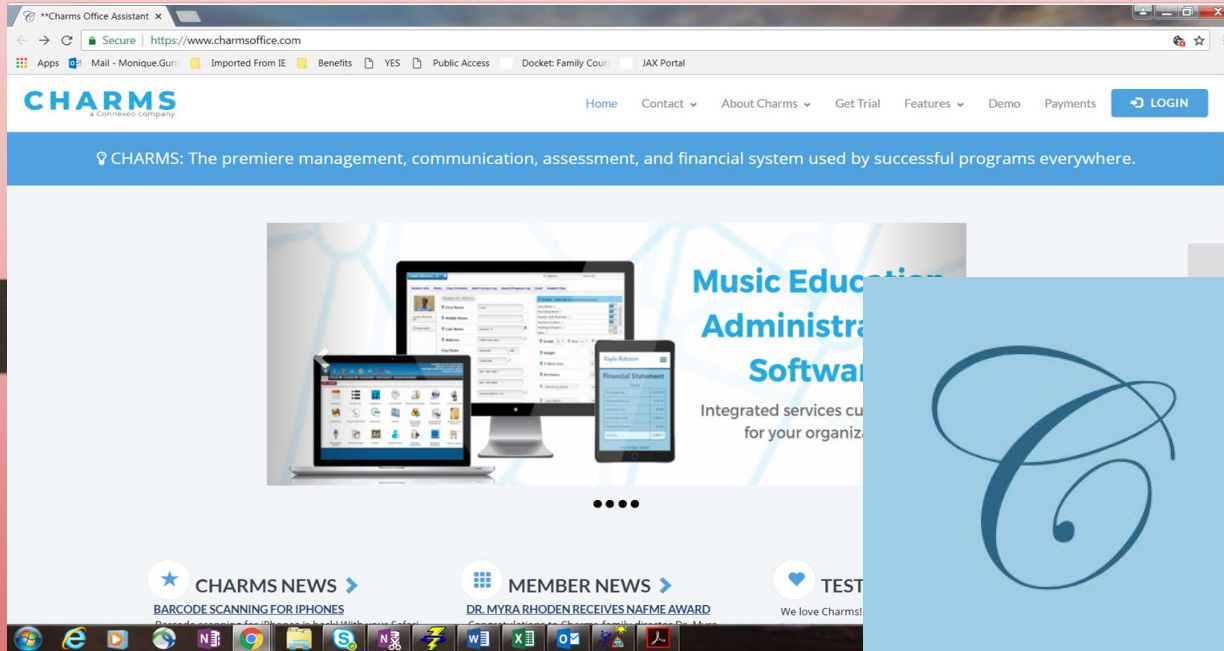


Charms

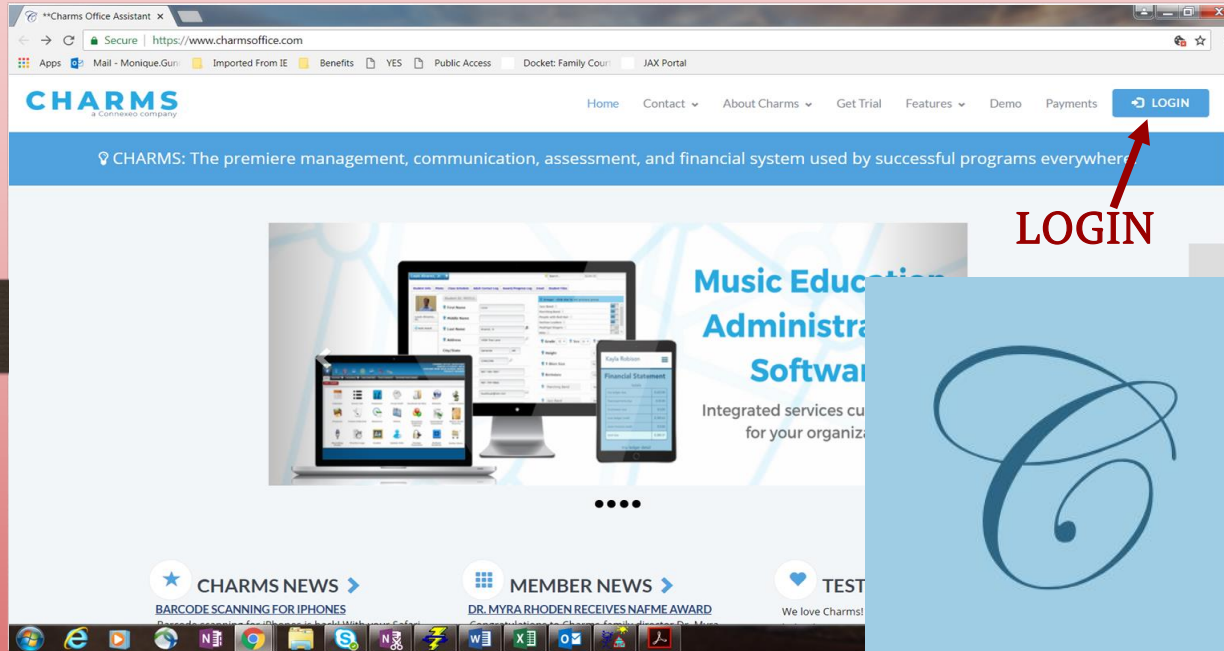
<https://www.charmsoffice.com>

CHARMS: <https://www.charmsoffice.com>



WEBSITE vs CHARMS APP

CHARMS: <https://www.charmsoffice.com>



- Search for the website
- Download the Charms App
- Click login

School Code (username): **barrygoldwaterband**

The screenshot shows a web browser window with the URL <https://www.charmsoffice.com/charms/login.asp>. The page has a white background with a blue header bar. Below the header, there are three main sections: 'TEACHERS AND HELPERS ONLY', 'PARENTS/STUDENTS/MEMBERS', and 'PLEASE NOTE:'. The 'PARENTS/STUDENTS/MEMBERS' section contains a 'Please enter your school code:' label, a text input field, and a green 'Enter Student/Parent Area' button. A red arrow points from the 'barrygoldwaterband' text above to this input field. Another red arrow points from the same text to the green 'Enter Charms' button in the 'TEACHERS AND HELPERS ONLY' section. The 'PLEASE NOTE:' section contains a paragraph of text and a link to 'Terms of Use and Privacy Statement'. The browser's address bar and taskbar are visible at the top and bottom of the window.

Charms Office Assistant x

Secure | <https://www.charmsoffice.com/charms/login.asp>

Apps Mail - Monique Gur Imported From IE Benefits YES Public Access Docket: Family Court JAX Portal

Login to the Charms System

TEACHERS AND HELPERS ONLY

Please Enter Your User Name:

Please Enter Your Password: (case sensitive!)

[Forgot Login and/or Password?](#)

PARENTS/STUDENTS/MEMBERS

Please enter your school code:

Having Trouble Entering a School Code? [Click Here For Help!](#)

PLEASE NOTE:

By using this product you agree that your use of our website and any services are subject to our [Terms of Use and Privacy Statement](#)

- Enter school code
- Always the same code

STUDENT ID

Charms Office Assistant

Secure | https://www.charmsoffice.com/charms/parents.asp

Apps | Mail - Monique.Gun | Imported From IE | Benefits | Public Access | Docket: Family Court | JAX Portal

CHARMS OFFICE ASSISTANT
PARENT/STUDENT AREA
CORNWALL HIGH SCHOOL CHAIR

HOME | CALENDAR | VOLUNTEERS | EMAIL DIRECTORIES | AIDS & HANDOUTS

EXIT CHARMS

BY USING THIS PRODUCT YOU AGREE THAT YOUR USE OF OUR WEBSITE AND ANY SERVICES ARE SUBJECT TO OUR [TERMS OF USE](#) AND [PRIVACY STATEMENT](#)

Student Area Password: (Case Sensitive!) For a demo, please use "7594"
[Input Field] [Enter] [Show Hint]
If this is the first time you have logged in to Charms, your password is your ID number.

Trip Chaperone Password:
[Input Field] [Enter]

Non-Parent Volunteer ID:
[Input Field] [Enter]

Public Calendar | Email Staff | Handouts & Files | Website | Guest Shopping | Lunas Tickets

school code
BarryGoldwaterBan

password/id
[Input Field]

☒ remember login/id?
Enter Charms

- Student ID is the password to access your account
- Change the password when prompted
- Password can not be the student ID

CHANGE PASSWORD

CHARMS Office Assistant

Secure | <https://www.charmsoffice.com/charms/updatepassword.asp>

Apps | Mail - Monique Gunn | Imported From IE | Benefits | YES | Public Access | Docket: Family Court | JAX Portal

CHARMS OFFICE ASSISTANT
PARENT/STUDENT AREA
CORNWALL HIGH SCHOOL CHORIR
JULISSA SEGURA

PERSONAL INFORMATION | CHANGE PASSWORD

EXIT CHARMS

Change Student Password

Current Password/ID:

New Password:

Confirm New Password:

New Password Hint:

Change Password

Jacquelyn Gunn

Change Password

current password

current password

new password

new password

new password again

new password again

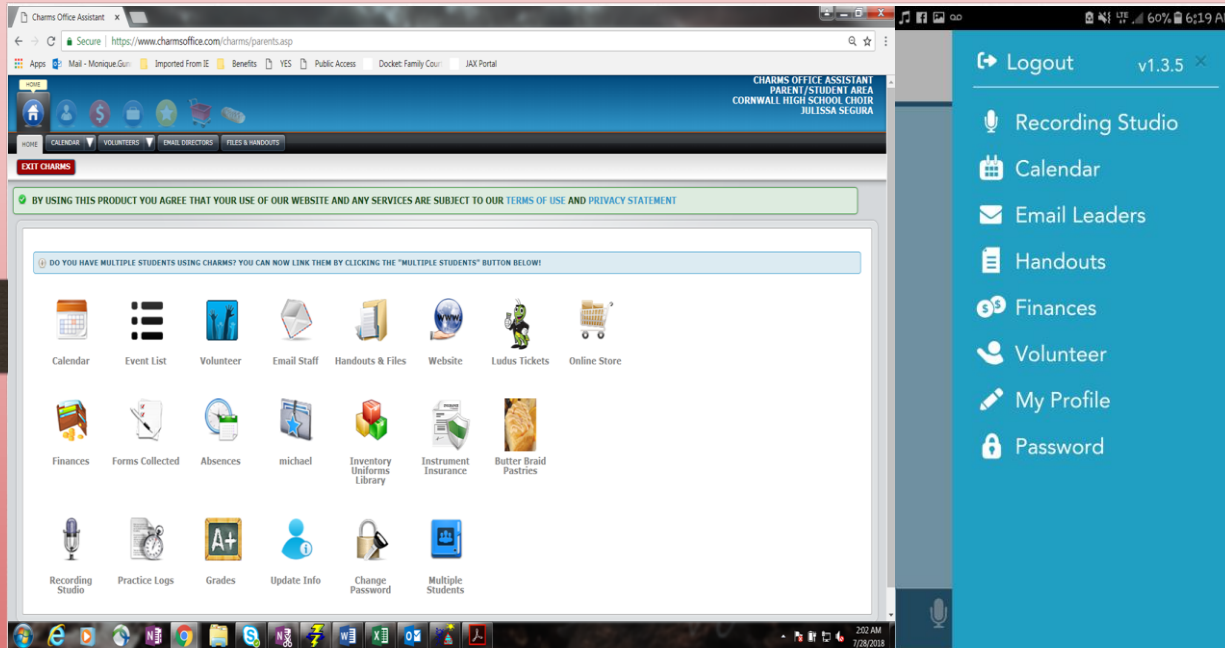
Change Password

Passwords can only use A-Z AND NUMBERS. Passwords must be 6 to 20 characters long.

154 AM
7/26/2018

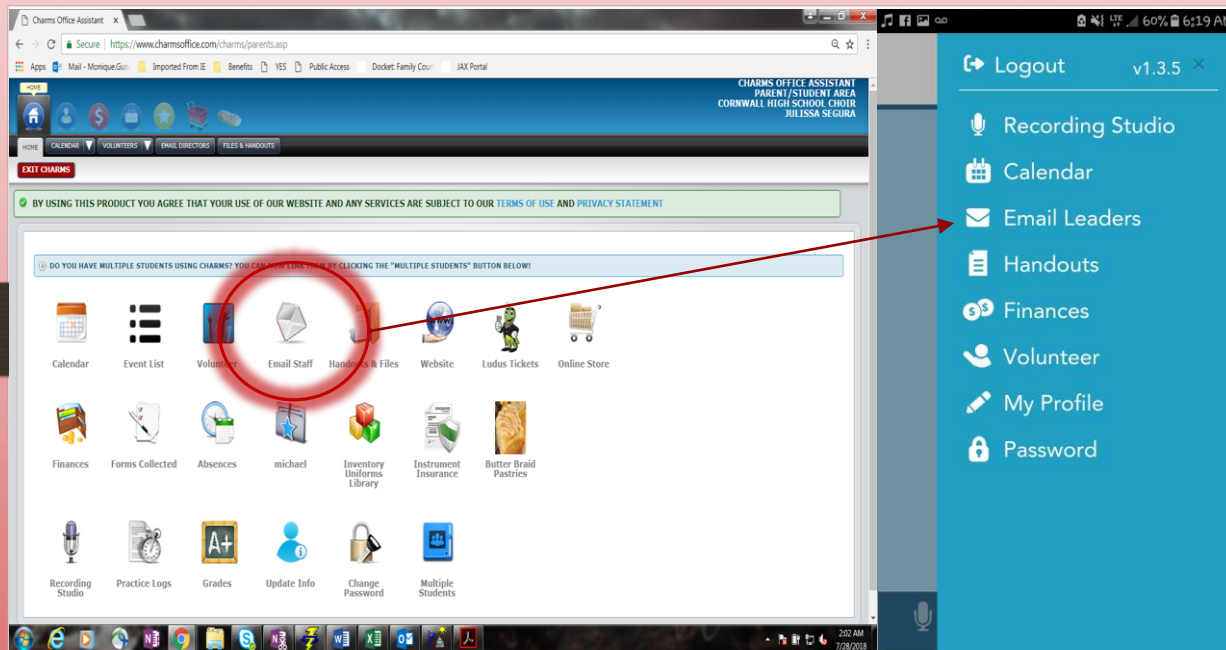
- Current password is the student ID
- Enter a new password, not the student ID
- Confirm new password and add a hint to remember
- Sibling accounts can not have the same password

