

## Instructions for the Public Use of ScheduleGalaxy

### **Access to ScheduleGalaxy:**

- Go to your school district's webpage and click on the Athletics icon/tab.
- Click on the ScheduleGalaxy logo or link.
- Click on "Register" at the top right of the page and register to subscribe to individual team schedules on the site or the App.
- To get game details, directions to the contest, and ability to get to the team schedule, click on the desired game on the calendar.
- Or use the Quick Toggle in the upper left-hand corner and choose the team you're looking for by entering the sport and level and click on the desired game on the schedule.
- Clicking on the game on the calendar or the schedule will give you an overview of the details of the game, a map view of the location of the game and the ability to get directions to the game site by clicking on the **Get Directions** icon in the lower left-hand corner below the map.
- This will bring up Google Maps which will already contain the end point (school site) of where the game is being held. All you do is enter your starting point.
- To sign up for email alerts to game changes, click on the **Back to Team Page** icon or again use the Quick Toggle to choose your desired team.
- At the top right-hand corner above the team schedule you will see the **Subscribe to Schedule** icon. Do this for every team for which you want to subscribe.
- You will see the schedules you've subscribed to on the left hand side of the homepage on the computer and you will see them on the App.