

# Activity Scheduler Mobile Application



## Coaches Quick Start Guide for IOS

Version 1.28.10 (IOS)

August 2021

The **Activity Scheduler Mobile App** allows Coaches to view Students Information and Schedules, add Scores, edit 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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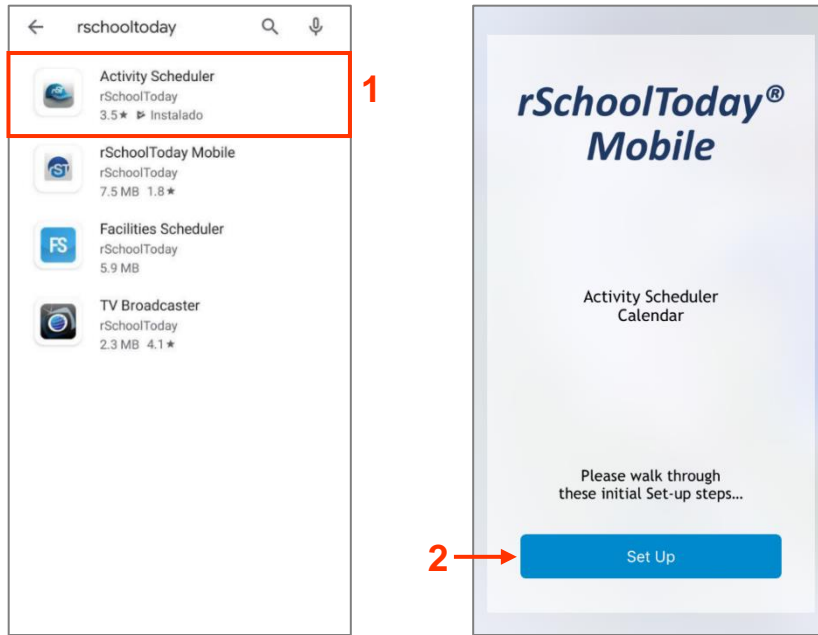
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[Take Attendance and Absence Report](#)

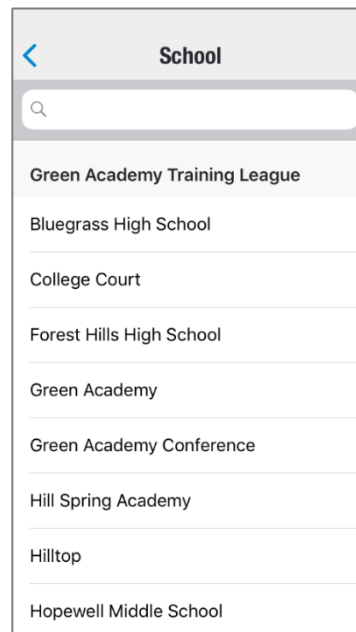
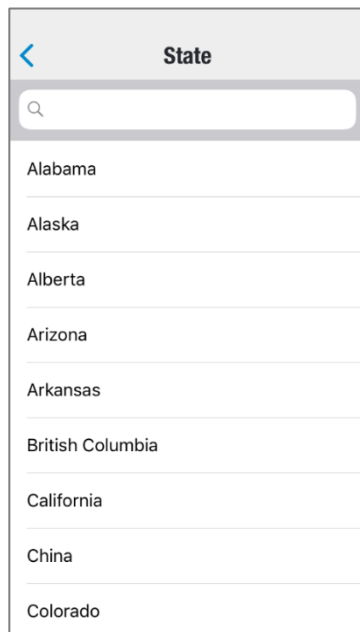
[Message Center](#)

### GETTING STARTED

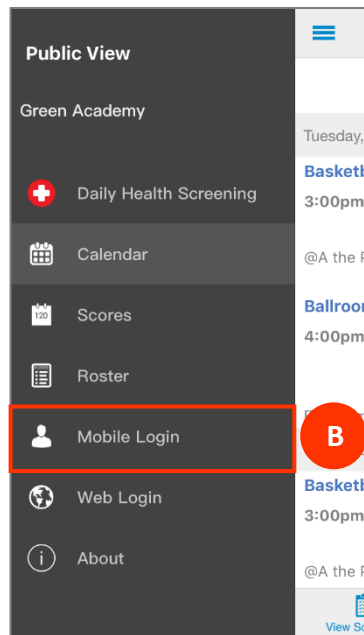
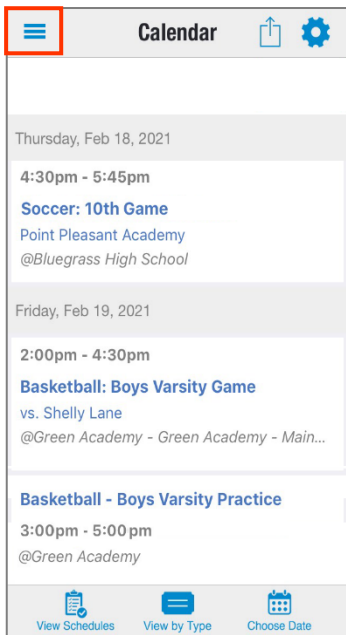
1. Download the Activity Scheduler **AS Mobile App** from the **App Store**, and Launch it.
2. Tap **Set Up** and follow the steps.