HOME (MAIN PAGE)



- Begin on the Home page
- Click on your selection

HOME (MAIN PAGE)



- To email band staff/leaders select “Email Staff”

EMAIL STAFF

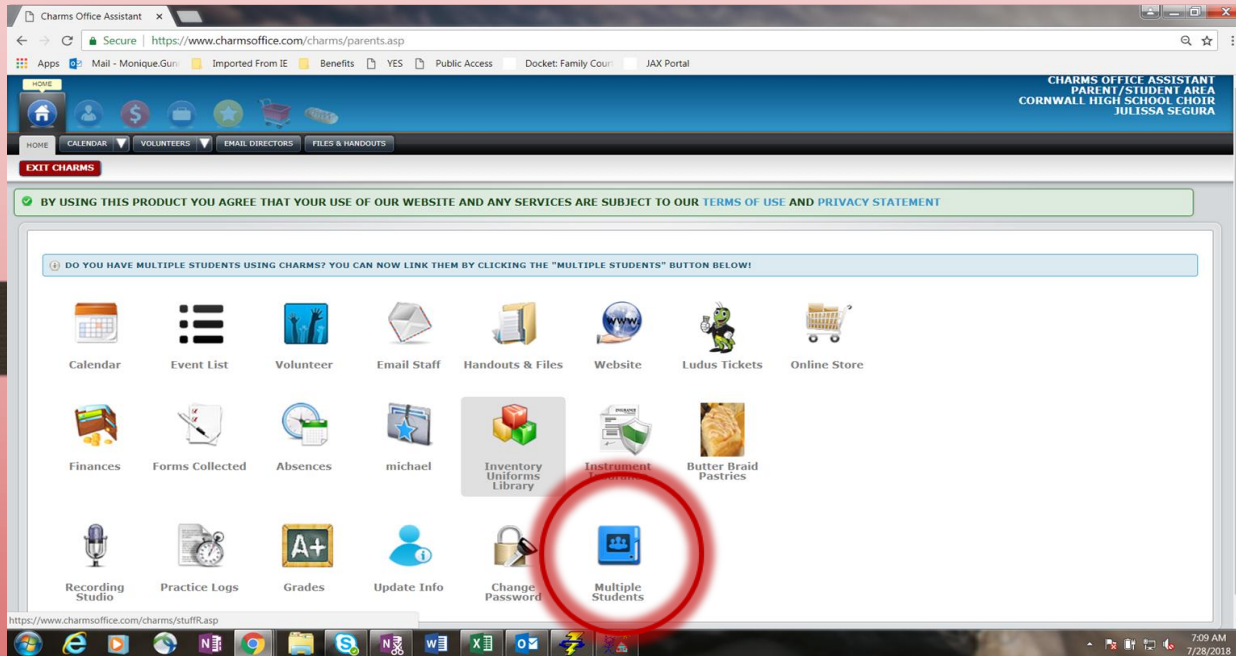
The screenshot displays a web application interface for "CHARMS OFFICE ASSISTANT". The top navigation bar includes links for HOME, CALENDAR, VOLUNTEERS, EMAIL DIRECTORS, and FILES & HANDOUTS. A red "EXIT CHARMING" button is located in the top left. The main content area features a table titled "Click Envelope to E-Mail Staff Member" with the following data:

	Name	Role	Email Address
	Derek Wilson	Head Director	charmsadmin@charmsmusic.com
	Emily Email	Assistant	charmsadmin@charmsmusic.com
	Shawn Carter	Assistant	dell.poltanco@comcast.com
	Jimmy Bandgeek	Assistant	geekaid25785@yahoo.com
	Frankie Forms		none@none.com

On the right side, a sidebar for "Jacquelyn Gunn" shows an "Email" section with a "Tap Name to E-Mail" header. It lists two options: "Renee Young-Esparza - Head Director" and "Beth Hermanson - Assistant Director".

