**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
- 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**
   - a. Your school URL was provided to NDHSAA by rSchoolToday and added to this page by NDHSAA.
   - b. Press the “Pull All Events” button to pull all available events.
     - i. Be patient, the API is pulling a large amount of data from rSchoolToday.
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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](image)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Events</th>
<th>Needing Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Football</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>Volleyball</td>
<td>28</td>
<td>26</td>
</tr>
<tr>
<td>Ice Hockey</td>
<td>15</td>
<td>12</td>
</tr>
<tr>
<td>Basketball</td>
<td>73</td>
<td>72</td>
</tr>
</tbody>
</table>

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.
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
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7. Contest will show as √ Imported

   - ![Image of rSchoolToday import screen with Varsity section showing imported contests.]

8. To update your schedule after you have imported.
   - a. Click the "Sync" button on the right side of the rSchool Import screen. That will allow you to pull all rSchoolToday contests again.

   - ![Image of rSchoolToday import screen highlighting the Sync button.]

   - b. 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.
     - i. Click "Import", check all details, then click the blue "Import" button at the bottom of the page.

   - ![Image of rSchoolToday import screen with Varsity section showing updated contests and needing review contests.]
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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.

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.