




## How to access parent/student information in

# CHARMS

<p>What is CHARMS?</p>	<p>A comprehensive on-line system for you and your band student to:</p> <ul style="list-style-type: none"> <li>• Keep up to date with events throughout the year</li> <li>• Sign-up to volunteer for events</li> <li>• Communicate with the Band Director</li> <li>• For the Band Director to keep accurate records of             <ul style="list-style-type: none"> <li>○ Instruments</li> <li>○ Locks/lockers</li> <li>○ Music</li> <li>○ Uniforms</li> <li>○ Attendance</li> <li>○ Assignments</li> <li>○ Fundraising credit</li> </ul> </li> </ul>
<p>How to access CHARMS</p>	<ul style="list-style-type: none"> <li>• Log on to <a href="http://www.charmsoffice.com">www.charmsoffice.com</a>, and click the “ENTER” link at upper right.</li> <li>• Locate the “PARENT/STUDENT/MEMBERS LOGIN” section of the web page.</li> <li>• Type in the School Code: _____ TFMSBand _____</li> </ul> <p>Your Student ID (not published here, get from director or band handbook)</p>
<p>What we need from you</p> 	<p>From the Home Page, click on the “UPDATE INFO” Icon</p> <ul style="list-style-type: none"> <li>• Please check/update student information</li> <li>• Please add adult contact information –Multiple adults may be added</li> <li>• Make sure we have a good email for parents and cell phone for students if they have one (helps on trips)</li> <li>• Enter T-shirt size: adult S, M, L, XL</li> </ul>
<p>Stay informed</p>  <p>OR</p> 	<p>Click on the Calendar Icon: Allows you to see all scheduled events for the year – check frequently for changes and additions For events needing volunteers, click on the “hand” and a description and sign-up process will appear.</p> <p>The Event List Icon will allow you to see a list of events and print for your convenience.</p>