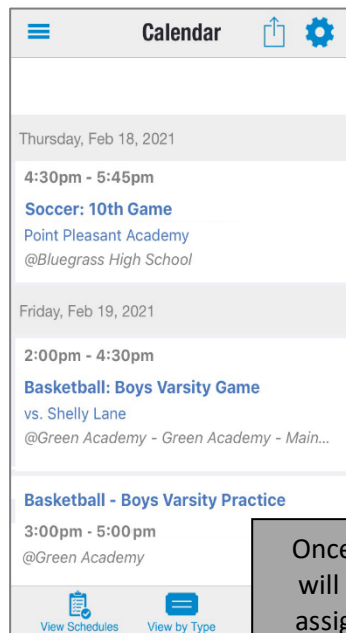
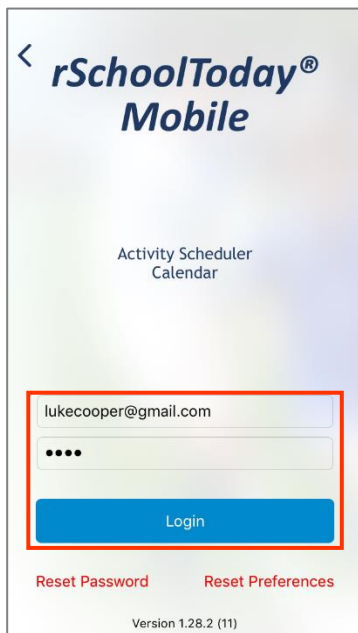
3. Select the **State** and the **School**, you can use the search bars to find them.



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**, and tap **Login**. 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** and select **Schedules**.

On the Activities dropdown menu of the **Schedules Screen**, you can find all your Scheduled **Activities (A.)** To see the event information, tap on the **Details (B)** 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:** Canceled games will have a strike-through on the Activity Name.

The image consists of three screenshots from a mobile application:

- Left Screenshot:** Shows the main menu. The user is logged in as Luke Cooper. The 'Schedules' option is highlighted with a red box.
- Middle Screenshot:** Shows the 'Schedules' screen. A dropdown menu is open, showing 'Basketball Boys Varsity' with a red circle 'A' next to it. Below, a list of games is shown. The 'Details' button for the 2:00pm game is highlighted with a red box and a red circle 'B'.
- Right Screenshot:** Shows the 'Detail' screen for a game. It lists the opponent (Carver Academy), day/date, and time. Below, it lists officials. One official, Max Howard, has a phone number and a call icon next to it. A callout box points to the call icon with the text: "To Speed-dial an Official, simply tap on the correspondent phone number".

