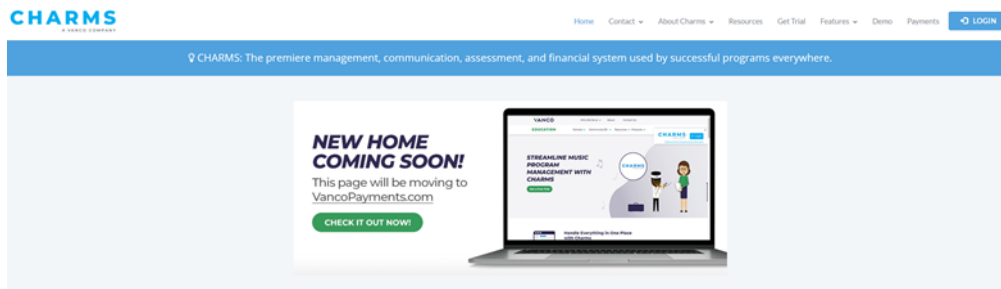
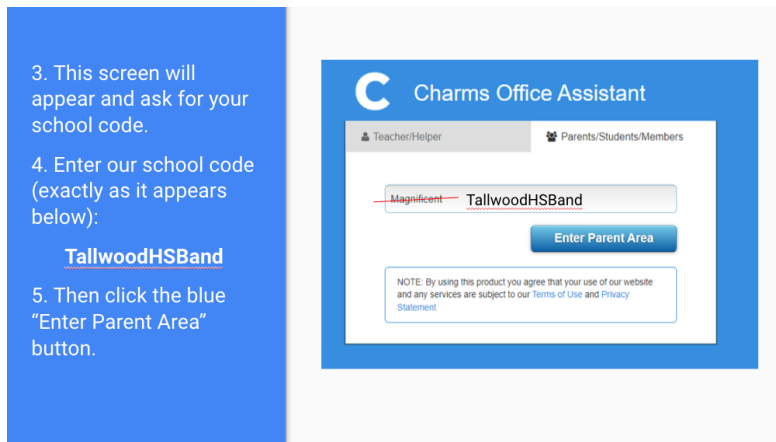


Charms Setup Guide – Updated September 2022

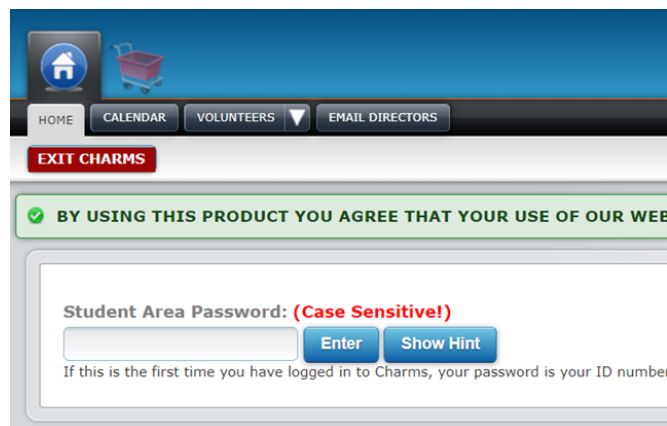
1. Visit www.charmsoffice.com using the browser of your choice. (Your screen will look slightly different if you are working on a cell phone instead of a computer.)
2. Click on the blue LOG IN button in the upper right hand corner.



3. The screen below will appear and ask for your school code.
4. Enter our school exactly as it appears here: **TallwoodHSBand**

