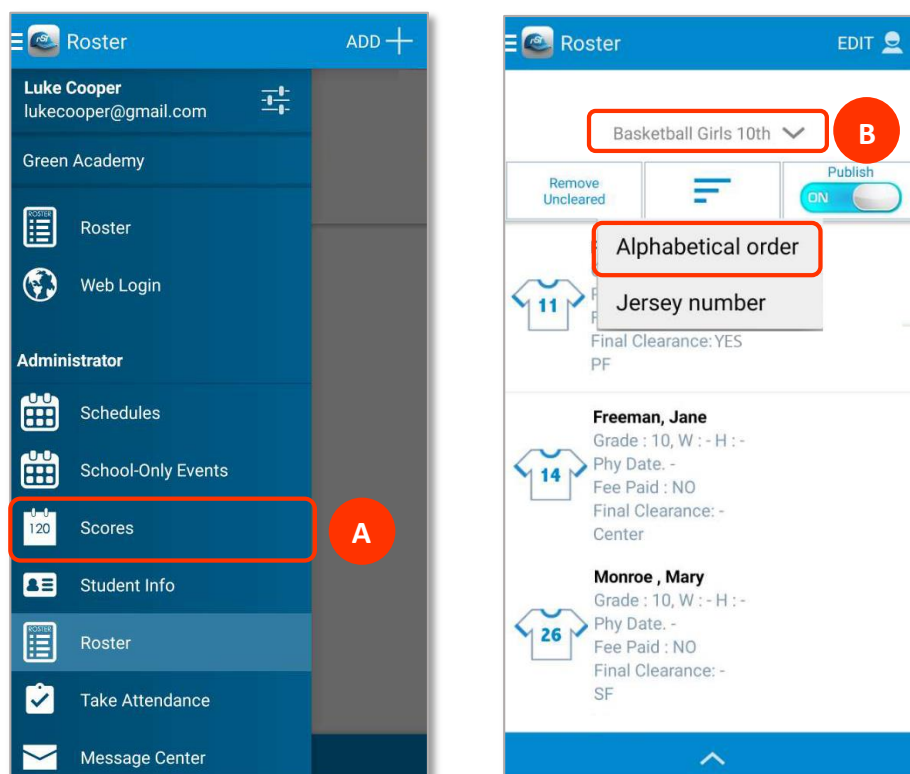
On the Add Personnel screen, tap on **Team Staff (I)**, Select **Administrators (J)**, and choose **Done (K)**.



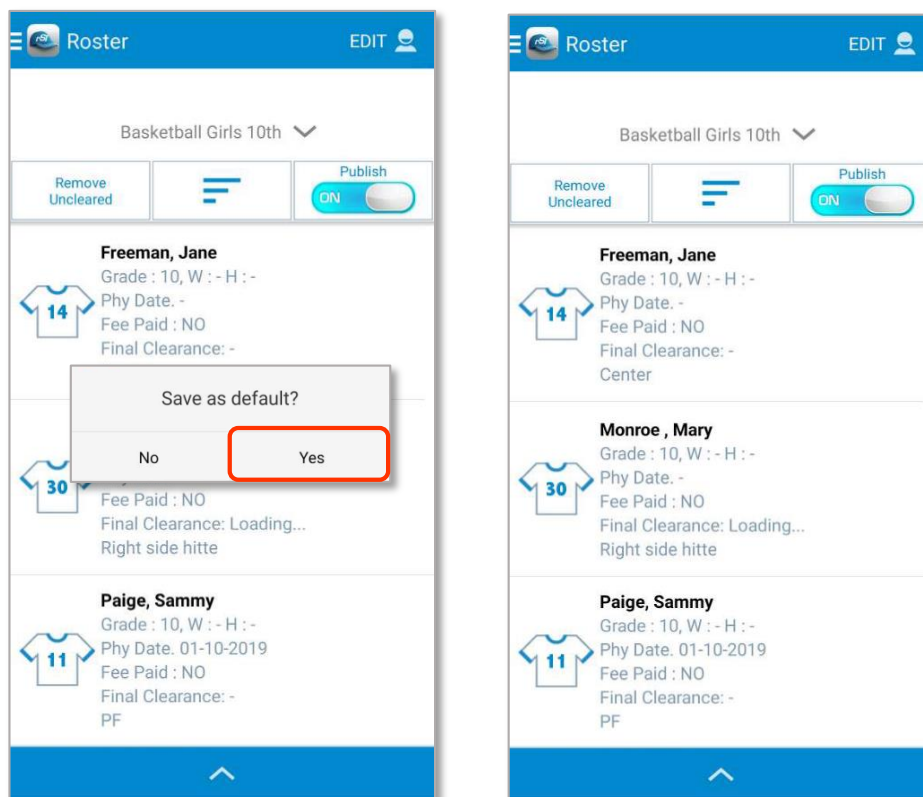
Option to sort Team Roster by Alphabetical Order or Jersey Number

