

# East Mecklenburg Band Website

Welcome to the East Mecklenburg Band Website. This document provides an overview of the information available on the site.

## Home Page

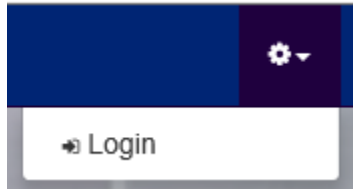
The screenshot shows the home page layout. The 'Latest News' column contains five links. The 'Upcoming Events' column uses a calendar icon to display five events. The 'Quick Links' column is currently empty. The newsletter subscription form includes a text input field and a 'Subscribe' button. Social media icons for Facebook, Twitter, and RSS are positioned to the right of the form. The bottom section features four photo thumbnails with captions: 'Announcements', 'Newsletter', 'Upcoming Events', and 'Photos'.

This is the default landing page for the site and provides quick access to some Band information.

- The latest News items, Calendar events and Quick Links to certain items are located in three columns in the middle of the page.
- You can subscribe to Band email announcements by entering your email address in the field provided and clicking on the Subscribe button.
- Hovering over one of the four pictures at the bottom of the page will provide a description and link to the latest item for each area.

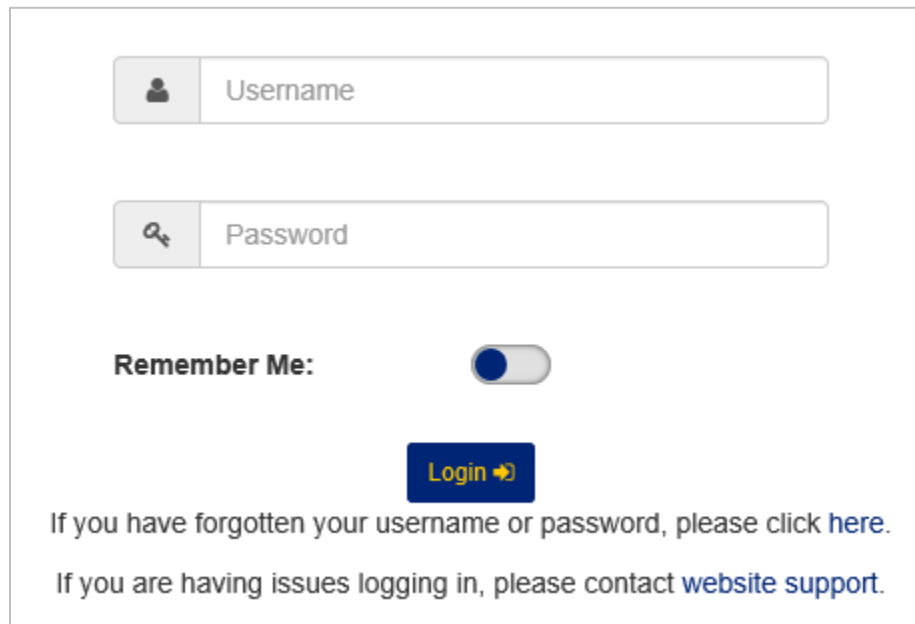
## Logging In

To access certain portions of the site, credentials are required. To log into the site, click on the gear icon on the right hand side of the top menu bar and click on Login.



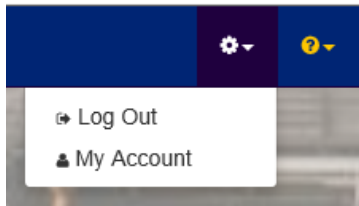
You will be directed to the login page.

- Enter your username and password. By default, your Student ID is your username and your password is emband (case sensitive). You can change either of these items by following the procedure outlined later.
- Clicking on the Remember Me button will remember your credentials for 24 hours.
- If you do not remember your password, clicking on the forgotten credentials link will allow you to enter your email address and the site will email your credentials. If you still cannot login, click on the website support link.

A screenshot of a login page. It features two input fields: the first is labeled "Username" with a person icon on the left, and the second is labeled "Password" with a key icon on the left. Below these fields is a "Remember Me:" label followed by a toggle switch that is currently turned on (blue). Underneath the toggle is a blue button with the text "Login" and a right-pointing arrow. At the bottom of the form, there are two lines of text: "If you have forgotten your username or password, please click [here](#)." and "If you are having issues logging in, please contact [website support](#)."

