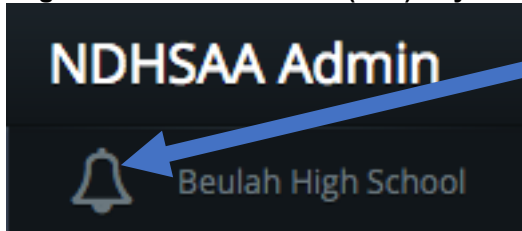


# rSchoolToday → NDHSAA Schedule Import Instructions

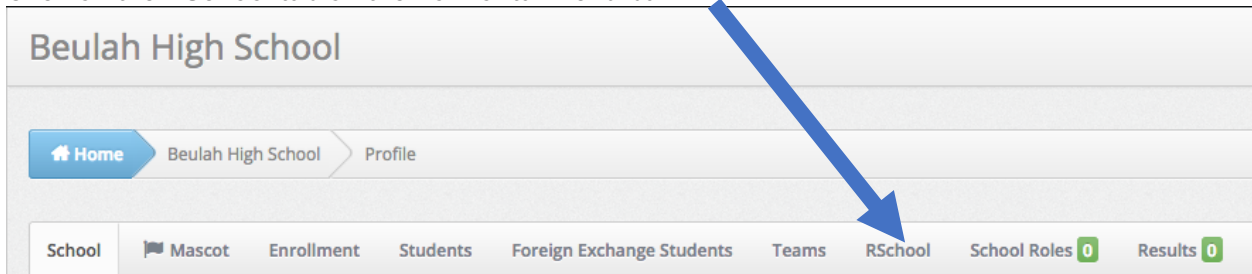
## Available for rSchoolToday import - Soccer, Football, Volleyball, Basketball, Hockey, Baseball & Softball

- To use the rSchoolToday import process you must have a current rSchoolToday subscription.
- Imports from rSchoolToday must be done by a user with administrative permissions, not a coach.
  - If you would like administrative permissions granted to a user, contact [brenda.schell@ndhsaa.org](mailto:brenda.schell@ndhsaa.org)
- Instructions appear below to import rSchoolToday contests to your school's NDHSAA account.
- This process will import/update schedules only. Pictures, cutlines, rosters and results must be entered directly in NDHSAA administrative portal.
- Make sure you have all events entered in rSchoolToday before pulling events to NDHSAA.

### 1. Log in to the Admin Portal (Bell) of your NDHSAA account.

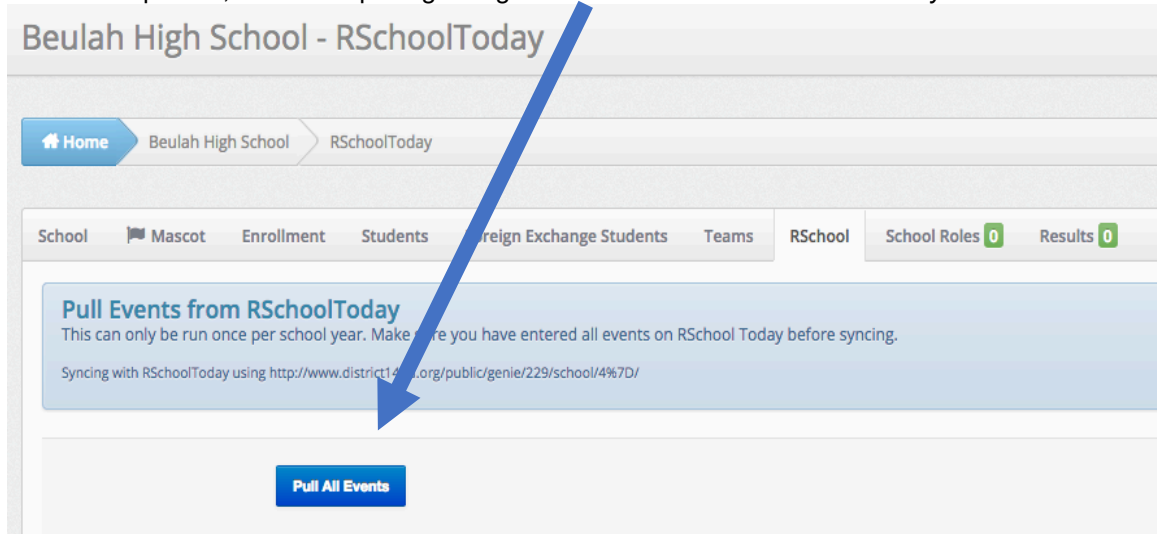


### 2. Click on the RSchool tab on the horizontal menu bar.



### 3. Pull Events from rSchoolToday

- Your school URL was provided to NDHSAA by rSchoolToday and added to this page by NDHSAA.
- Press the "Pull All Events" button to pull all available events.
  - Be patient, the API is pulling a large amount of data from rSchoolToday.



