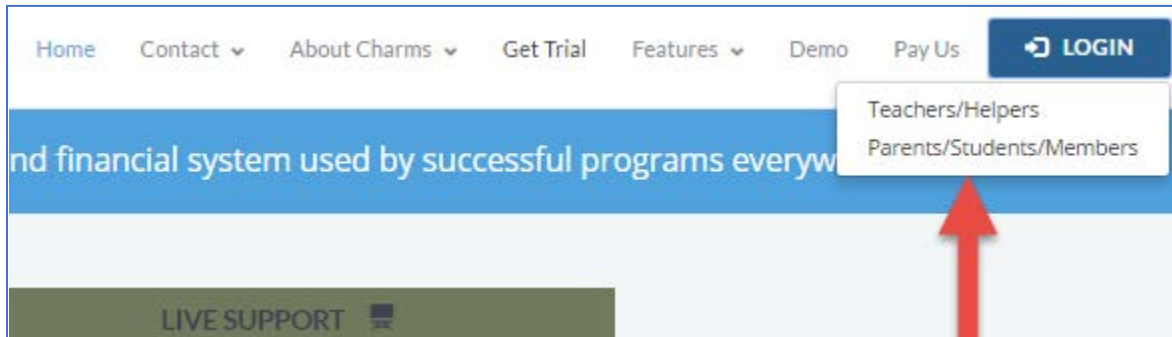


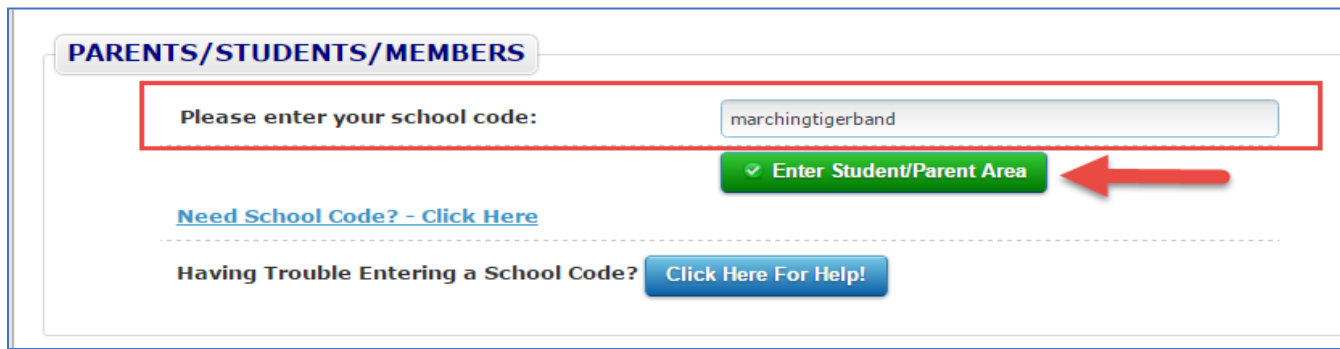
How to access parent/student information in Charms

- Log on to www.charmsoffice.com and click 'ENTER/LOG IN' in the upper right corner.



- Locate the "PARENT/STUDENT/MEMBERS LOGIN" section of the web page.
- Login to your student's program account using the following School Code:

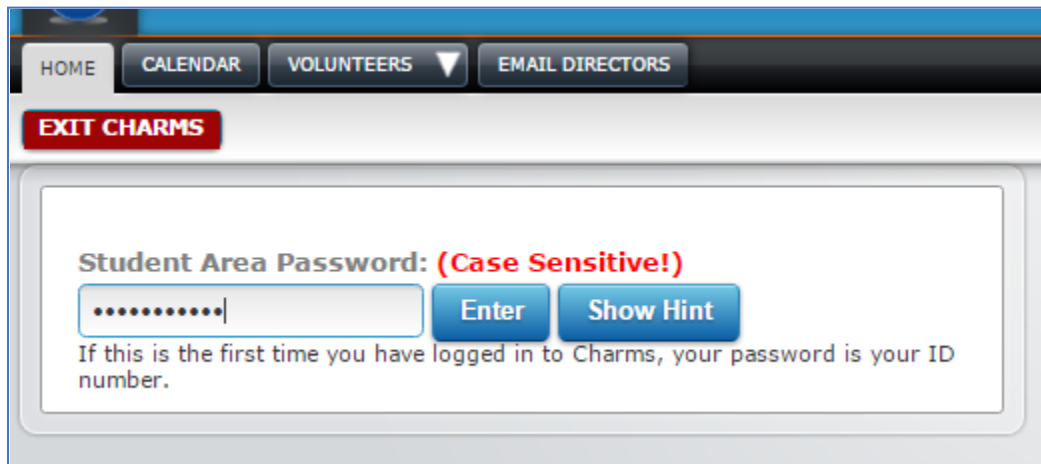
marchingtigerband



A screenshot of the Charms website's login page for Parents/Students/Members. The page has a header "PARENTS/STUDENTS/MEMBERS" in a blue box. Below this, there is a red-bordered box containing the text "Please enter your school code:" followed by a text input field containing "marchingtigerband". Below the input field is a green button with a checkmark and the text "Enter Student/Parent Area". A red arrow points to this button. Below the red-bordered box, there is a blue link "Need School Code? - Click Here" and a blue button "Having Trouble Entering a School Code? Click Here For Help!".

