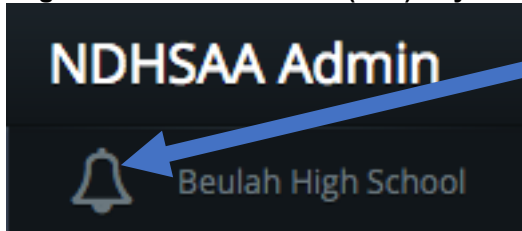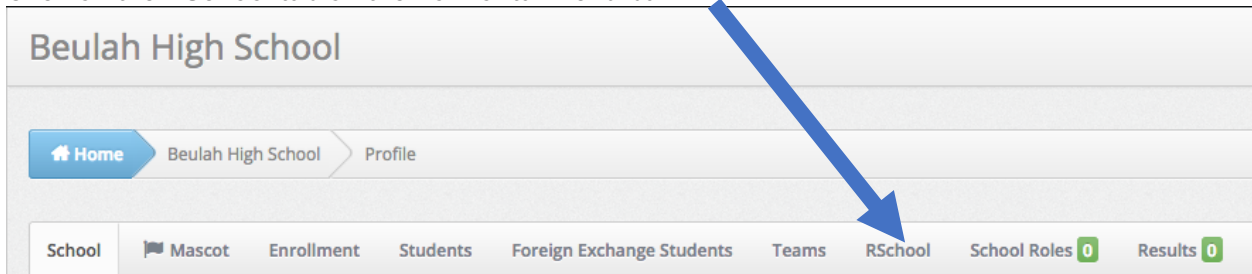# rSchoolToday –> NDHSAA
Schedule Import Instructions

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.

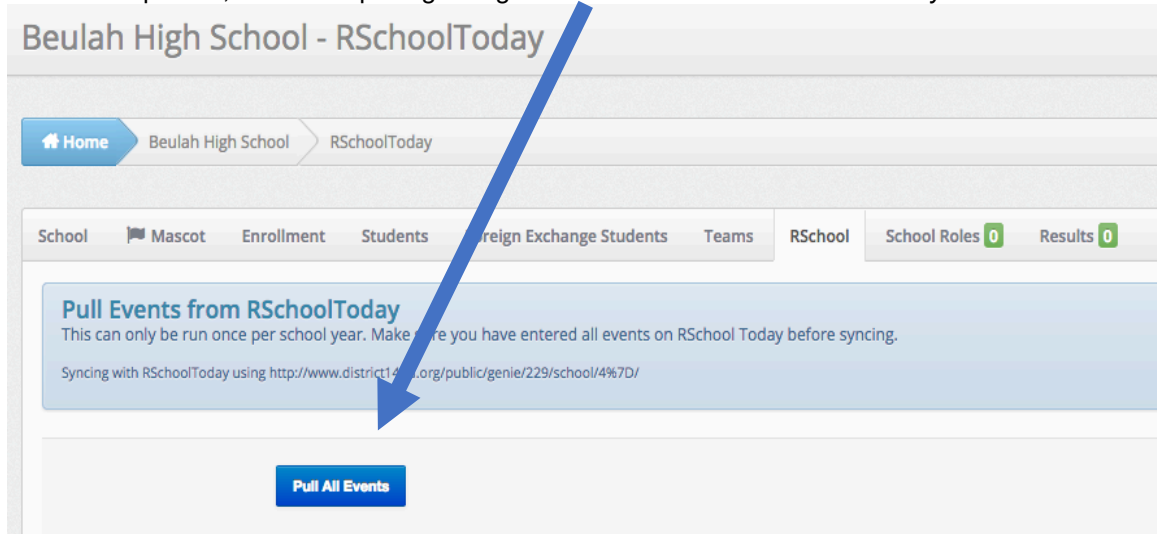1. **Log in to the Admin Portal (Bell) of your NDHSAA account.**

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*.

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.

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.

rSchoolToday –> NDHSAA
Schedule Import Instructions

6. **Check all information (<u>see red outline box below</u>) 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

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

💾 Import | Ignore

rSchoolToday –> NDHSAA
Schedule Import Instructions

7. **Contest will show as √ Imported**

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.

   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.

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