

## TPS Athletics Calendar Tutorial

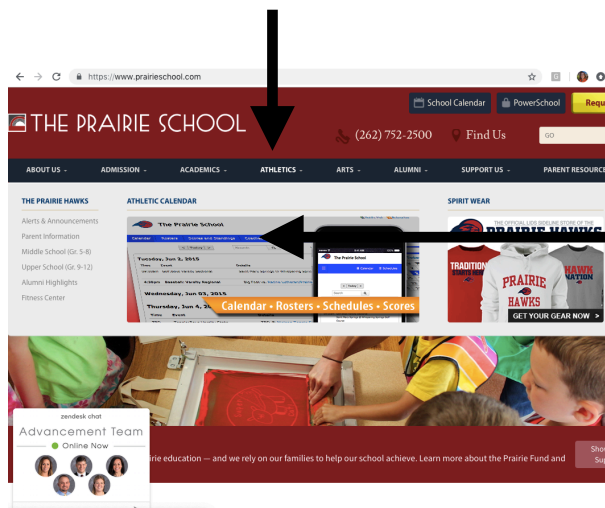
Published December 21, 2018

The TPS Athletics Calendar provides real-time schedules for TPS athletic events both on and off of campus, including times, dates and locations of competitions, practices, Fitness Classes, Fitness Center & Track hours, summer camps, and more. Visit this site to view, email, print or download schedules, install a mobile app and/or subscribe to a “Notify Me” option to receive text and/or email alerts to schedule changes, including weather related cancellations.

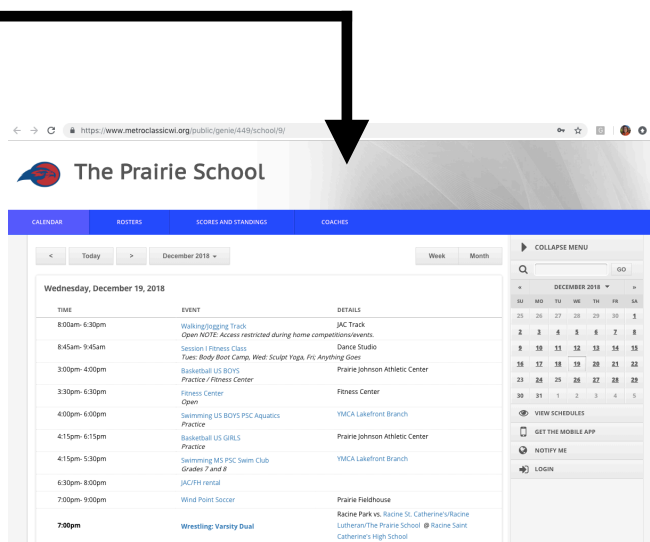
This tutorial provides instructions on how to access and navigate the TPS Athletics Calendar as well as how to subscribe to “Notify Me”. It may be necessary to resize the window to view the entire image. Like most sites, page appearance may differ when visiting the site on a mobile device.

### Access TPS Athletics Calendar homepage

The TPS Athletic Calendar URL is: [www.metroclassicwi.org/public/genie/449/school/9/](https://www.metroclassicwi.org/public/genie/449/school/9/). You may also access the site from TPS’s home page at: [www.prairieschool.com](http://www.prairieschool.com) Roll your cursor over ATHLETICS on the black navigation bar and the ATHLETICS CALENDAR image will appear (see illustrations below).

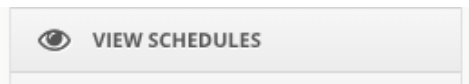


Click on the ATHLETICS CALENDAR image and the TPS Athletics Calendar homepage will open.

