**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.
* 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 Team Updates** icon.
* Enter your email in the box and then click enter on your keyboard to receive any changes to existing games or any new games that are added to the schedule.