## SCHOOL-ONLY EVENTS

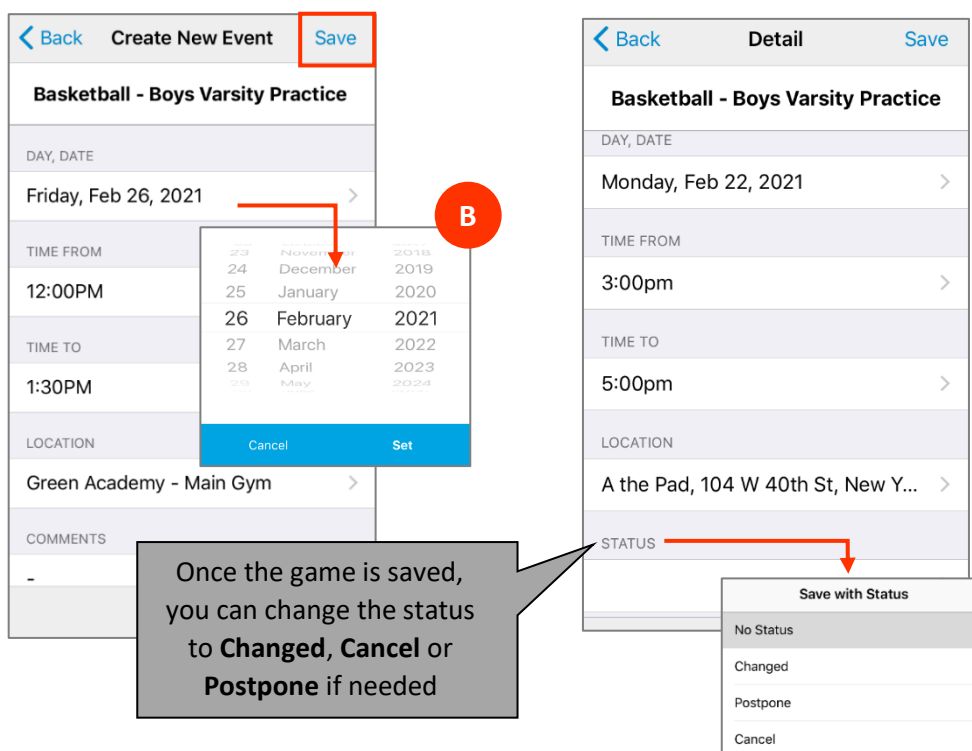
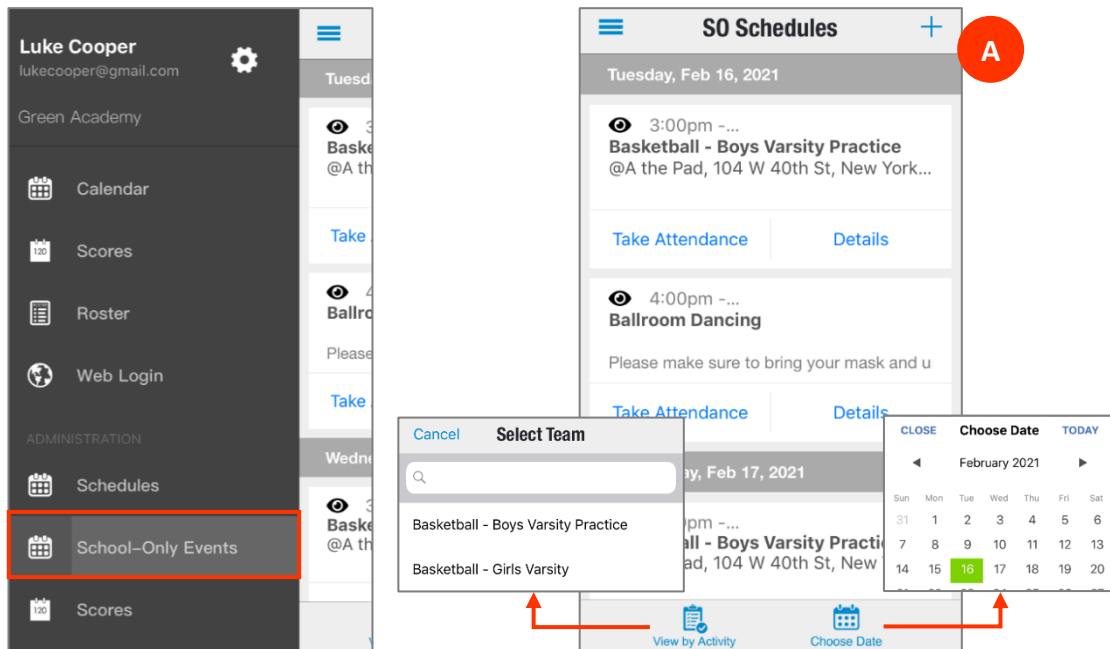
### Add/Edit Schedules

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:

Select the **Menu** icon and go to **School-Only Events**. There, you will see only your assigned Team Activities. At the bottom part of your screen, tap View by **Activity** or **Choose a Date**.

Tap "+" to add a new Date **(A.)** On the top right corner of your screen.

Add the Event information **(B)** and click **Save**.



## SCORES

### Add Scores

Tap on the **Main Menu** and select **Scores**.

Select an **Activity (A)** 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 (B)** boxes.

On the pop-up, Enter the **Scores (C)** and **Notes**. Click on **Save** once done.

The image illustrates the process of adding scores in the app. It is divided into three parts:

- Main Menu:** A dark sidebar menu with options like Calendar, Scores, Roster, and Web Login. The 'Scores' option is highlighted with a red box and labeled 'C'.
- Scores Screen:** A light-colored screen showing a list of games. The first game, 'Basketball Boys Varsity', is selected and labeled 'A'. Below it, other games like 'Carver Academy', 'Shelly Lane', and 'Brandon' are listed. Each game entry has 'US' and 'THEM' score boxes. The 'Shelly Lane' game is highlighted with a red box and labeled 'B'.
- Score Entry Pop-up:** A modal window for the 'Shelly Lane' game. It has a table for scores:

US	THEM	POINTS
19	22	

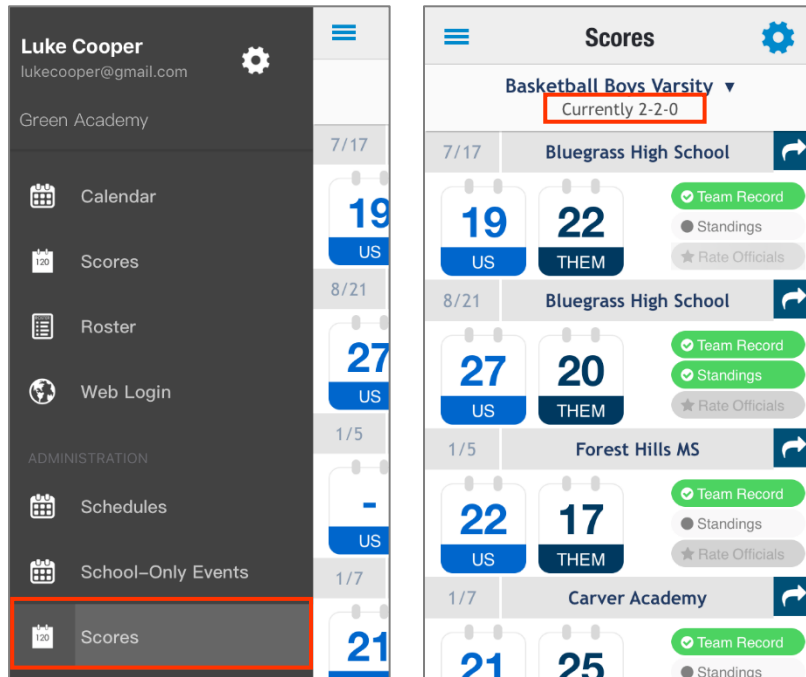
Below the table are two toggle switches for 'Team Record' and 'Conference Standings', both of which are turned on. There is also a 'NOTES' text area and 'Cancel' and 'Save' buttons at the bottom. The 'Save' button is highlighted with a red box and labeled 'C'.

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

## View Team and Opponent Standings

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" Select a **Team** and tap "Currently."



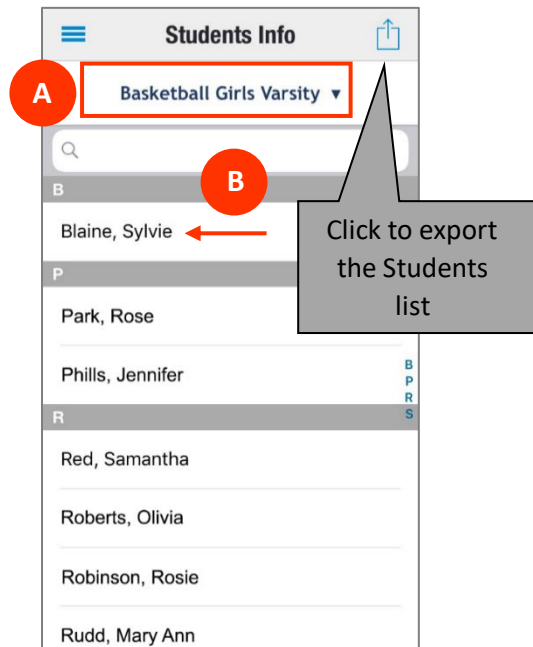
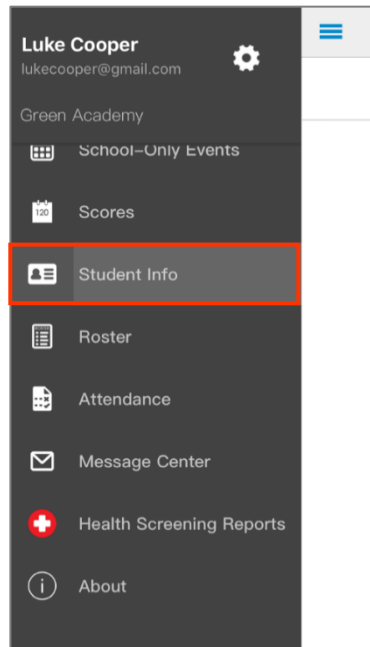
Standings		
Date	Opponent	W/L/T
7/17	Bluegrass High Sc... @Home 19 - 22	L
8/21	Bluegrass High Sc... @Home 27 - 20	W
1/5	Forest Hills MS @Home 22 - 17	W
1/7	Carver Academy @Home 21 - 25	L
2/19	Shelly Lane @Home ---	-
2/22	Brandon	-
<b>Total</b>		<b>2 - 2 - 0</b>
<b>Conference Record</b>		<b>1 - 0 - 0</b>