Public and Administrative View users will see the Team Roster auto-sorted by Jersey Number (from low to high.) If the template doesn't include jersey numbers, the alphabetical order will be the default sort. This new feature makes it easier for parents to find their kids on the list.

Tap on **Roster (A)**, Select an Activity from the **dropdown (B)**, and Tap on **Alphabetical order or Jersey number**.



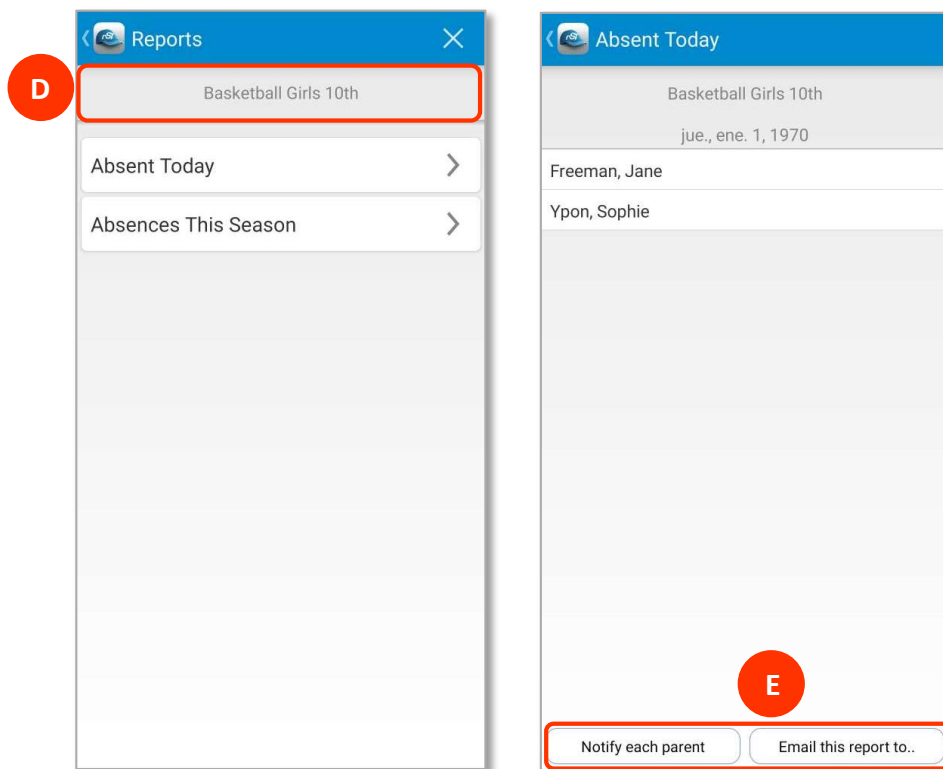
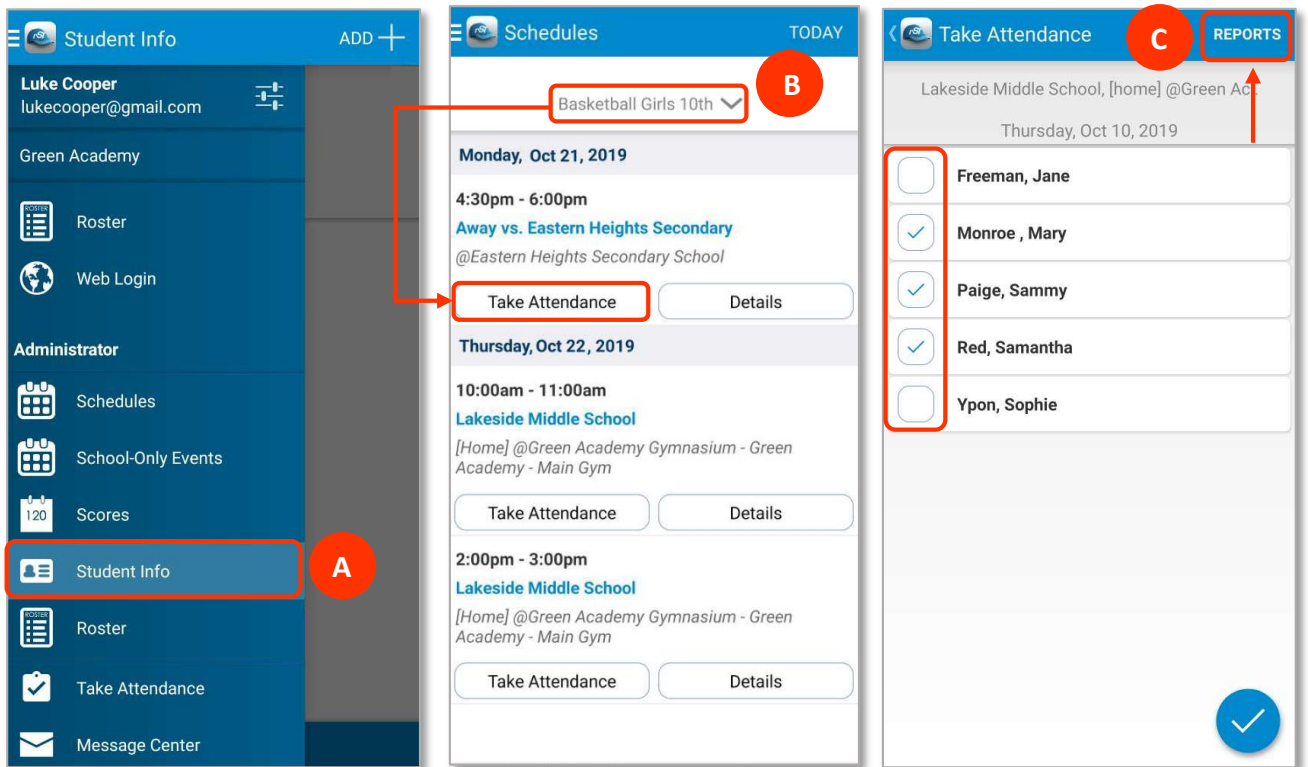
You can also save settings as default.