- Select the staff you want to email

HOME (MAIN PAGE)



- Add siblings to your account
- Can only be done on the website
- Must already have the other siblings account set up

MULTIPLE STUDENTS

CHARMS OFFICE ASSISTANT
PARENT/STUDENT AREA
CORNWALL HIGH SCHOOL CHOIR
JULISSA SEGURA

PERSONAL INFORMATION CHANGE PASSWORD

EXIT CHARMS

Link Multiple Students

① 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.
② FOR SECURITY AND PRIVACY, THE STUDENT YOU WISH TO LINK TO MUST HAVE ALREADY CHANGED THEIR ID NUMBER TO A PASSWORD.
③ THIS STUDENT WILL **NOT** BE LINKED TO THE OTHER STUDENT BECAUSE THE PASSWORD HAS NOT BEEN SET FOR THIS STUDENT. [CHANGE PASSWORD](#)

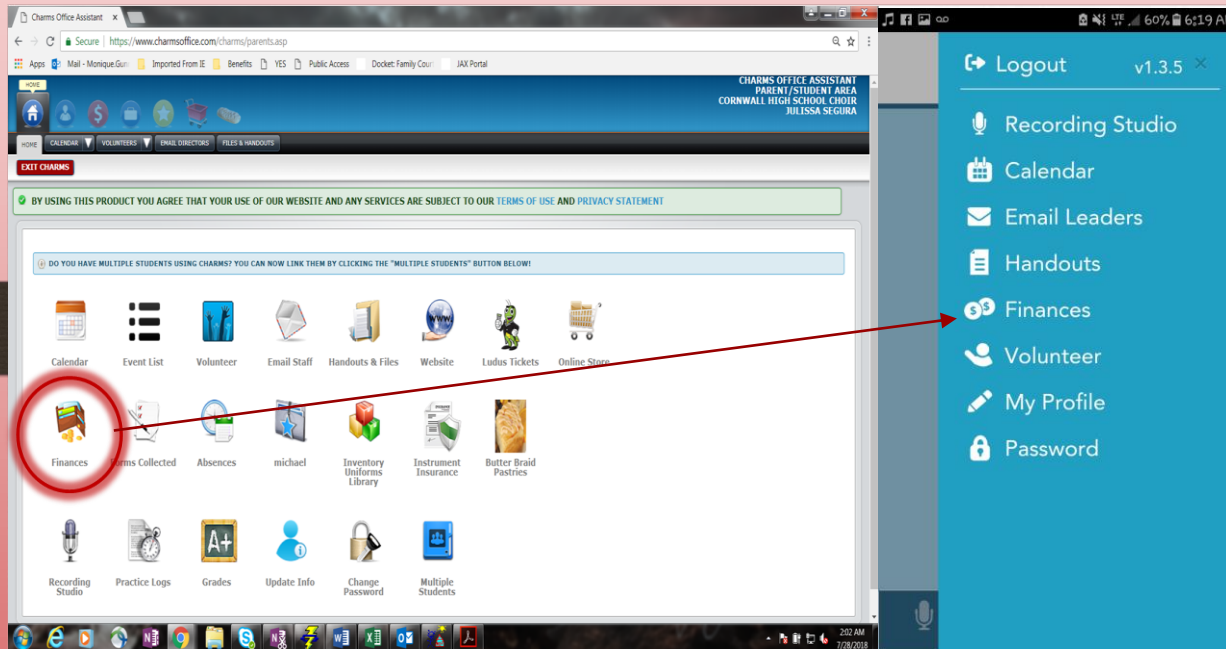
Enter School Code Enter Student Password [Link Additional Student](#)

barrygoldwaterband

NEW PASWORD
(NOT STUDENT ID)

- Enter school code barrygoldwaterband
- Enter new password, not the student ID
- Click “Link Additional Student”

HOME (MAIN PAGE)



- Keep track of all financial transactions for band
- Does not include Fair Share fees

FINANCES

The screenshot shows the 'Charms Office Assistant' web application. The user is logged in as 'Jacquelyn Gunn'. The main section is the 'Student Financial Statement'. It contains two tables: 'Student Financial Statement' and 'Trip Ledger Detail'. Red arrows point from text labels to specific values in these tables.