**Date, Opponent, Results, Location and Score are displayed**

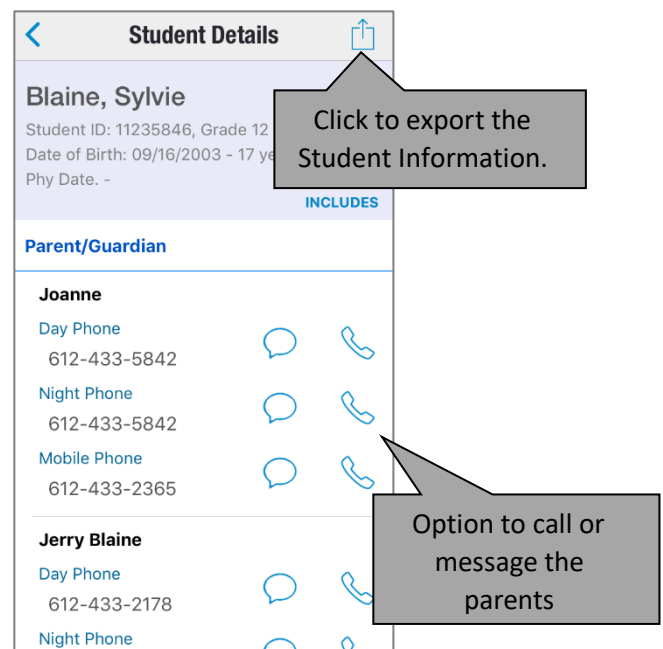
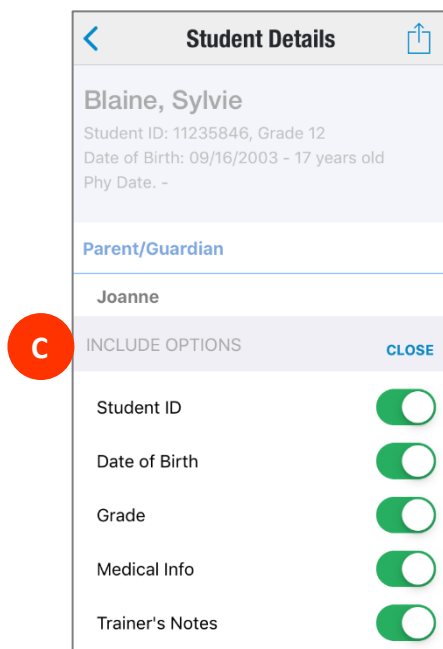
**The Standings screens show Total and Conference Record**

## STUDENT INFO

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

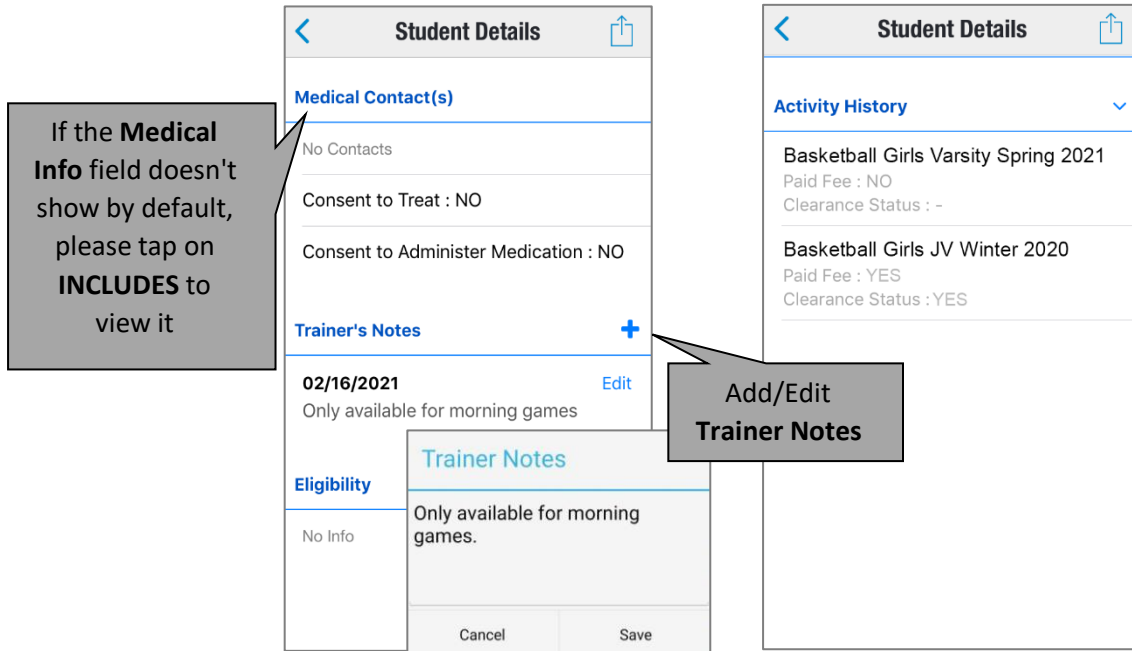


On the **Student Details** screen, Coaches can make the Trainer's Notes visible, by tapping on **Include Options (C.)** They can also edit/modify the **Trainer's Notes** from the Mobile and Web Login.





