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Instructions for aktivate/ScheduleGalaxy - **Web Browser**

Below are instructions on how to access SGF athletic schedules and included features, such as game details and email alerts:

- Go to the SGFCSD.org and select "[Athletics](#)" from the menu on the left hand side of your screen.
- Click "[Athletic Calendar](#)" to be taken to aktivate
- Click "[Create Account](#)" at the top right of the webpage and register to subscribe to individual team schedules.
- To get game details and directions to a contest click on the desired game on the master calendar.
- You can also choose the sport and team you're looking for from the Quick Toggle drop down menus at the top left of the homepage. Click on the sport and then click on the team to view their schedule. There, you will be able to subscribe to email alerts or push notifications from the app for any schedule changes for that specific team.
- Clicking on the game on the calendar or the schedule will give you an overview of the details of the game, as well as a map view of the location of the game and the ability to get directions by clicking on the "[Get Directions](#)" icon in the lower left-hand corner. This will bring up Google Maps which will 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 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.
- If you want to unsubscribe from a schedule, click "[Unsubscribe](#)."



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Instructions for aktivate app - ***Schedule Galaxy App***

Before you download the app from the App Store, it's recommended to register your account using a computer-based web browser!

How to Register:

- Go to [SGF's homepage on aktivate](#) using a web browser.
- Click "Create Account" at the top right of the webpage
- Complete the "Sign up" form with the necessary information and click the "Sign up" button
- Once registered on the above website, **download the free Schedule Galaxy app** using the App Store (Apple)
 - Google Play (Android) no longer carries the app. You will need to "Bookmark" the general calendar page or specific team page
 - Creating bookmarks/homescreen shortcut
 - Open Chrome Web Browser
 - Enter the URL for the page and go to the site
 - Tap on the three circles (⋮)
 - Tap "Add to Home Screen"
 - Follow the prompt to create the shortcut
 - The bookmark should be added to your home screen
- You can subscribe to specific team schedules and alerts on the website or from the app. When the app is downloaded, all games of the teams that you subscribed to on the website will be listed under the Games feature. Tap a game to get specific game information and directions.
- To subscribe to team schedules from the app, select "South Glens Falls" from the list of schools under the "SCHOOLS & TEAMS" icon. All SGF teams will be displayed.
- First, tap "Subscriptions" then the star next to the sport and team level for which you want to subscribe (e.g., Boys Varsity Soccer). The star will turn gold to indicate that you are subscribed to that team.
 - Note that you must subscribe to each team schedule individually. Repeat the above process for each team for which you wish to subscribe to.
- If you previously subscribed to team alerts, those subscribed schedules will already be activated on the app and the ScheduleGalaxy site.
- To unsubscribe from a team, tap "Subscriptions" then the gold star. Once unsubscribed, the star will turn white.