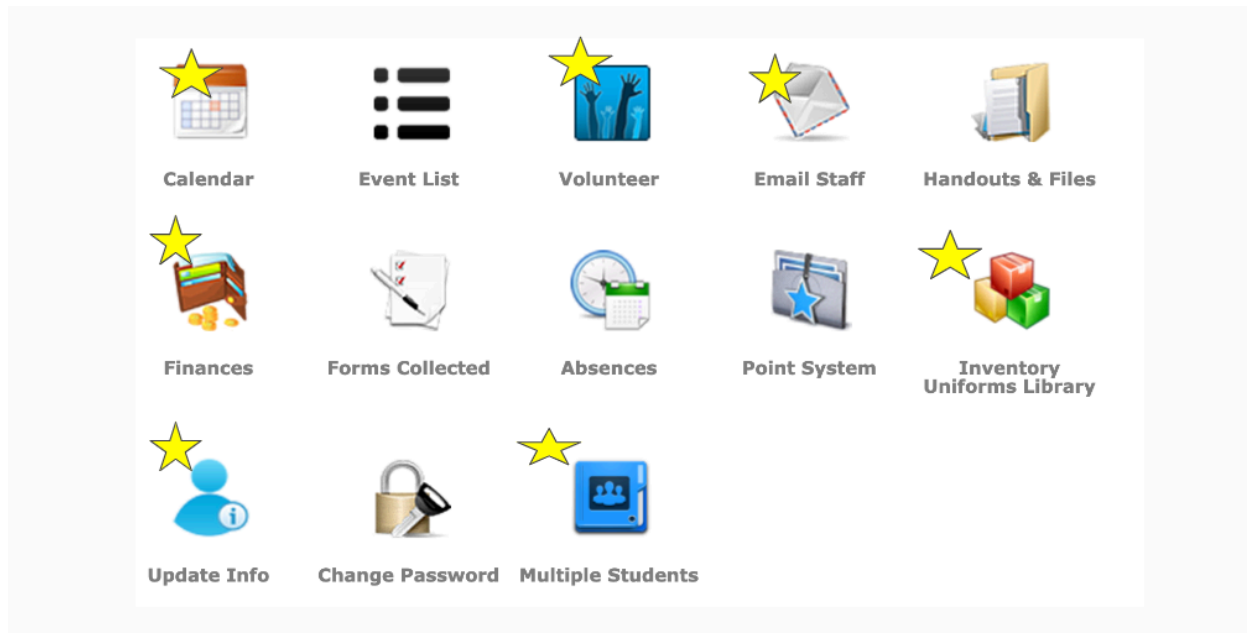


5. Then click the blue “Enter Parent Area” button.
6. You should now see this screen, “Student Area Password”.



7. At this point you will need to know your student’s password. All adult contacts received an email to reset passwords on 9/15/22. If you did not change your password at that time, please check with your student for their password, or you can email our CHARMS administrator, Katie Baynor, at kbaynor@gmail.com and she will reset your password for you. You’ll receive an email with step by step instructions to set up a new password.

8. If you DO change your password at this point, please be sure to share the new password with your student. They will use the same password you do if they need to log in to CHARMS for any reason.
9. Once you have set a password and successfully logged in, you will see a screen like this.



10. The yellow stars have been added to the icons that you will get the most information from.
 - **Calendar:** This is where all band events for the entire year have already been posted. Our CHARMS calendar also syncs with our TallwoodBand.com and is regularly updated.
 - **Volunteer:** This is where you can see all volunteer opportunities for the near future, as they've already been posted. This area is also regularly updated, and we will send out emails when we are looking for volunteers as well.
 - **Finances:** This is where you can click to see what your student has paid toward their fees, as well as what their outstanding balance is.
 - **Inventory Uniforms Library:** This is where you can see any school-owned equipment that your student is using. Currently, if your student is using a school-owned instrument, it will show up under "inventory". Our new uniforms are still being added to CHARMS, and you will be able to see your students' uniform inventory before the end of the month by clicking this icon as well. Marching band uniforms as well as concert band attire will be listed under uniforms.
 - **Update Info:** If your cell phone, work phone, address, etc., change at any time during the school year, you can update it yourself by clicking this icon.
 - **Multiple Students:** If you have more than one student in the band program, you can click on the "Multiple Students" icon and see their information together on the same screen instead of having to click all the buttons for each student.

If you ever have ANY questions or concerns with CHARMS, please contact our administrator, Katie Baynor, at kbaynor@gmail.com. She will get back to you as soon as possible!