## My Band Account

After logging in, you can access your Band Account by clicking on the gear icon on the right hand side of the top menu bar and choosing My Account.



There are several tabs with different information on this page, all for the current School Year.

East Mecklenburg High School Band Band Profile

This page is for viewing your profile information. You can view you Band Account balance, your uniform assignment and any band inventory items assigned to you. You can also update your contact information by clicking on the My Band Profile tab. Once you have made updates to your profile, click on the Update Profile button at the bottom of the page.

All data is for the 2015 - 2016 School Year.

My Information My Account My Uniform My Inventory My Profile

Name	Section	Instrument	Class
Smith Sally	Woodwind	Piccolo	Sophomore

The **My Information** tab displays your Names, Section, Instrument and Class.

The **My Account** tab display the current standing of your Band Account. The top *Account Summary* section shows your Dues, any Debits (additional money owed) and Credits (Fundraising credits and individual payments made) made to your account. The *Account Debits* and *Account Credits* sections will show each transaction regarding your account.

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My Information My Account My Uniform My Inventory My Profile

### Account Summary

Dues	Debits	Total Owed	Credits	Balance
350.00	25.00	375.00	80.00	-295.00

### Account Debits

Date	Description	Amount
10/5/2015	Carry Over	25.00

### Account Credits

Date	Description	Amount
9/27/2015	Matthews Alive	30.00
10/7/2015	Payments	50.00

The **My Uniform** tab display the current uniform assigned to you.

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[My Information](#) [My Account](#) **[My Uniform](#)** [My Inventory](#) [My Profile](#)

Uniform Number	Assign Date	Return Date	Notes
121 - Uniform 121	10/5/2015		

The **My Inventory** tab display any Band inventory (Instruments, etc.) assigned to you.

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[My Information](#) [My Account](#) [My Uniform](#) **[My Inventory](#)** [My Profile](#)

Inventory Number	Assign Date	Return Date	Deposit Returned	Notes
Tuba12 - Large Old Tuba	10/5/2015		Yes	

The **My Profile** page contains demographic and contact information. You can update your address, phone numbers, email addresses, parent/guardian information, and alternate contact information. ***This information is not shared with other students or their parents. Only the Band Director and certain members of Booster Board have access to this information.***

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[My Information](#) [My Account](#) [My Uniform](#) [My Inventory](#) **[My Profile](#)**

**[Band Information](#)** [Contact Information](#) [Parent Information](#) [Alternate Contact](#) [Credentials](#)

Last Name:

First Name:

Address Line 1:

Address Line 2:

City:

State:

ZIP Code:

[Update Profile](#)

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- My Information
  - My Account
  - My Uniform
  - My Inventory
  - My Profile**
- Band Information
  - Contact Information**
  - Parent Information
  - Alternate Contact
  - Credentials

Home Phone:

Cell Phone:

Email Address:

Subscribe to Booster Newsletter:

Update Profile 

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- My Information
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  - My Profile**
- Band Information
  - Contact Information
  - Parent Information**
  - Alternate Contact
  - Credentials

Parent First Name:

Parent Last Name:

Parent Work Phone:

Parent Cell Phone:

Parent Email:

Subscribe to Booster Newsletter:

Update Profile 

The **Credentials** tab allows you to change your username and/or password. Usernames must be unique and passwords are case sensitive.

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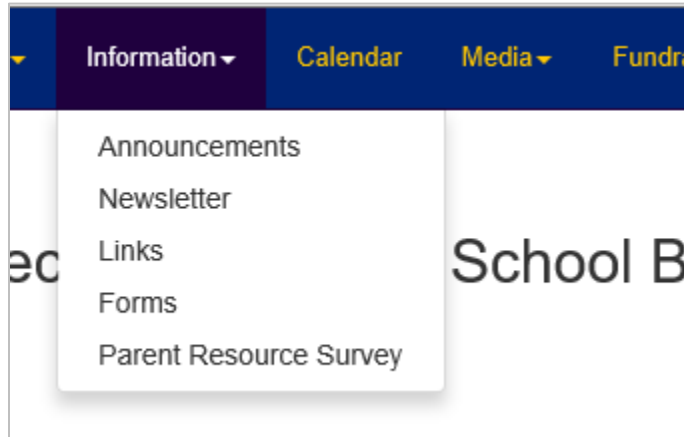
- My Information
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- Band Information
  - Contact Information
  - Parent Information
  - Alternate Contact
  - Credentials**

User Name:

Password:

Update Profile 

## Information Section



The Information section of the website contains latest Band Announcements, Newsletters, Links to useful Band Information and Band Forms.