# rSchoolToday → NDHSAA Schedule Import Instructions

4. Click “Manage (Sport)” to choose a sport to import.
  - a. Note: The number under the “Needing Review” column indicates how many events are available for import or have changed since your last upload/sync.

Beulah High School - RSchoolToday

Home Beulah High School RSchoolToday

School Mascot Enrollment Students Foreign Exchange Students Teams RSchool School Roles 0 Results 0

All Sports

Activity	Events	Needing Review	
Football	15	15	Manage Football
Volleyball	28	26	Manage Volleyball
Ice Hockey	15	12	Manage Ice Hockey
Basketball	73	72	Manage Basketball

5. Click Import or Ignore by each contest.
  - a. You will be able to review your contest information on the next step.
    - i. **Review Contest Information in next step before you click the second “Import” button.**
  - b. If you have a JV schedule to import, you may import those contests only if you have a JV set up in your NDHSAA team.

Beulah High School - RSchoolToday

Home Beulah High School RSchoolToday

School Mascot Enrollment Students Foreign Exchange Students Teams RSchool School Roles 0 Results 0

All Sports Football

Varsity

	Activity	Level	Date	Opponent	
+ New	Boys Football	Varsity	August 26, 2017 5:00pm - 7:30pm	Away vs. Stanley at Killdeer High School	Import Ignore
+ New	Boys Football	Varsity	September 1, 2017 7:00pm	Away vs. Garrison at Garrison High School	Import Ignore
+ New	Boys Football	Varsity	September 8, 2017 7:00pm - 9:30pm	Underwood at Beulah Riverside Park	Import Ignore
+ New	Boys Football	Varsity	September 15, 2017 7:00pm - 9:30pm	Away vs. Killdeer at Killdeer High School	Import Ignore
+ New	Boys Football	Varsity	September 22, 2017 7:00pm - 9:30pm	Away vs. Hazen at Hazen High School	Import Ignore
+ New	Boys Football	Varsity	September 29, 2017 7:00pm - 9:30pm	Heart River at Beulah Riverside Park	Import Ignore
+ New	Boys Football	Varsity	October 6, 2017 7:00pm - 9:30pm	Away vs. Dickinson Trinity at Dickinson State Blesiot Activity Center	Import Ignore
+ New	Boys Football	Varsity	October 13, 2017 7:00pm - 9:30pm	Bowman County at Beulah Riverside Park	Import Ignore

JV

	Activity	Level	Date	Opponent	
+ New	Boys Football	JV	August 22, 2017 5:00pm	Bismarck at Beulah Riverside Park	Import Ignore

min/state/tournaments

Staging Mail: Pres

## rSchoolToday → NDHSAA Schedule Import Instructions

6. Check all information (see red outline box below) for the contest BEFORE clicking the blue Import button.
  - a. Participants – if they do not match, choose the match from the Opponent drop down menu.
  - b. **\*\*Check boxes which apply\*\* (important for standings)**
    - i. Home Game?
    - ii. Counts for District/Division/Region/Class etc.
  - c. Check Venues – If the venue cannot be found you can add a New Venue.
  - d. Click IMPORT or IGNORE if you do not want to import.
  - e. If you receive an Error 500 message it is most likely an out of state team you are trying to add to the schedule. Contact Brenda Schell for assistance. [Brenda.schell@ndhsaa.org](mailto:Brenda.schell@ndhsaa.org)

### Beulah High School - RSchoolToday

Home > Beulah High School > RSchoolToday

School Mascot Enrollment Students Foreign Exchange Students Teams RSchool School Roles 0 Results 0

