

# rSchool Navigation

- **Go to [www.mhsaaconference.org](http://www.mhsaaconference.org).** (Mark this in your favorites, create a link on your desktop or visit from the [Marian website](#).)
- From the calendar list on the right, click on **Marian High School** (This will bring up the entire calendar for viewing.)
  - Click **View by Type** (upper right hand corner)
  - Choose **Parents and Students** for academic calendar
  - Choose **Athletics** for athletic calendars
- You can **view by month, week, or day** by clicking on these just under the blue headline, to the right of the search box.
- **To see a specific activity**, go over to the right under **View Schedules**.
  - Check the box next to the activity(s) that you want to see
  - Click on the view box at the bottom of the listings
- **To receive changes to a schedule** via email or text, go to the **Notify Me** link at the upper right corner of the page. Follow the prompts to select which activities you are interested in, receive reminders or changes, and to enter your mode of notification. Click **Save Settings**.
- You can print a month or season of activity, but remember there may be changes along the way. For this reason, it's important to sign up for reminders and/or check the calendar frequently.
- **To print a Calendar:**
  - Click on **Advanced View Report** (right side below View Schedules box)
  - Undo all checkmarks on the page—Top of page in the box, Conference Events, School Only Events, etc.
  - Middle of the page undo checkmarks—Show Location, Show Comments, Show Bus Time
  - Bottom of page choose a time period—A week, a month or a range of dates
  - Click on **Generate Report**
  - Click on **Show Report** (this screen may or may not appear depending on time period chosen)
  - Upper right hand corner, click on **Print**