## Calendar

The calendar section provides a month by month view of all current events happening with the Band. Hovering over the event for that date will provide the details for the event. You can also subscribe to the Band calendar and have all the latest Calendar updates delivered to your smartphone or email client by following the instructions provided by the Subscribe to Calendar button.

East Mecklenburg High School Band Calendar

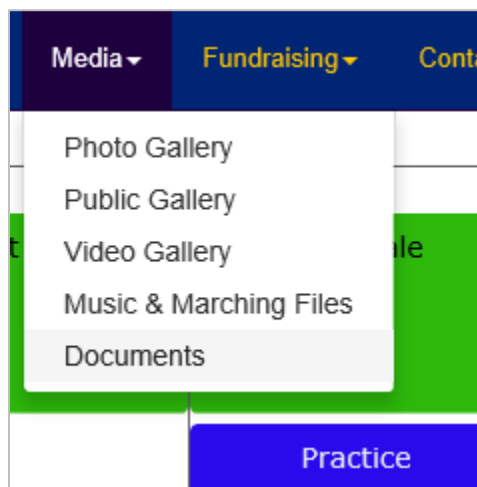
Assessment Ceremonies Competition Concert Deadlines Fundraising Game Performance Practice Tryouts

September		October 2015						November
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
27	28	29	30	1 Full Practice	2 Fruit Sale	3 Fruit Sale		
				Fruit Sale				
4 Fruit Sale	5 Fruit Sale	6 Fruit Sale	7 Fruit Sale	8 Fruit Sale	9 East Meck vs Rocky River	10 Competition - Chase HS		

Download  Subscribe to Calendar 

## Media Section

The media section contains photo and video galleries and document repositories. All pages in this section require login prior to viewing with the exception of the public gallery.



## Fundraising Section

This section contains information about the Band's different fundraising efforts and also a list of dates for the different fundraising events.

We strongly encourage all students to participate in the fundraising, as it increases community awareness of the band and gives the students the chance to raise enough money to cover their band fee. Fundraisers may include:

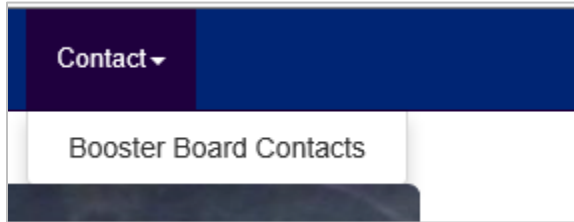
- **Fruit Sale:** <http://embfruit.com> The BIGGEST fundraiser every year is our Fruit Sale (oranges and grapefruit). Orders are taken and money collected from the end of September through November. The fruit will arrive the afternoon of first Friday in December and is unloaded and sorted by the students and volunteers. Students are required to help with the sorting. That Saturday is the day of the sale. Customers pick up their fruit and students take the fruit they have promised to deliver to their customers. This sale is a whole lot of work, but loads of fun. Students receive a portion of the profit from each box of fruit they sell.
- **Harris Teeter VIC Signups:** Students hand out flyers to customers on Saturdays in August/September at a selected store and ask them to link their VIC cards to our account #5801. Profits from the first quarter check are divided among the students that worked.
- **Matthews Alive Booth:** Another easy and fun fundraiser is working the booth at Matthews Alive. Students will manage one of the booths at the festival. Profits received are divided among the students that worked.
- **Other Fundraisers:** Other fundraisers may include car washes, selling coupon books, selling Auto Bell Car Wash coupons. Updates will be provided to the students and listed on the band website.

### Fundraising Events for 2015 - 2016 School Year

Date	Event
September 5, 2015 - September 7, 2015	Matthews Alive Booth
September 12, 2015 - September 12, 2015	Harris Teeter VIC
September 19, 2015 - September 19, 2015	Harris Teeter VIC
September 21, 2015 - November 23, 2015	Fruit Sale
September 26, 2015 - September 26, 2015	Harris Teeter VIC
October 6, 2015 - October 6, 2015	Student Call Night for Fruit Sales

## **Contact Section**

This section contains the contact information for Booster Board members.



## **Help**

Unsure of what to do on a page? Click the question mark icon in the top right hand corner for help.