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



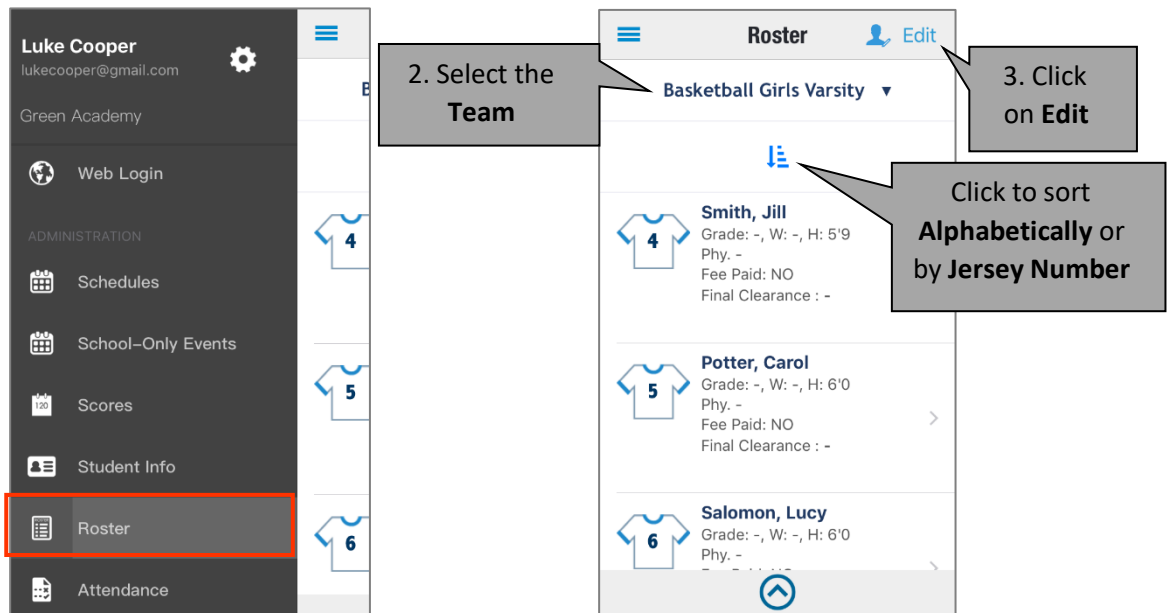
**Note:** The student's general information and the contact data are displayed on the **Student Details** screen. Administrators can view the "**Consent to Treat**" and "**Consent to Administer Medication**" fields on the Student Information module.

## ROSTER

### Edit a Roster

On the **Main Menu** select **Roster**, **Choose the Team (A)** who's roster you would like to see. To add a student tap on **Edit (B)** and filter by **All students** or **Students Registered to this activity (C)**

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



**Click to edit the Roster Template**

**Select any Player**

**Edit the Player information and Save**

**Select an option and click on next (>)**

The first screen, titled "Add/Remove Pla...", shows a list of players for "Basketball Girls Varsity". The player "Blaine, Sylvie (12)" is highlighted with a red box. A callout points to the "Edit Template" button at the top. The second screen, "Player Info", shows the details for Blaine, Sylvie (12), including Number (14), Name, Position, and Height (5'5). A callout points to the "Save" button. The third screen, "Choose Template", shows a list of template options. A callout points to the right arrow (>) at the top right.

To add a new Player to the Roster.