TAKE ATTENDANCE AND ABSENCE REPORT

Administrators and Coaches can now view the attendance tracking, **"Take Attendance,"** Generate an Absence Report and send it to parents, including a generic message that they can set one time.

Tap on **"Schedules" (A)**, select the **Activity**, and tap **Take Attendance (B)**. In the Take Attendance Screen, choose the Students who attended, and Tap on **Reports (C)**. If needed, choose **"Absent Today"** or **Absent this Season (D)**. Select **Absent Students (E)**. **Notify this Parent** or **Email this report to (F)**.



To Take Attendance for a School Only Event follow these steps:

SO Events

+

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Green Academy

Calendar

Scores

Roster

Web Login

Administrator

Schedules

School-Only Events

Scores

Student Info

Roster

SO Events

Monday, Oct 21, 2019

Baseball Varsity Practice

3:00pm - 4:30pm

@Baseball Field

Be Early!!!!

Take Attendance

Details

Basketball Practice

3:00pm - 6:00pm

@Green Academy - Basketball Court - Outdoor

Take Attendance

Details

Tuesday, Oct 22, 2019

-- No Event --

Wednesday, Oct 23, 2019

-- No Event --

View by Activity

Choose Date

Take Attendance

C

REPORTS

@Baseball Field, 3:00pm - 4:30pm

Monday, Oct 21, 2019

☒

Allen, Jacob

☐

Baker, Jeremy

☒

Bank, Sam

☒

Blaine, Jordan

☒

Blake, John

☐

Brown, Eric

☒

Elles, Marvin

☐

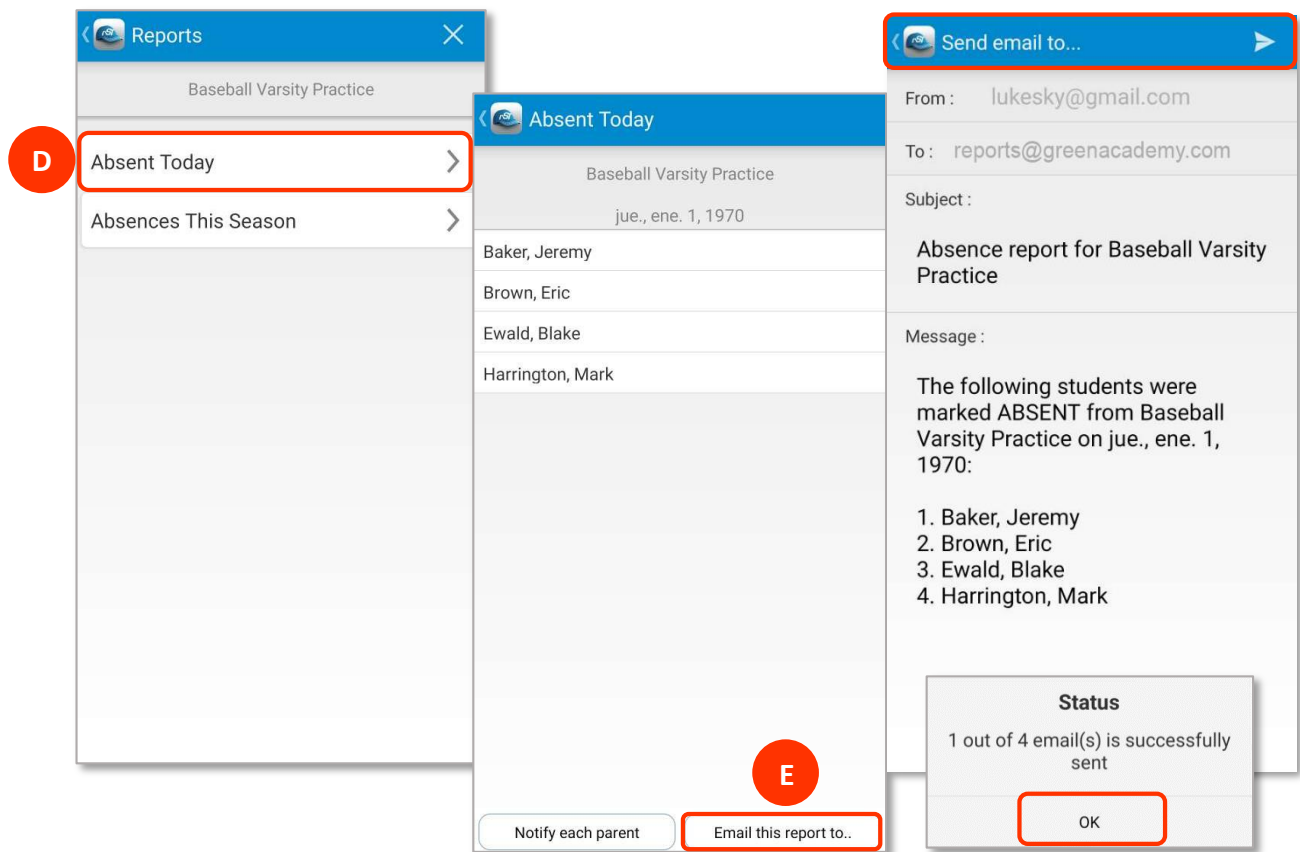
Ewald, Blake

☒

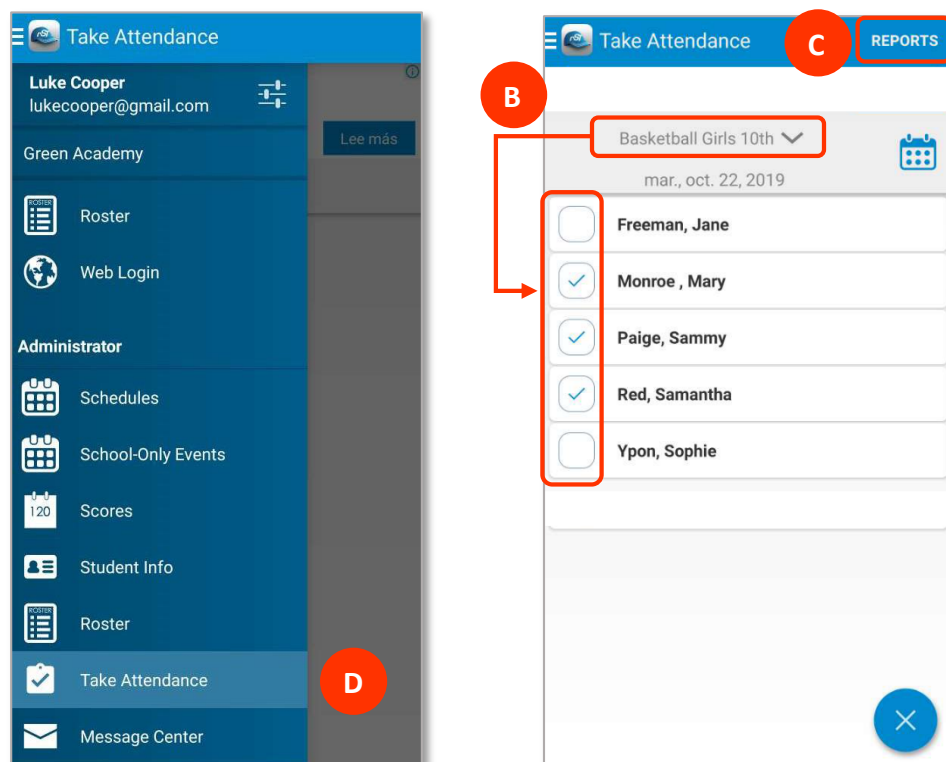
Guzzardi, Tom

☐

Harrington, Mark



You can also access the Attendance Tracking for the Event by going **to Take Attendance (A)**, select the Activity and Students who attended **(B)**, and tap on **Reports**.



Add/Edit Activity and map to Categories

Activity Name:
Basketball - Girls Practice

Abbreviation (up to 4 letters):

☒ Show this activity in the 'View Schedules' box on the public calendar

NOTE: Don't check either of these next 2 boxes for practice schedules!

☒ This activity has the ability to be registered for, have a roster, give awards, and is tracked in the Student Activity history

☒ Create a Team Site page for this Activity and turn it ☒ Online ☐ Offline for now.

