

CHOIR ASSIGNMENT

PART 1

RankOneSport Forms

In order to streamline our MISD forms, we use RankOneSport's online capabilities. Please read the following instructions carefully in order to complete the **mandatory** MISD forms for your student to participate in Choir. If your student is in athletics, you **must** still complete all forms for Choir even if you have previously completed the athletics forms. *However, if you participate in another Fine Arts elective (Orchestra, Band, Theater, Dance), you need to only fill out the form ONCE.*

ALL ONLINE FORMS ARE DUE BY Friday, September 2nd for a HOMEWORK GRADE!

****You MUST have your student's ID number available as it is required on each form.****

Log onto <http://mckinneyfinearts.rankonesport.com>

- To access the online forms, hold your cursor over the "Electronic Participation Forms" tab. You will get a drop-down list of the forms.
- Click on each form name, and fill out the information requested.
- To sign the document, click inside the signature box, and hold your mouse down; this will allow you to create an "Electronic Signature." In the event that you make a mistake and need to start over, click on the refresh icon next to the signature box.
- Once you have filled out the form properly, you and your student have signed it, and submitted it properly, you will automatically receive an email confirmation. This email will also contain a PDF copy of the form you just submitted. You may keep that for your own records.

Why CharmsOffice.com is Important

McKinney ISD Choir, Orchestra, and Band members and directors keep track of information through the **CharmsOffice.com** website. With this program, you are able to keep up completely up-to-date with all of your information. This website is a valuable asset to both us as Choir Directors and to the parents/guardians of our students.

We are asking that you take this sheet home, and **with your parent/guardian's help**, follow the instructions to update your personal information for us. This will be **due Friday, September 2nd**. Parents, if you do not have internet capabilities at home or a smartphone, you may use a computer at the public library or make an appointment with Ms. Johnston or Mr. Vu before or after school to use a computer in the Choir Room or library. Having the CORRECT information is the MOST important part of this assignment. **This is our primary form of communication with parents.** This information is not available to the public, and will be used only by us. If you have any questions, feel free to contact Mr. Vu at 469-302-5842 or email at fvu@mckinneyisd.net.

PART 2

Updating Your Information

Instructions:

Log onto <http://www.charmsoffice.com>

At the top right hand corner, click on **LOGIN**

Scroll to the **PARENTS/STUDENTS/MEMBERS** heading

Where it says "Please enter your school code:" put "**mckinneyhsc**" and click "**Enter Student/Parent Area**"

Where it says "Student Area Password"

- If this is your first time in CharmsOffice.com, your password is your **student ID number**.
- Returning Choir members may have changed their password from their student ID number to another personalized password. Enter this **personalized password**.
- ****If you are asked to change your password, please do so at this time, and SAVE THIS PASSWORD TO YOUR PHONE.**

Click on the blue icon that says **Student Info**.

Please fill in or update the **Student's Information**.

- If you go by a different name than what is listed, change it to what you want to be called.
- Make sure that your gender is entered correctly.
- Enter student cell phone number, if applicable.
- Enter student email address here, if applicable.
- Enter t-shirt size in order to receive your MHS Choir T-Shirt.

For the **Parent's Information** – update the parent's tab, or if there are none added, click on the button labeled "Add New Adult" at the top left of the page. Please add only the following information for **at least one**, preferably TWO, adults.

- **Name**
- **Email address** ****very important to get absolutely correct for easy communication****
- **Phone numbers**

No other information is required. Charms is the standard program that the entire district uses, but we do not really need all that extra information, like driver's license number, so leave it blank.

After filling in the information, click on the **GREEN UPDATE** button in the upper right hand corner of the screen. It will display a green box that says "student information updated" after you successfully update.

If you forget to click the Update button, none of the information will be saved!

PART 3

Online Signature Page

After you have completed updating your information on CharmsOffice.com, go to mhschoir.com → click on **Handbook and Forms**.

Please read through the MHS Choir Handbook.

At the end of the Handbook, click on the blue link or copy and paste it into your browser. It will take you to our electronic signature page. **ANSWER ALL QUESTIONS.** Do not forget to have your parent do the **electronic signature**. Students/Parents must complete **ALL OF THE ASSIGNMENT** so students will be **allowed to participate in all of the amazing Choir activities** throughout the year, including our *BACK TO SCHOOL PARTY* on Friday, September 2nd.

FAQs

What if I can't log into Charms?

Try again later. If it still doesn't work, email Mr. Vu at fvu@mckinneyisd.net with your name and student ID number. (Sometimes we accidentally reverse numbers in the student IDs when I am inputting your names and numbers.) Let us know, and we can go in and reset your ID number.

What if I am listed in the wrong class?

Let Mr. Vu know at fvu@mckinneyisd.net.

What if I don't have a computer?

You can go to the public library, use a smartphone, or make an appointment to use a choir computer any day before or after school or during our conference period (7th period).

Is this CharmsOffice.com website secure?

YES! MISD has done their research on this company, and they are extremely secure.

Why do we have to do this?

First, MISD asks us all to do it. Second, it is how all the Fine Arts classes in the 6th-12th grades communicate with all of their students throughout MISD. Lastly, it saves trees if all the releases and permission slips are done on the computer.

Thank you for all of your help. We are looking forward to another successful year in the MHS Choir Department!

Cindy Johnston and Francis Vu
Choir Directors
McKinney High School