All Sports Football

#### IMPORTING

Varsity Boys Football  
August 26, 2017, 5:00pm  
Away vs. Stanley  
at Killdeer High School

#### Game 1

Date: 2017-08-26

Time: 05:00 PM

Opponent: Stanley High School Varsity

Home Game?  This is a home game

Venue: Killdeer High School - OR - New Venue

Sanctioned?  Count towards A Games  
 Count towards A - Region 4 Games

# rSchoolToday → NDHSAA Schedule Import Instructions

## 7. Contest will show as Imported





Beulah High School - RSchoolToday

Home Beulah High School RSchoolToday

School Mascot Enrollment Students Foreign Exchange Students Teams RSchool School Roles 0 Results 1

All Sports Football

### Varsity

	Activity	Level	Date	Opponent	
 Imported	Boys Football	Varsity	August 26, 2017 5:00pm - 7:30pm	Away vs. Stanley at Killdeer High School	 Change
 New	Boys Football	Varsity	September 1, 2017 7:00pm	Away vs. Garrison at Garrison High School	Import Ignore
 New	Boys Football	Varsity	September 8, 2017 7:00pm - 9:30pm	Underwood at Beulah Riverside Park	Import Ignore


## 8. To update your schedule after you have imported.

- Click the “Sync” button on the right side of the rSchool Import screen. That will allow you to pull all rSchoolToday contests again.

Beulah High School - RSchoolToday

Home Beulah High School RSchoolToday


School Mascot Enrollment Students Foreign Exchange Students Teams RSchool School Roles 0 Results 1

All Sports  Sync








Activity	Events	Needing Review	
Football	15	14	Manage Football
Volleyball	28	26	Manage Volleyball
Ice Hockey	15	12	Manage Ice Hockey
Basketball	73	72	Manage Basketball

- If events change in rSchoolToday after being imported, they will show up as “Needing Review” and will appear in yellow with a red “Updated” tag for a school to import the changes. Clicking Import will show you that the contest exists and then merge the new information over the existing contest when submitting.
  - Click “Import”, check all details, then click the blue “Import” button at the bottom of the page.

School Mascot Enrollment Students Foreign Exchange Students Teams RSchool School Roles 0 Results 21


All Sports Baseball  Sync

### Varsity

	Activity	Level	Date	Opponent	
 Updated	Boys Baseball	Varsity	April 3, 2018 4:30pm	Mandan High School at Municipal Ball Park	Import Ignore
 Updated	Boys Baseball	Varsity	April 10, 2018 4:30pm	Away vs. Minot Magicians at Corbett Field	Import Ignore
 Imported	Boys Baseball	Varsity	April 12, 2018 4:30pm - 8:30pm	Away vs. Bismarck Century at Municipal Ball Park	 Change
 Imported	Boys Baseball	Varsity	April 17, 2018 4:30pm	Away vs. Williston at Ardean Aafedt Stadium	 Change
 New	Boys Baseball	Varsity	April 19, 2018 4:30pm - 8:30pm	Legacy High School at Sanford Sports Complex	Import Ignore

## rSchoolToday → NDHSAA Schedule Import Instructions

- c. If there has been a change in the time of an event since originally imported, there will be a (Time Changed) notification in the first column.



+ New	Girls Volleyball	Varsity	October 10, 2017 7:00pm	New England at Beulah High School	Import Ignore
(Time Changed)	Girls Volleyball	Varsity	October 17, 2017 7:45pm	Away vs. Killdeer at Killdeer High School	Change
+ New	Girls Volleyball	Varsity	October 24, 2017 7:30pm	Away vs. Bishop Ryan at Bishop Ryan High School	Import Ignore

- d. If an imported game is later cancelled on rSchoolToday, the contest will show as another change needing review. Instead of importing, you can "Cancel Game" or Ignore. "Cancel Game" will remove any games the original import was attached to.

✓ Imported	N/A Volleyball	Varsity	September 19, 2017 7:00pm	West Fargo High School at Devils Lake High School	Change
Cancelled	N/A Volleyball	Varsity	September 21, 2017 7:00pm	Away vs. Valley City Jr. Sr. at Valley City Jr. Sr. High School	Cancel Game Ignore
✓ Imported	N/A Volleyball	Varsity	September 26, 2017 7:00pm	Shanley at Devils Lake High School	Change