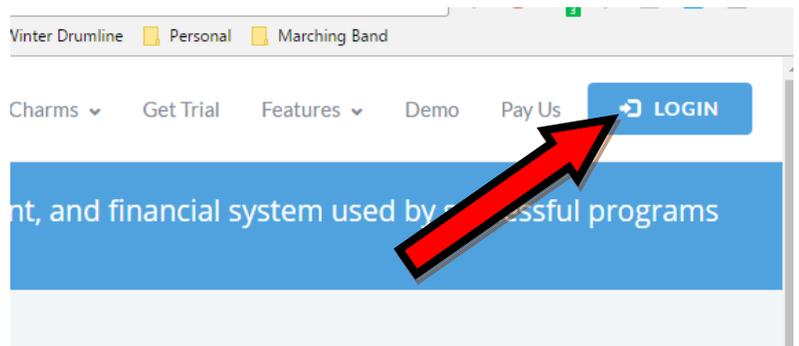


CHARMS COMMUNICATION SYSTEM

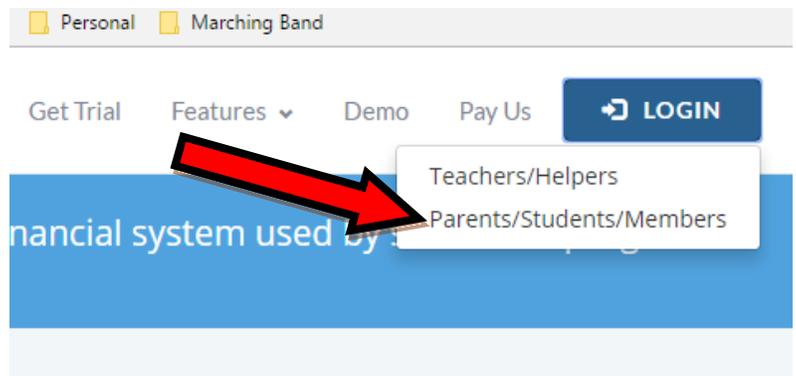
Dear Band Parents and Students,

Please read this entire form carefully and follow all instructions. The BHS Band Program will begin using “CHARMS” as our official form of communication and financial management system. This online system can be accessed at a computer or through the CHARMS app via mobile device. CHARMS will help you track your booster funding, fundraising earnings, trip payments, and all other fees collected by our organization. You will also be able to view a calendar of all events and receive mass communications via email and text messages. CHARMS will be free to parents and students to use. A step by step process of how to activate and use this account is listed below:

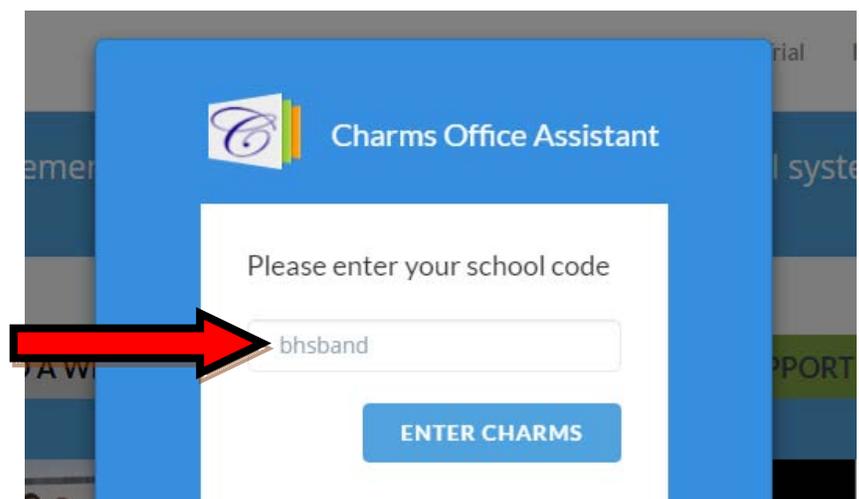
- Log on to www.charmsoffice.com
- Roll over the “ENTER/LOG IN” link at upper right.



- Click the “Parent/Student/Members” from the drop down menu.



- Type “**BHSBand**” as the school code



- Next, enter the **Student Area Password**. Each student must use his/her ID NUMBER to log on for the first time. The ID is the first five letters of the student’s last name, followed by the first three letters of the first name (much like your WCS student computer ID. Example: my name is Drew O’Keefe, so my ID would be: okeefdre).
- Once you have first entered this ID number, **YOU MUST** create your own, unique password by clicking on the “lock” (**Change Password**) icon. This is to prevent others from viewing your communications and financial information.
- **Next, there are two areas that require your immediate attention:**

- **Update Personal Information** – Click the *Personal Information* button under the *Student Info* tab at the top left corner of the page, to update your student’s personal information. Some information may already be entered for you, but it is crucial that you update all cellphone numbers and email addresses. All communication will be conducted via text messaging and/or email.



- **Update or Create Adult Personal Information** – Parents are directly linked to their student’s account and some information may already be entered. You can find the button to the Parent Info at the bottom left corner of the page. You will need to update all cellphone numbers and email addresses. You may create as many “Adult” contacts as you like.



- **Most importantly**, the parent page assists both you and the teacher to communicate with each other. As the date for Band Camp approaches, more information will be sent through CHARMS regarding fees and scheduling. So please complete this process as quickly as you can. Thank you and please contact Ms. Nicholson with questions: **katiana.nicholson@wcs.edu**