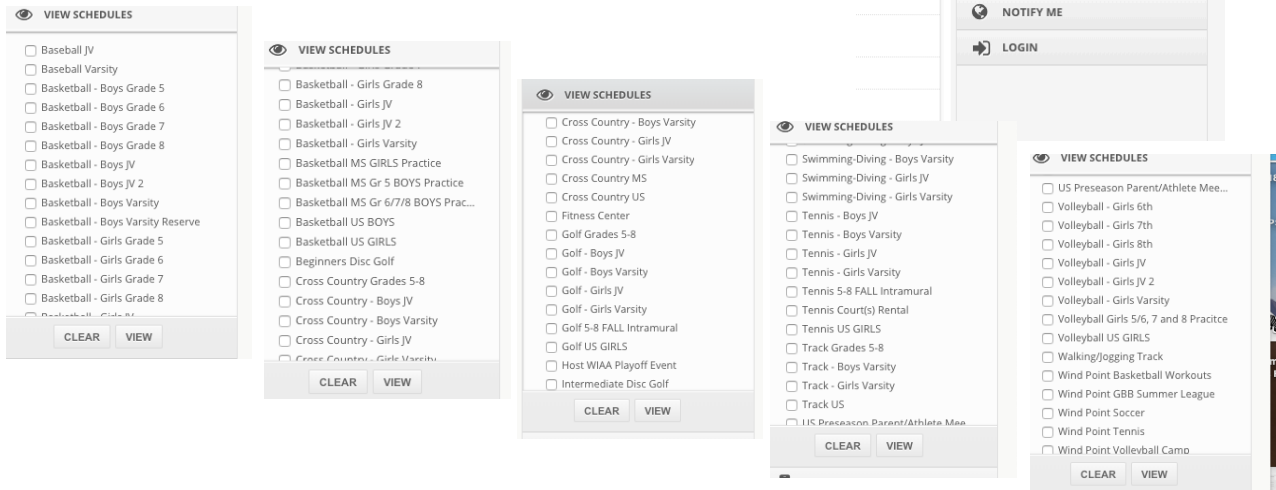
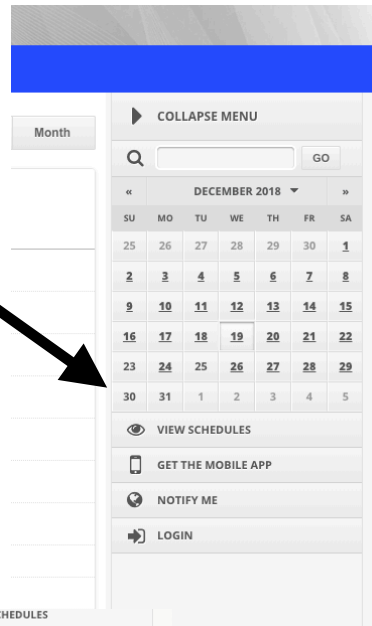


## View Schedules

Click



If the calendar and menu are not visible, resize your window. The EXPAND MENU and COLLAPSE MENU buttons allow you view or hide the calendar and task list.



A scrollable drop down list appears. To view both practice and competition schedules, it's necessary to check the box by clicking both the level and MS or US sport (and gender of the sport is gender specific). You may check as many or as few boxes as you wish. The check will save as you scroll through the list. To clear your checked selections, click CLEAR.

### EXAMPLE: 8th Grade Girls Basketball

To view only the game schedule, click  Basketball - Girls Grade 8

To view only the practice schedule, click  Basketball MS GIRLS Practice

To view game and practice schedule in one list, check both boxes

To view your selection, click  A sample schedule appears on next page.



Below is a sample of the 8th Grade Girls Basketball practice and game schedule. You may print, email or download the schedule. You may change the view from Day/Date to Month View.

Printed schedules are static and since schedules are subject to change, participants are encouraged to subscribe to receive real time alerts and/or install the mobile app on your mobile device. Email and/or text alerts are automatically sent to subscribers as soon as a change is entered. This includes weather cancellations for games and practices, additional practices, etc.

To receive text and/or email alerts, click Subscribe and follow the prompts.

Calendar Report  
[https://www.metroclasswi.org/g5-bin/client.cgi?cwellOnly=1&G5statusflag=...view&schoolname=&school\\_id=9&...](https://www.metroclasswi.org/g5-bin/client.cgi?cwellOnly=1&G5statusflag=...view&schoolname=&school_id=9&...)

