

## Welcome to the Eagle Pride 2023-2024 School Year

**Required Forms** – (paper copies will be handed out at the new parent meeting and at Uniform Fit Day; also posted on band website. Due ASAP)

**General Information Form** – we need this **each year** to maintain accurate records.

**Medical Release Form** - this form must be completed and notarized **each year**

**On/Off-Campus School Activity Form (MIS5185)** - this form must be completed and notarized **each year**

**Volunteer Affidavit** - this form is for adult volunteers and must be completed **online** each year.

<https://apps.raptortech.com/Apply/OTYyOmVuLVVT>

**Yes, I Can Help! Form** – For parents and guardians - all help is greatly appreciated. We cannot do it without you!

### How to access “Charms”, our database and student management system:

- Click the **Charms tab** on the Eagle Pride webpage ([www.nicevilleband.com](http://www.nicevilleband.com))
- This will bring up the Charms main parent page. Click on calendar and then “SYNC Calendar” for instructions on syncing the calendar to your mobile phone for continuously-updated information.
- Clicking on an event on the calendar brings up the details for that event: times, volunteer needs, etc.
- How to log in to your student’s account: (this part is confusing because Charms recently updated their security regarding log-in) Click the HOME tab and then enter literally anything in the box labeled Student Area Password. Click “ENTER” and you will get a message saying “we’re sorry but that number is incorrect”. Enter your student’s info in the boxes. Charms will then send a link to every email associated with that student account to set your own password. Click the emailed link and enter your selected password twice. Hit enter and you’ll see a blue link to enter Charms. Another window will open asking you for the school code which is **nicevillehsb**. And then finally, you’re in!
- The next screen has multiple icons giving you options to view your student’s uniform assignments, financial records, and required forms.
- Please share your password with all members of the family. If you forget it, use the same process to get a new link emailed to you. (Or email [gregandlisarackley@cox.net](mailto:gregandlisarackley@cox.net) for a password reset)
- Click the **Update Info** icon after logging into Charms to verify that we have accurate contact info. This will help us communicate with you more effectively. Scroll down to see Adults on file. Click “Add New Adult” if necessary. **We need at least one parent email, please!** Don’t forget to click the green “UPDATE” button on the top right to save any changes.
- **Enter Personal Instrument Info:** Instrument type, brand and serial number, in case it gets misplaced.

**New Students:** if the above instructions do not work, we may not have you registered in Charms yet. Please fill out the new student self-registration link under the forms tab on the band website, also listed below:

<https://www.charmsoffice.com/charms/selfregister.asp?s=NicevilleHSB>

Please enter all of the requested contact information as well as the primary email for the household. Once we have you registered, we will send you a link to set a login password so you can verify and add additional contact info.

Follow us on Facebook at “NHS Eagle Pride Band Boosters Association” and Instagram @nhseagleprideofficial

Charms issues? Contact Lisa Rackley at [gregandlisarackley@cox.net](mailto:gregandlisarackley@cox.net)