# Making Schedules Public Tutorial

When a schedule is in "Private" mode only district employees can see the schedule when logged inside the software.

To allow the public access to the schedules you need change the schedule status to "Public".

**\*\*Do NOT make your schedule public until it is 100% complete! \*\***

To change the status from Private to Public hold your cursor over the Schedules tab and select Schedules.

**Select the School, Sport, Level, and Team, Click Show**



To make the schedule Public, click "here"

| Schedule Status | Game Results Status | Summary Status | Bus Details Status |
|---|---|---|---|
| Public (EVERYONE can see this schedule.) Click here to make the schedule private. | Private (NOBODY can see the game results.) Click here to make the game results public. | Private (NOBODY can see the summary.) Click here to make the summary public. | Private (NOBODY can see the bus details.) Click here to make the bus details public. |

Once you make the schedule Public you will have the option to make the Game Results, Summary Status, and Bus Details Public as well.

Once you make your schedule Public it is recommended

they stay public for the rest of the year. Emails will be sent to those that subscribe when changes to the schedule are made.

To see the Public Schedule click one of the three links provided.



**View a Schedule | Rank One Sport ISD**                                                                 2017 / 2018 ▾

◉ Game Schedule  ○ Practice Schedule

**School:**
Boon's Imaginary High School of Happinessville
My Test High School One
School 1 High School
School 2 High School

**Sport:**
Baseball(M)
Basketball(M)
Cross Country(M)
Football(M)

**Level:**
Varsity
Junior Varsity
Sophomore
9th grade

**Team:**
Blazers

[ Show ]   [ Reset ]

| Schedule Status | Game Results Status | Summary Status | Bus Details Status |
|---|---|---|---|
| Public (EVERYONE can see this schedule.) | Public (EVERYONE can see the game results.) | Public (EVERYONE can see the summary.) | Private (NOBODY can see the bus details.) |
| Click here to make the schedule private. | Click here to make the game results private. | Click here to make the summary private. | Click here to make the bus details public. |

Link to district schedule https://stage.rankonesport.com/RankOneRedesign/Schedules/View_Schedule_All_Web.aspx?D=6844b811-4bf8-40c8-a6fa-8fb645457def
Link to campus schedule https://stage.rankonesport.com/RankOneRedesign/Schedules/View_Schedule_All_Web.aspx?D=6844b811-4bf8-40c8-a6fa-8fb645457def&S=206
This is the link to your schedule.

**Blazers - Varsity - 2017**

| Date | Time | Opponent | Location | Result | Summary | Bus Details |
|---|---|---|---|---|---|---|
| 9/1/2017 | 7:30 PM | Example | H-HOME | 0 - 0 | Summary | Bus Details |
| 9/7/2017 | 7:30 PM | Example Parent Night | A-AAA Field | 0 - 0 | Summary | Bus Details |
| 9/29/2017 | 5:00 PM | Example | H-School 2 HS Stadium | 0 - 0 | Summary | Bus Details |

[ Copy Schedule ]   [ Export to PDF ]   [ Export to Excel ]