The Prairie School

Subscribe  

Close Print Email this Download

Change View:: Day/date

Multiple-Activity Schedule (as of 12-19-18)

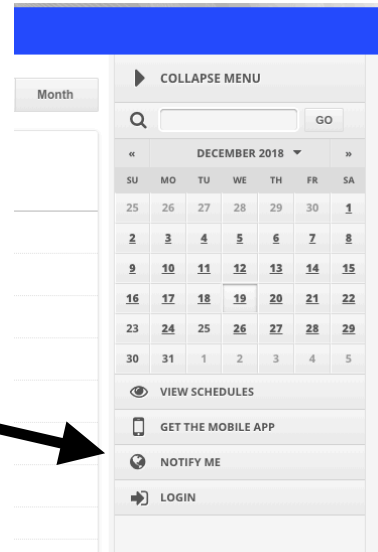
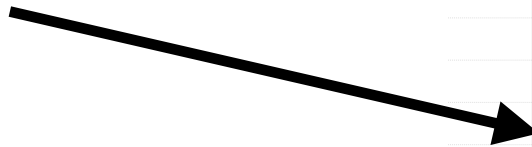
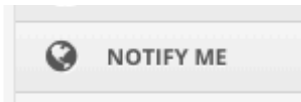
Activity	Time	Opponent	Location	Comments
<b>Monday, Oct 29, 2018</b>				
Basketball MS GIRLS Practice	4:00PM-5:30PM		<a href="#">Prairie Fieldhouse</a>	1st practice. Date & time subject to change pending space and coach availability.
<b>Thursday, Nov 1, 2018</b>				
Basketball MS GIRLS Practice	4:00PM-5:30PM		<a href="#">Prairie Fieldhouse</a>	
<b>Monday, Nov 5, 2018</b>				
Basketball MS GIRLS Practice	4:00PM-5:30PM		<a href="#">Prairie Fieldhouse</a>	
<b>Thursday, Nov 8, 2018</b>				
Basketball MS GIRLS Practice	4:00PM-5:30PM		<a href="#">Prairie Fieldhouse</a>	
<b>Monday, Nov 12, 2018</b>				
Basketball MS GIRLS Practice	4:00PM-5:30PM		<a href="#">Prairie Fieldhouse</a>	
<b>Thursday, Nov 15, 2018</b>				
Basketball MS GIRLS Practice	4:00PM-5:30PM		<a href="#">Prairie Fieldhouse</a>	
<b>Monday, Nov 19, 2018</b>				
Basketball MS GIRLS Practice	4:00PM-5:30PM		<a href="#">Prairie Fieldhouse</a>	
<b>Sunday, Nov 25, 2018</b>				
Basketball MS GIRLS Practice (Cancelled)	5:30PM-7:00PM		<a href="#">Prairie Fieldhouse</a>	
<b>Monday, Nov 26, 2018</b>				
Basketball MS GIRLS Practice	3:30PM-5:00PM		<a href="#">Prairie Fieldhouse</a>	
<b>Thursday, Nov 29, 2018</b>				

Proceed to the next page for a Notify Me tutorial.

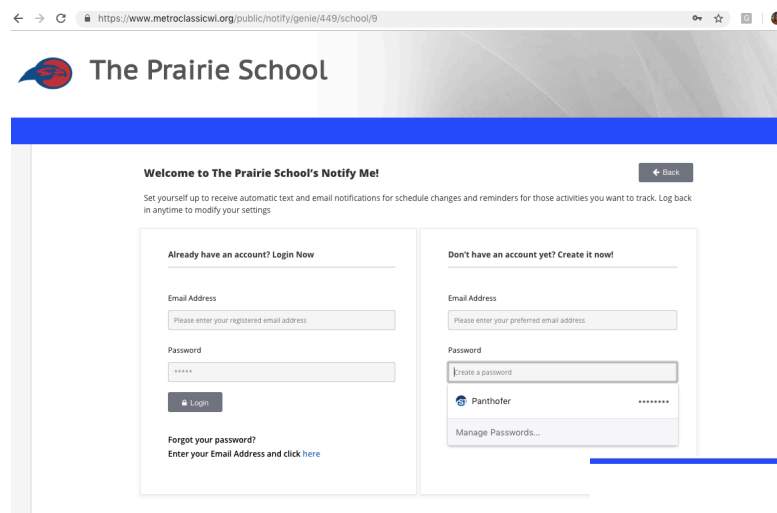
## Notify Me

Notify Me allows you to sign up to receive alerts to multiple activities all at once.

Click



First time subscribers must create an account. Enter your information. Read the message on your screen about spam blockers. To manage, cancel your account or modify your subscription(s), return to this page to login and edit your preferences. *NOTE: This account is not connected to your Family Athletic Account.*



### My Account

In Notify Me, you can set yourself up to receive automatic texts and email notifications for any of the activities you're involved with.