Student Financial Statement

Trip Ledger Balance Due	2,950.00	← BALANCE DUE
Fixed Payments Due	66.00	
Fundraising Balance Credit	0.00	
Miscellaneous Balance Credit	0.00	← CREDIT
Store Balance	\$ 0.00	
TOTAL BALANCE DUE	\$ 3,016.00	

Trip Ledger Detail

Paid Date	Trip	Amt. Applied	Paid By	Paid From	Dep. Num
	Los Angeles - 1,450.00	0			
	TRIP BALANCE DUE (inc options):	\$1,450.00			
	New York - 1,500.00	0			
	TRIP BALANCE DUE (inc options):	\$1,500.00			
	Total Cost of All Trips	2,950.00			
	Total Applied (including Options)	0.00			
	Balance Due	2,950.00			

Financial Statement totals

trip ledger due	
fixed payments due	\$ 0.00
fundraisers due	\$ 0.00
misc ledger credit	\$ 0.00
store invoices credit	\$ 0.00
total due	

trip ledger detail

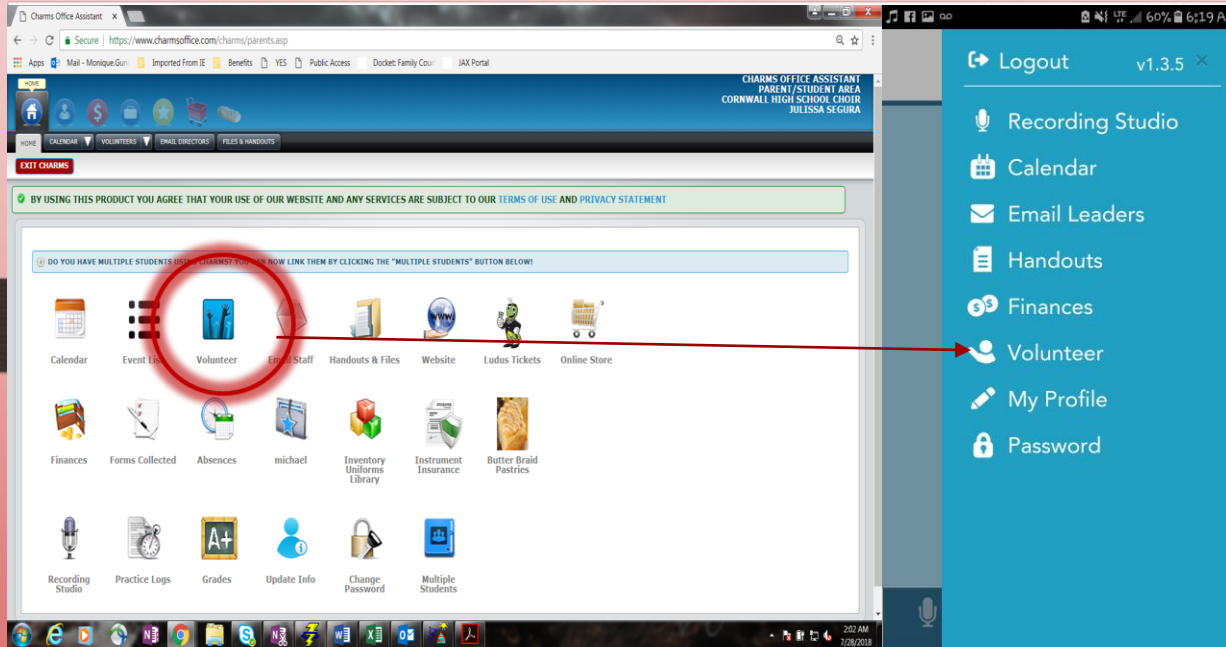
date	trip	amt
00/00/00	2018 2019 Fair Share - Marching Band - \$400.00	\$ 0.00
	Total Due	
	Total Applied	
	Balance Due	

fixed payment detail

date	item	amt
	Total Due	0.00

- Keep track of balance due
- Keep track of money earned through fundraising
- Transfer money from Charms for meals, trips, activities etc.

HOME (MAIN PAGE)



- All volunteer opportunities

VOLUNTEER OPPORTUNITIES

The screenshot shows a web browser displaying the CHARMs Office Assistant Volunteer Opportunities page. The page is titled "Volunteer Opportunities" and includes a "Please select an event from the list below:" section. A dropdown menu is open, showing a list of events. A red arrow points from the text "VOLUNTEER OPPORTUNITIES" to the event list.