How to access parent/student information in Charms

- The first time you login, enter your child's **ID NUMBER** - last name, first initial, year of graduation (ALL CAPS) into the **STUDENT AREA PASSWORD** field
 - example: Reace Walden is **WALDENR2021**
 - Note: if siblings have the same first initial and graduation year, the second letter of each name was used. For example, Jane & John Smith would be SMITHJA20xx and SMITHJO20xx



The screenshot shows the Charms login interface. At the top, there are navigation buttons: HOME, CALENDAR, VOLUNTEERS (with a dropdown arrow), and EMAIL DIRECTORS. Below these is a red button labeled "EXIT CHARMS". The main content area is titled "Student Area Password: (Case Sensitive!)" in red text. Below the title is a text input field containing several dots, followed by "Enter" and "Show Hint" buttons. A note below the input field states: "If this is the first time you have logged in to Charms, your password is your ID number."

- You will be directed to the Change Password screen to set a personal password different from the ID. When you create your Password, it's a good idea to create a "hint" as well.
- What you need to update:
 - Click on the Student Info icon, then Personal Information to add your student's information.



How to access parent/student information in Charms

STUDENT INFO

PERSONAL INFORMATION CHANGE PASSWORD

EXIT CHARMS

Update Student Detail - Reace Walden

Add New Adult

Reace's Information

Student ID [REDACTED]

First Name [REDACTED]

Middle Name [REDACTED]

Last Name [REDACTED]

Address [REDACTED]

City, St Zip [REDACTED] GA 307366910

Phone [REDACTED] Cell [REDACTED]

Cell Carrier [REDACTED]

E-mail [REDACTED]

Personal Instrument

Instrument Type [REDACTED]

Brand [REDACTED]

Serial Number [REDACTED]

Dan Walden's Information

Vanessa Walden's Information

Add New Adult

Update

Sex [REDACTED]

Locker none | Combination none

Birthdate [REDACTED]

T-Shirt Size [REDACTED]

Primary Group none

Other Groups

Instrument/Part: Part 1: Not Assigned
Part 2: Not Assigned
Part 3: Not Assigned

- Once you have updated your student information, click **Add New Adult** and begin adding your information. Repeat this process to add up to 10 adults.
 - Email address is not a required field, but you are highly encouraged to add that information as we will eventually send all communications via CHARMS instead of the RinggoldTigerBand@gmail.com address.
 - You can add two email addresses per adult, so you can include your home and work, if applicable.
 - You can add up to 10 adults, so you may want to create an entry for mom, dad, grandmother, etc. Notice in the screen shot above, there is information for both Dan Walden and Vanessa Walden.

How to access parent/student information in Charms

Add New Adult

Copy Dotted Fields From Student?

Salutation	<input type="text"/>	
First Name	<input type="text"/>	
Last Name	<input type="text"/>	
Work Phone	<input type="text"/>	
Home Phone	<input type="text"/>	
Cell Phone	<input type="text"/>	Carrier <input type="text" value="Select Carrier"/>
Address	<input type="text"/>	
City, St Zip	<input type="text"/>	<input type="text"/> <input type="text"/>

Interests

Relation

E-mail 1

E-mail 2

Occupation/Skills

Drivers License











Date of Birth

- If you have multiple students in the band (middle school or high school), you can link them by clicking the “Multiple Students” button. Follow the on-screen prompts to link your students.

HOME CALENDAR VOLUNTEERS EMAIL DIRECTORS FILES & HANDOUTS

EXIT CHARMS

DO YOU HAVE MULTIPLE STUDENTS USING CHARMS? YOU CAN NOW LINK THEM BY CLICKING THE “MULTIPLE STUDENTS” BUTTON BELOW!

 Calendar	 Event List	 Volunteer	 Email Staff	 Handouts & Files
 Finances	 Inventory Uniforms Library	 Update Info	 Change Password	 Multiple Students

Link Multiple Students

THIS SCREEN ALLOWS YOU TO CREATE A QUICK LINK TO LOG IN TO CHARMS AS ANOTHER STUDENT IN ANOTHER CHARMS ACCOUNT SUCH AS A SIBLING, COUSIN, OR EVEN THE SAME STUDENT IN A DIFFERENT CHARMS ACCOUNT.

FOR SECURITY AND PRIVACY, THE STUDENT YOU WISH TO LINK TO MUST HAVE ALREADY CHANGED THEIR ID NUMBER TO A PASSWORD.

THIS STUDENT WILL ALSO BE LINKED TO THE OTHER STUDENT

Enter School Code Enter Student Password

- You can also download the Charms App to your smartphone – search your App Store for “Charms Parent/Student Portal” (or “Charms Blue”).