Charms Information and Instructions – Revision 2023-2024

"**_Charms_**" is our database and student management system. All current Eagle Pride members are entered into Charms; we use it for communications, our calendar, volunteer needs, student finances, and uniforms. You can find Charms on the band website at www.nicevilleband.com. Click "Charms" at the top of the band's homepage to enter. This will bring up the Charms main parent page. You do not have to log in to view the calendar or to volunteer.

- 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, such as times, volunteer needs, attendance requirements and equipment/uniform necessities
- **Log-in is required** to check finances and to update your contact information:

  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 the Student Password or ID number you entered was incorrect." Ignore that and enter your student's info in the boxes – name, phone number and email. If you get another error message "We were not able to match your name with an email or cell phone" – try a parent's cell number or email. Charms just needs to recognize any cell number or email associated with the student.

  Click on "Reset My Password".
  - Charms will then send a **Reset Password Link** email to every email address associated with that student's account. The email will contain a link to set your own password.
  - Click the emailed link and enter your selected password twice.
  - Click on "Enter".

    Charms will indicate that your password has been updated successfully. Please share your password will 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 for a reset)
  - Click on "enter to Charms"

  A Charms window will open asking you for the school code. Enter the "School Code", nicevillehsb.
  - Click "Enter Parent Area."

- Enter the password you just created in "Student Area Password".
- Click "Enter".
- Congratulations! You're in! Your student's name will appear in the upper right-hand corner of the screen under "Niceville High School Band"

The next screen has multiple icons giving you options to update your contact info and to view your student's uniform assignments, financial records, and required forms.

Update Contact Information – Click the ***Update Info*** icon 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's ever misplaced!

Check Student's Finances: click the Finances icon to see your student's current balance.
Any questions about your student's Financial Statement should be directed to the Finance Chair at EaglePrideFinance@gmail.com

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

Click "NEW Students Click Here!" and 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.