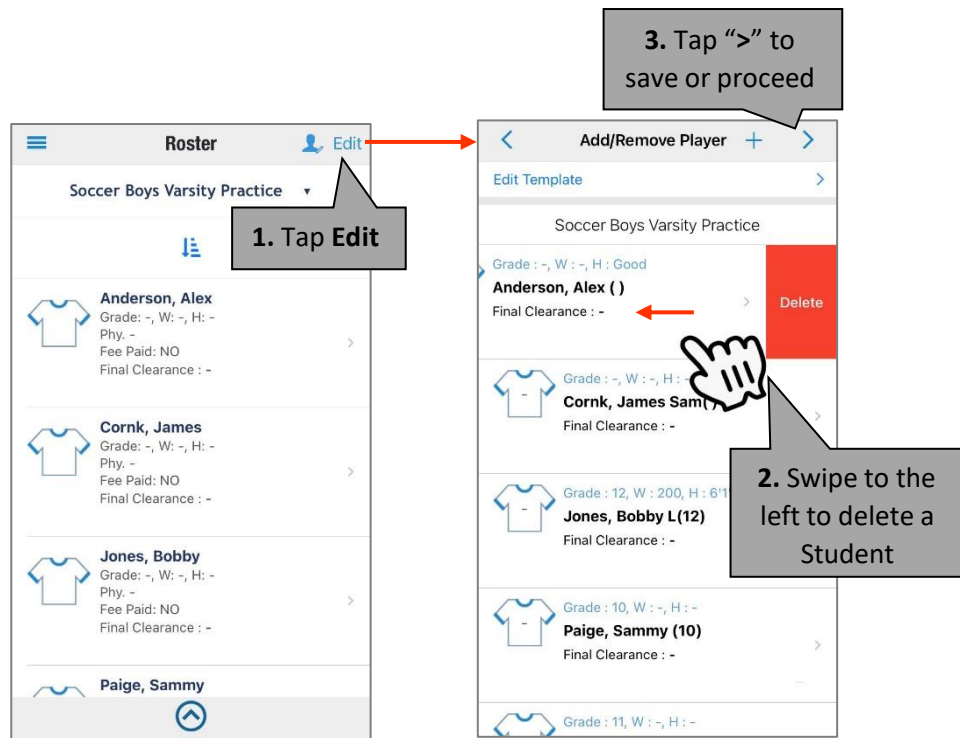
**1. On the Rosters screen, Click on Edit**

**2. Tick "+" to add a new Player**

**4. Select a student from the list or use the search bar**

The first screen, "Roster", shows a list of players for "Basketball Girls Varsity". A callout points to the "Edit" button. The second screen, "Add/Remove Pla...", shows the same list with a red box around the "+" button. A callout points to this button. The third screen, "Choose Student", shows a list of students. A callout points to the "Done" button at the top right. The student "Cornell, Karen (10)" is selected, indicated by a checkmark.

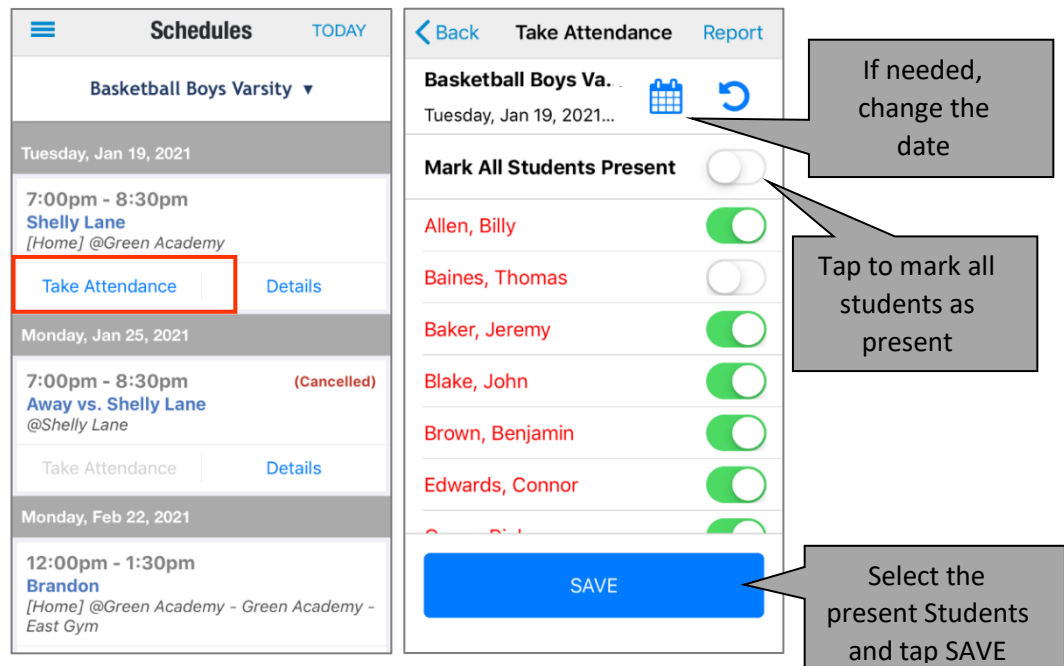
To remove or delete a Player/Student from the Roster:



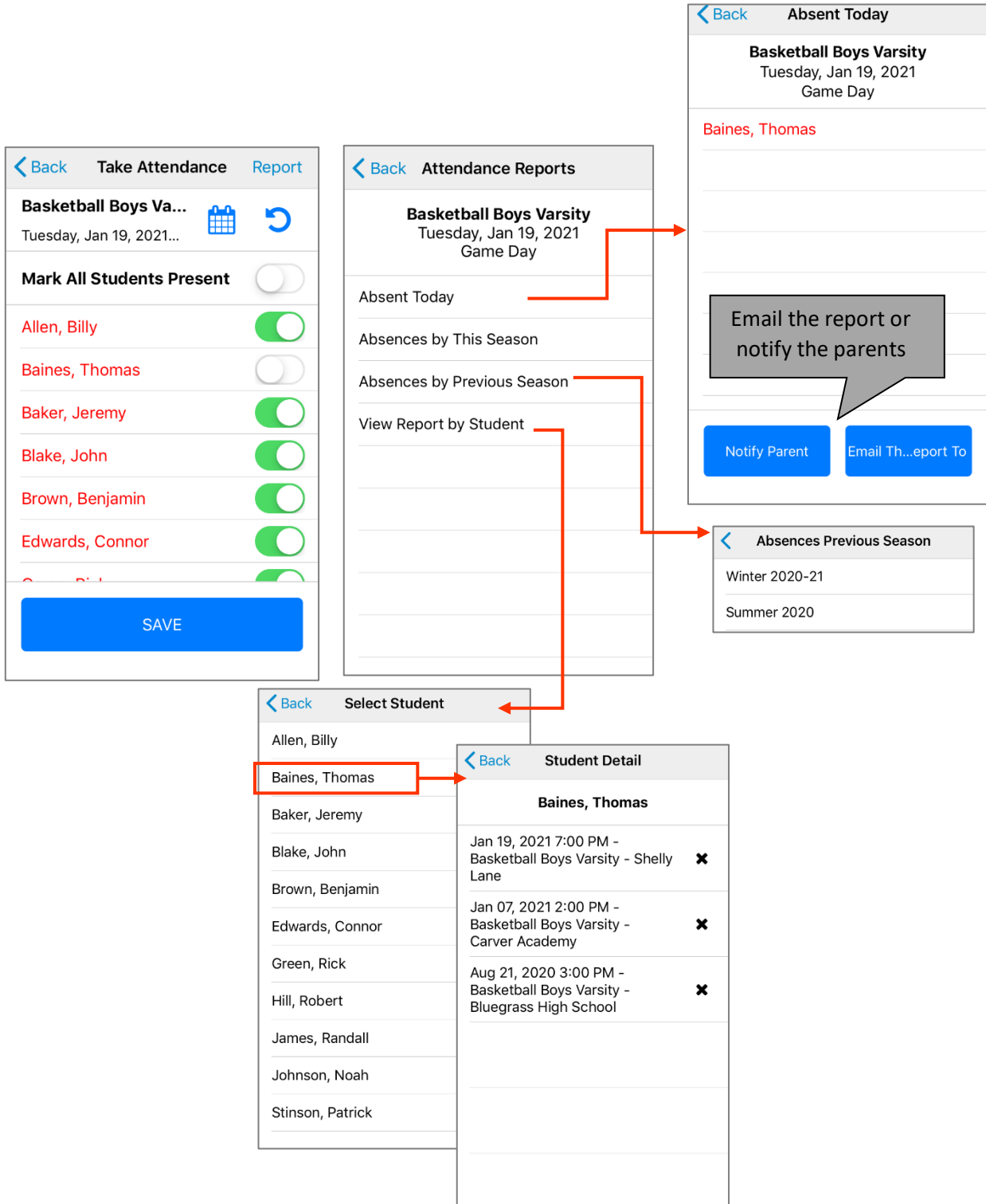
## TAKE ATTENDANCE AND ABSENCE REPORT

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.

From the main menu click on **Schedules** or **School-Only Events**, select an event and tap **Take Attendance**. Then, choose the Students who attended, and Save.



You can also pull an **Absence Report**, tap on Report and then choose **Absent Today** or **Absences by this Season**, **Absences by Previous Season**, **View Report by Student**



**Note:** 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).

**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**

<input checked="" type="checkbox"/> Athletics	<input type="checkbox"/> Language Classes
<input type="checkbox"/> After School Events	<input type="checkbox"/> Staff Only
<input type="checkbox"/> Bands	<input type="checkbox"/> PTA
<input type="checkbox"/> Clubs	<input type="checkbox"/> category Test
<input type="checkbox"/> Culinary Arts	

## MESSAGE CENTER

The Mobile App **Message Center** allows 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."

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