Volunteer Opportunities
Please select an event from the list below:

- Cardinals vs Chargers - 09/11/2018
- Cardinals vs Chargers - 09/11/2018
- Cardinals vs Broncos - 09/30/2018
- Cardinals vs Redskins - 09/30/2018
- Cardinals vs Redskins - 09/30/2018
- Cardinals vs Redskins - 09/30/2018
- Cardinals vs Redskins - 09/30/2018
- Cardinals vs Redskins - 09/30/2018

Volunteer Opportunities
tap an event to sign up

July 19, 2018
Soccer- Manchester United vs Club America

August 11, 2018
Cardinals vs Chargers

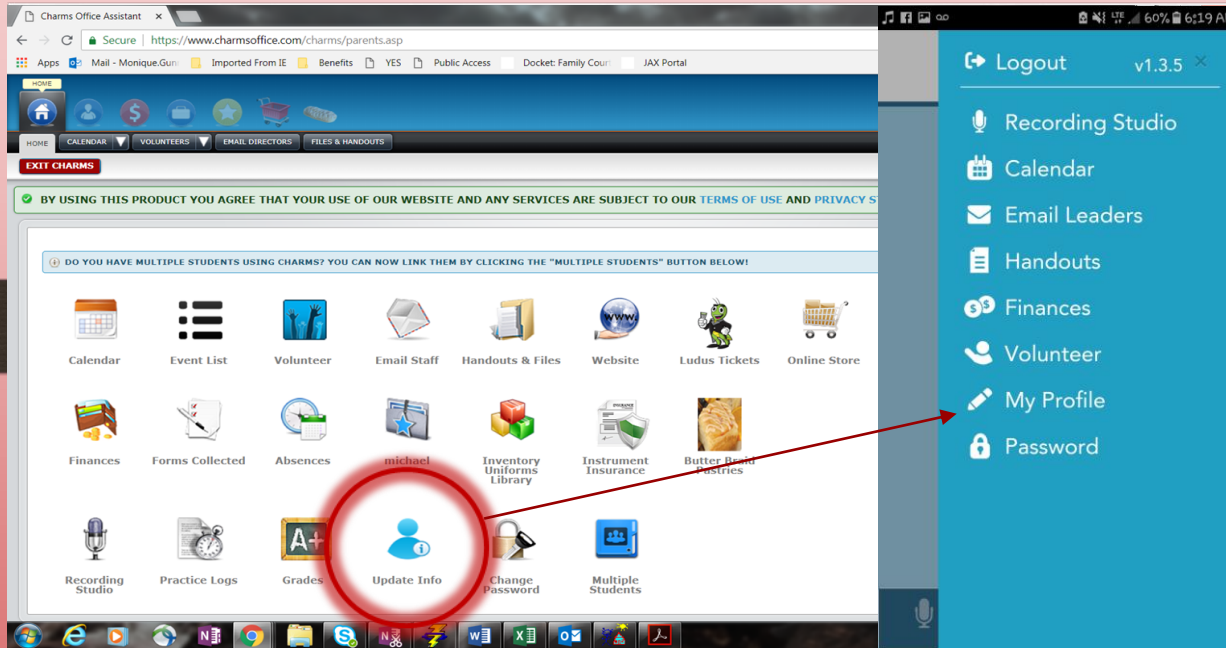
August 30, 2018
Cardinals vs Broncos

September 9, 2018
Cardinals vs Redskins

September 19, 2018

- Click on drop box
- Select the activity
- Enter your name and phone number

HOME (MAIN PAGE)



- Contact information for student
- Add, Change, Update

STUDENT INFO

The screenshot displays two interfaces. The left interface is a web browser showing the 'Update Student Detail' page for Julissa Segura. It includes fields for Student ID (7594), First Name (Julissa), Middle Name (Dense), Last Name (Segura), Address (22206 springcrossing dr), City, St Zip (SPRING TX 77373), Phone ((281) 753-5397), Cell ((832) 570-2361), Cell Carrier (T-Mobile), E-mail, and Personal Instrument. The right interface is a mobile app showing the 'My Profile' page for Jacquelyn Gunn, with fields for first name (Jacquelyn), middle name (Rose), last name (Gunn), address, city (Phoenix), state (AZ), and zip/postal code. Red arrows point from the 'ADD ADULT' text to the 'Add New Adult' button in the web interface and the 'Edit Adults' link in the mobile app.

ADD ADULT

Update Student Detail - Julissa Segura

Julissa's Information

Student ID	7594	Sex	F
First Name	Julissa	Locker	7 Combination undefined
Middle Name	Dense	Birthdate	Use Calendar
Last Name	Segura	T-Shirt Size	
Address	22206 springcrossing dr	Primary Group	Financial Aid
City, St Zip	SPRING TX 77373	Other Groups	Men of Song Mens Ensemble
Phone	(281) 753-5397	Instrument/Part:	Pops: Tenor II Concert Choir: Soprano II Women's : Bass II
Cell	(832) 570-2361		
Cell Carrier	T-Mobile		
E-mail			
Personal Instrument			