Please enter your first name
 Please enter your mobile number

Please enter your last name
 -- Please select your mobile provider --

dpanthofer@gmail.com
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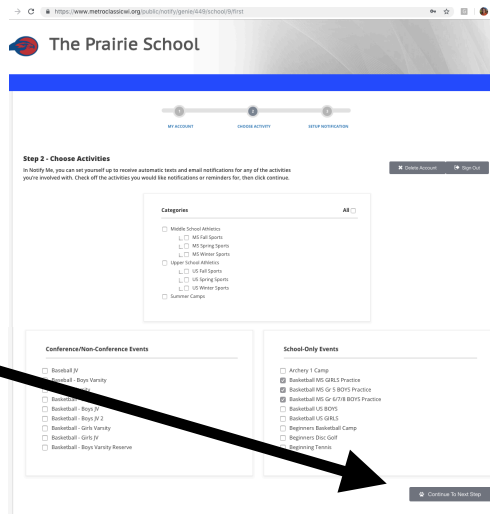
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### Important Notice

Many spam blockers will not let these auto-notification email that something we can control. If you think there is a chance filter is in place at the email company on your internet service provider, please copy this paragraph of text into an email messages from [auto-notify@rschooltoday.com](mailto:auto-notify@rschooltoday.com) or [mail.dwebb@ic.com](mailto:mail.dwebb@ic.com) to be delivered to you.

Save Information Save and Continue >>

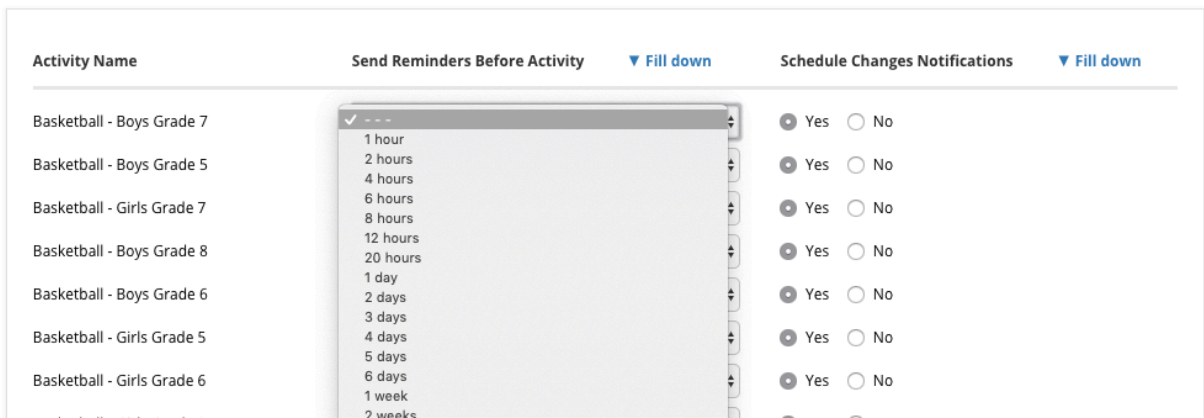
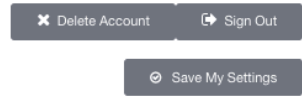
Select your Categories and click



**Set up your Notification preferences and save your settings. You will now begin to receive alerts.**

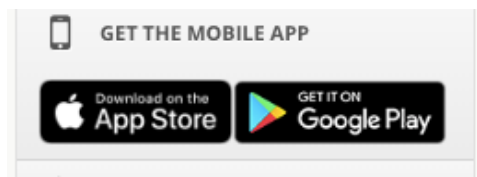
### Step 3 - Setup Notification Preferences

You can set yourself up to receive automatic texts and email notifications for any of the activities you're involved with. Check off the activities you would like notifications or reminders for, then click continue.



### To install the mobile app:

On the home page of the TPS Athletics Calendar, click GET THE MOBILE APP and select the correct platform for your device and follow the prompts.



**For tech support, please contact rSchoolToday:**

The Support Team is available from 7 AM to 8 PM CST, Monday to Friday. Support  
Phone No.: 612-605-1623