

## CHARMS Office Music Software Assignment

CHARMS is a music organization software program used by the MLHS Band. It allows the directors, students, and parents to track student information, schedules and fundraising. It is the best way for the directors to communicate with students and parents regarding changes to the calendar, up-coming events, or a need for parent volunteers. Please, as you go into Charms, check and double check your contact information. These elements of communication are essential for proper responses and requests throughout the year.

### Log-In Instructions:

1. Go to [www.charmsoffice.com](http://www.charmsoffice.com), and click the "LOG IN" link at the upper right corner.
2. Locate the "PARENT/STUDENT/MEMBERS LOGIN" section of the web page.
3. Log-in to the MLHS Band account using the following School Code: MosesLakeHSBand
4. To access your student's account, enter his or her school ID number (lunchcard #, no 0) where it says "Enter Student Password." When prompted to change the password, you can simply bypass this screen by clicking "Personal Information" in the upper left-hand corner.
5. This will bring up the main page. From here you can look at the "public" calendar for MLHS Band, see handouts/files, and e-mail the directors.

- **Click the person icon tab in upper left hand corner...**

#### Student Information

1. Name
2. Address
3. Phone Number
4. Cell Number
5. Email
6. Gender
7. Birthdate
8. T-Shirt Size (used for t-shirt order)

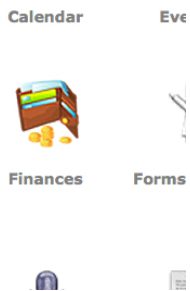
- **Click "Add Adult" beneath personal student information** to edit adult information or the ability to add adults-PLEASE check or add both parents if applicable. Some parents have already been added. Please check for accuracy.

#### Adult Information

1. Name
2. Work and Home Phone Numbers
3. Cell Number
4. Address
5. Relationship
6. Email

- **CLICK UPDATE (top right) when you're finished so that your information is saved!**

## GOTO Finances



Note a credit or balance due on the “Student Financial Statement” page.

If there is a credit (Green) do nothing at this time.

If there is a balance due, please click the blue button “Make Miscellaneous Payment” at the bottom of the page. This will take you to a “PayPal” portal.

- Please note that the cost of our end of the year parade trip to Hazeldel has been added to the “Student Financial Statement.” If your student is unable to attend, please see that they submit an absence request for ASAP.
- Select an Amount to Pay \*\*\*\*
- In the description, please include “Payment on account”
- Click “Start Payment” button
- Follow Paypal instructions by clicking “Log in” or “Pay with Debit or Credit Card”

**\*\*\*\*Please note that any payment on account is appreciated.** The booster club is working hard to create awesome opportunities for your child. Please make a payment so that we can follow through on plans for this school year.

### Other charms things to do:

#### Click the Calendar Tab

- Under the Tab pull-down menu select “Student Calendar”
  - Note the interactive calendar
- Under the Calendar Tab select “Event List”
  - Use this list to print calendar for employers, etc.

#### Click the “Files & Handouts” Tab

● Under this tab, you will find Itineraries and other instructional/information documents. We hope your Charms/MLHS Band experience to be an improvement in band-family communication. Let us know if there if you have any suggestions to improve the experience.

D. Beich & M. Divelbiss