My Profile

Jacquelyn Gunn

first name

Jacquelyn

middle name

Rose

last name

Gunn

address

city

Phoenix

state

AZ

zip/postal code

- Enter contact information for student
- Add adult/parent information

ADD ADULT

The image displays two screenshots of the Charms Office Assistant system. The left screenshot is a desktop view of the 'Update Student Detail - Julissa Segura' page. It features a sidebar with navigation options and a main form titled 'Add New Adult'. The form includes fields for personal information (Salutation, First Name, Last Name, Work Phone, Home Phone, Cell Phone, Address, City, St, Zip) and contact information (Relation, E-mail 1, E-mail 2, Occupation/Skills, Drivers License, Date of Birth). A red arrow points to the 'Add New Adult' button. The right screenshot is a mobile app interface for 'Jacquelyn Gunn', showing the 'Update Adult Information' screen. This screen has fields for salutation, first name (Niki), last name (Gunn), relation (mother), address (moniquev20@gmail.com), and city (Phoenix). A red arrow points from the 'Add New Adult' button in the desktop view to the 'Update Adult Information' screen in the mobile app.

Update Student Detail - Julissa Segura

Update Adult Information

salutation

first name

last name

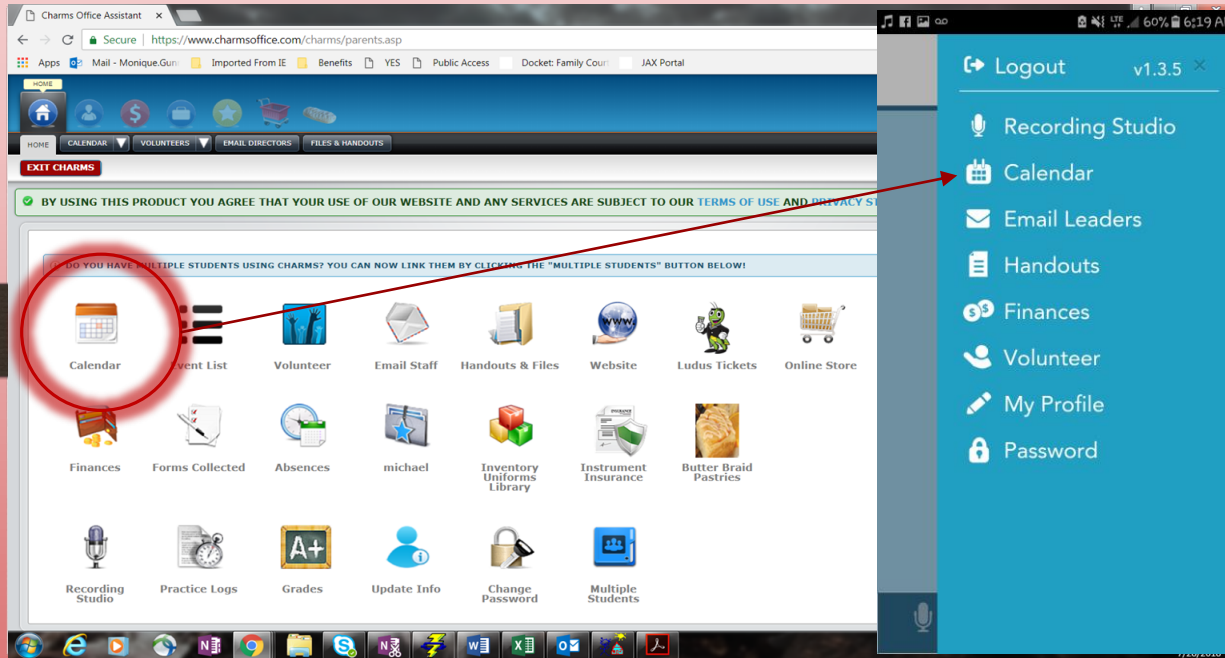
relation

address

city

- Enter contact information for adult/parent
- Add multiple adults

HOME (MAIN PAGE)



- Keep track of important dates for band events

CALENDAR

The image displays two views of the CHARMs Office Assistant calendar system. The left view is a web browser interface showing a calendar for July 2018. A red arrow points to the date 19th, which has an event titled "3:00 PM - 9:30 PM Soccer - Manchester United vs Club America". The right view is a mobile app interface for Jacquelyn Gunn, showing a similar calendar for July 2018. The app interface includes a header with the user's name and a menu icon, and a footer indicating the calendar was last updated on 07/29/2018.

CHARMs OFFICE ASSISTANT
PARENT/STUDENT AREA
BARRY GOLDWATER HIGH BAND
JACQUELYN GUNN

Calendar

July 2018

S	M	Tu	W	Th	F	S
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	01	02	03	04
05	06	07	08	09	10	11

last updated 07/29/2018

- Important dates, times and location
- Sync calendar to your personal calendar
- Set up reminders



QUESTIONS?



THANK YOU!!