

Loyola Catholic School Calendar

A Guide for Parents, Teachers & Fans

Loyola Catholic School uses an online school calendar and activity/event scheduler created and supported by rSchoolToday. The online calendar offers a large variety of options for viewing and printing school events and athletic/activity schedules.

GAIN ACCESS TO THE SCHOOL CALENDAR

Go to [LOYOLA CATHOLIC SCHOOL](http://www.loyolacatholicschool.org) website (www.loyolacatholicschool.org). Then go to your “Favorites” on your browser and save this link as your home page.

CHOOSE ONLINE CALENDAR OR BRIEF CALENDAR REPORTS

From the LCS Home Page, click on the gold “Calendar” tab. You have several choices. You can look at the school year calendar “At A Glance,” choose a monthly detailed report, or click on “Online Calendar Home Page.” Once you are on the [Online Calendar Home Page](#), with the current date and events visible, you can view the current date or week’s events at a glance (for complete week view, click on “View whole week” link at bottom left). If you so choose, you can filter the calendar using the drop down filters at the top, labeled “Drop Down Menu,” and “Advanced Menu Filter.” You must choose a category in the “Drop Down Menu” first, and then you can narrow the search more with “Advanced Menu Filter.”

ONLINE CALENDAR: MANY WAYS TO VIEW, FILTER AND PRINT EVENTS

Go to the “View Schedules:” box on the right side of the current page and choose an activity of your preference (to view multiple activity schedules at once, hold down your “control” key while you click the items), then click “View.” Or you can click on the button labeled “Go to Advanced View” first, then choose from a variety of events and options to create a personalized calendar report. Any calendar report can be sorted and printed out by date, time, event, or month. To print a monthly table-formatted calendar from the “Go to Advanced View” page, scroll down to “Choose a Time Period” at the bottom and choose the month, then click “Show Activity Report.” Next, choose to “Expand Boxes to Show all Events if needed.” ***A warning about these monthly reports: they DO NOT SHOW the “Comments,” section, which frequently explains important information about the event!***

If you choose to print out any type of calendar report for reference, please keep in mind that events may change ***AFTER*** you have printed them. For this reason, it is prudent to check the online calendar frequently.

FIND OUT WHERE YOU’RE GOING!

This calendar has additional terrific features for those of us who need addresses and maps to find the location of events, or forms for a specific event. Go to any game or event listings on the calendar that offers a blue underlined link. Click on that link to get more information. The address, street map, and when necessary, PDF documents, are attached to that link. (For instance, go to September 3, 2009, then click on “Activities, Team Pictures” and you will find the location of the team pictures, a map and a link to the picture order form which you can print out and send to school with your child.)

GET NOTIFICATIONS ABOUT CALENDAR EVENTS

Parents and fans are encouraged to use the “Notify Me” option (on the upper right side of page) to set up email addresses for notifications. If you have never used this before, you will find it is very easy! Simply click on the “Notify Me” link and follow instructions. Choose sports, activities, school and social events for which you would like to receive notices of an addition, change or cancellation, and get email reminders (up to two weeks early if you wish!). Then enter your first name, last name, up to two email addresses, and a password for future preference updates.

UPDATE YOUR PREFERENCES SEASONALLY

If you have already set up your notifications, you can return to your preferences by clicking first on “Notify Me,” then on “Returning Users Login Here.” You will be able to change the activities, school events, reminder time frame, email addresses or password after you have logged in. It is prudent to log in each season or each semester to update your preferences. Additionally, review the event listings each time to determine if any new event categories have been added since your last “Notify Me” update.

As you experiment with the calendar, you will find the most efficient way to use it for your needs. Please do not hesitate to contact [Brad O'Donnell](#) or [Meg Sullivan](#) if you have any questions or problems using the calendar, or if you have trouble getting into the “Notify Me” preferences. And remember, *check the online calendar frequently*, even if you have a printed version.

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