OPTIONAL: Which Categories does this activity belong to?
Check all that apply.

Category Name

☒ Athletics	☐ Language Classes
☐ After School Events	☐ Staff Only
☐ Bands	☐ PTA
☐ Clubs	☐ category Test
☐ Culinary Arts	

Important: To show Practices in the list of Activities, make sure that the Administrator has enabled the option to add Rosters to the Activity (in the Activity Scheduler).

MESSAGE CENTER

We made some updates to the Mobile App **Message Center** that enable Athletic Directors, Coaches, and Administrators to:

- Send Emails or SMS messages to the Member Types listed on "**Notify Me**" in the Public View.
- Select ALL recipients under "Notify Me" and "Other Contacts."
- Modify the **User's Member Type** from the Message Center.

To proceed, follow these steps:

Select **Message Center (A)**, Tap **All (B)**, Choose **Show (C)** to see the **Report of Contacts**, tap **Message All**, or **Email All (D)**, and select All Contacts from the list (or select them individually).

A

B

C

D

Click here to select all users under Notify Me and Other Contacts to send an email or SMS.

Message Center

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Green Academy

Roster

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Student Info

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Take Attendance

Message Center

Message Center

Select who to message

All

Contacts from Notify Me
0 Selected

Other Contacts
0 Selected

Message Center

SHOW

Select who to message

All

Contacts from Notify Me
All

Other Contacts
All

Season
Winter 2019-20

Athletic Teams
All

School Only Activity
0 Selected

Report of Contacts

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
Abbot, Julie																									
Abbot, Tim																									
Abbott, Becky																									
Abella, Kara Leana																									
Abrams, Annalise																									
Abraham, Henry																									
Abraham, Kolton																									
Adams, Collin																									
Adams, Zoe																									
Addison, Donald																									
Addison, Sam																									
Addler, Jonathan																									

Message All

Email All