

## School Calendar User Guide

We now use the rSchooltoday Activity Scheduler as our School Activity Calendar. Because it is web-based, we can provide you instant access to the most up-to date information at all times. All changes are reflected instantly to you as soon as they are made.

### SPECIFIC SPORTS CALENDARS

To Locate a Specific Sports Calendar (ex. football, volleyball, basketball):

1. Go to [www.west-fargo.k12.nd.us](http://www.west-fargo.k12.nd.us)
2. Go to schools click on: *Cheney Middle*
3. Click on: *Activities*
4. Click on: 2011-2012 Activities Calendar
5. Under the View Schedules Box
6. Select the sport/team (example Football-Boys 7A1)
7. Click View to see that teams schedule
8. Notify me - set yourself up for automatic email reminders before an activity is to begin or for schedule changes.
9. Questions or concerns? Please contact Darcy Diemert at 499-1606 or [ddiemert@west-fargo.k12.nd.us](mailto:ddiemert@west-fargo.k12.nd.us)

### SCHEDULE CHANGES

- Please check the Cheney web calendar on a regular basis as activity dates, times, and locations may change due to unforeseen circumstances.
- In the event that games are cancelled, announcements will be made during the school day for players and posted on the Cheney calendar for parents.
- Coaches may feel the need to alter team practice schedules, thus **PLAYERS** must communicate with their team coach(s) regarding weekly practice schedules.