

# How to use Charms

1. Go to [www.charmsoffice.com](http://www.charmsoffice.com)
2. In the upper right hand corner, hover over "ENTER" and click on "Parents/Students/Members"
3. Enter school code: "stillwaterhsband"
4. Enter your student ID number – this is your password. If you don't know your student ID number, you can check it on Infinite Campus. If you can't find it, contact Mr. Zamborsky and he will let you know your ID number.
5. Once you are logged in, you have access to a number of different options. A few key items to check out:

In the top left, there are five icons, each of which brings up different options. Under "Student Info" you can change your password or update your personal information. This allows you to enter all information for your child, but also for parents and guardians as well. Please make sure that we have all correct information entered for all parents and guardians, so that we may effectively communicate with you throughout the year.

Many of the database's functions will continue to come online as we enter more data, so presently, the features for "Finances" (individual student accounts, trip payments, fund raisers, etc.) and "Stuff" (instruments, uniforms, and music checked out to your child) are not up to date. Check back later in the year to see if these have been updated. The calendar feature is also being added, so at this time continue to use the band's website calendar for the most current version.

Under "Participation" you can check to see what forms your child is supposed to turn in to the band office. You can also track your child's progress towards receiving a letter award. As noted in the handbook, students need 30 points to receive their letter. We will try to keep these records as up to date as possible. You can also track your child's attendance, though we may or may not fully use this feature, as you can also track this through Infinite Campus. I would anticipate that we will use the Charms attendance feature for events that occur outside of the school day.

Bear with us as we figure out how to best use this new database. For now, I would like to encourage all of you to update the contact information for all members of their families. Your information will be released only to the staff and select members of the executive board who may need to contact the membership.