

Welcome to Charms!

To log in for the first time:

- 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: **Westlafayette**
- Alternately, visit <https://www.charmsoffice.com/charms/parents.asp?username=WestLafayette>. We highly recommend you bookmark this page!
- This will bring up the main “Public” page. This will allow you to look at the “public” calendar for our bands, event list, and handouts and other “publicly shared” files, as well as a few other options.
- The first time you go here, enter your child’s ID NUMBER - this is your school student ID number, found on their ID or in Skyward - into the **Student Area Password** field. You will be directed to the Change Password screen, to set a personal password different from the ID, for future use. You may also be directed to create both a unique Username and Password for the student. There are also mechanisms to recover/reset a lost Username/ Password – when you create your new password, create a “hint” as well.
- Whenever you enter using this Username/password, another more detailed screen appears, with various button options for you to access areas in the Charms account.

2017 MARCHING BAND REGISTRATION INSTRUCTIONS:

STEP 1: DOWNLOAD and PRINT POLICIES AND FORMS.

- Click on Handouts and Files. Open the folder for Marching Band 2017.
- Download the Marching Band Handbook. Parent and student should read this in its entirety. Whether you print this is up to you, but it’s a lot of information to digest, so we recommend it!
- Download and Print the 2017 MB forms. Please do NOT print these double-sided.

STEP 2: UPDATE INFORMATION

- Update the Student’s info by clicking on Update Info. Please fill out all applicable fields, with notes below:
 - Please do not change the student ID number. This is tied to the school’s student ID.
 - Update any misspellings or nicknames in the name fields.
 - Update the **student’s** cell phone number and email if applicable. Note this is the student’s email, and cannot be the school email address. Updating the Cell carrier is CRITICAL as this is what will allow us to use Charms as our text reminder system.
 - Update the student’s t-shirt size. Please note Y(outh) or A(dult) in addition to the size - XS, S, M, etc.
 - Update allergies/food restrictions.
 - New uniform? Please note Rookie if your child is new to marching band, No if you expect the same uniform as last year to fit, Yes if you expect that your child will need a new size.
 - Purchase shoes? If you need to purchase Drillmasters (\$38) as referenced in the handbook, please let us know the size here, including W(omen’s) or M(en’s).
- Next, update the Adult info. Please include any adult who should receive band communication. You may need to click on the name of an adult already entered into the system (at bottom of screen) or add a new one (button to add is at top of screen). Again, please fill out all applicable fields with notes below:
 - Update any misspellings or nicknames in the name fields.

- Update the **adult's** cell phone number and email if applicable. Updating the Cell carrier is CRITICAL as this is what will allow us to use Charms as our text reminder system.
- Please fill out the "Interests" section with skills you have or areas in which you are willing to help.
- Click the Photo tab to add a photo of your student.
- Finally, **be sure to click the green Update button** so that your changes are saved.

STEP 3: CALENDAR RSVP

- Go back to the home screen using the button in the upper left of the screen. Then open the Calendar.
- Navigate to February 24th on the calendar and find the Marching Band Commitment event.
- Click on the black RSVP square.
- Type your child's name, 1 attendee.
- By clicking "Send RSVP" you are agreeing that you (parent and student) have read and understand the Marching Band handbook and that you are committing to the 2017 season.

STEP 4: COMPLETE AND RETURN PAPERWORK DOWNLOADED WITH PAYMENT BY FEBRUARY 24.

- You'll find links to the paperwork in the event on the calendar or in the the News at the bottom of the home screen if you didn't print and read during the first step. :)
- If paying via Paypal, navigate to the band website using the Website icon, or go to wlbands.com and use the Paypal link on the home page. Be sure to note "MB registration" in the comments. An additional \$6 covers the Paypal fee for us.

For general reference - a quick overview of the components in Charms:

- The **Personal Information** will help our directors communicate more effectively with the band family. You will help make changes to your and your child's student information page to help them best communicate. This information will be the basis for emails, phone calls, text messages, volunteer requests, travel notifications, etc., so it is important that it be kept up to date.
- The **Recording Studio** allows students to upload personal recordings may be used later by the directors for listening to progress and/or assessment.
- The **Calendar** will list events, rehearsals, and volunteer/RSVP opportunities. It will only show information that is public in nature or specific to your child's band.
- **Handouts & Files** will have all handbooks, documents, forms, etc. posted.
- Financial information is not shown and will be implemented later, but will include information for your individual student accounts, payment balances, etc.
- The "stuff" button will indicate school items under the student's responsibility (music, uniforms, instruments). (If you had a child/ren in marching band, you will see their uniform details listed. We are in the process of checking all those items back in to the school.)
- The Participation button reveals Points standings right now. The attendance tab under participation will indicate absences/tardies from extra-curricular activities only. Official school attendance will still be captured under the school-wide Skyward program.

Other Notes:

- If you have multiple students in the band program, you can link them together using the Multiple Students icon. Upside: (after they are linked together) you only need to remember one of their passwords. You can toggle between their two accounts. Possible downside: they will have access to each other's information. Parental preference to link or not.
- You can also download the Charms App to your smartphone – search your App Store for "Charms Parent/ Student Portal" (or "Charms Blue"). It's the way to stay in touch on the go!