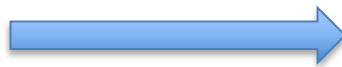


Greetings!

The **CHARMS** system is what we use in a variety of different ways to help the Clover Band program operate more efficiently and will serve as our “main-hub” of communication!

Attached is a sheet telling you how you can sign-in to CHARMS for the first time. There will be a second e-mail following this one with a financial statement that has your students “student ID” listed so that you can access additional information.

The ID # will be located here:



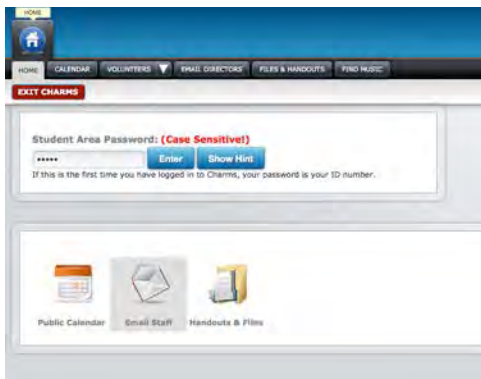
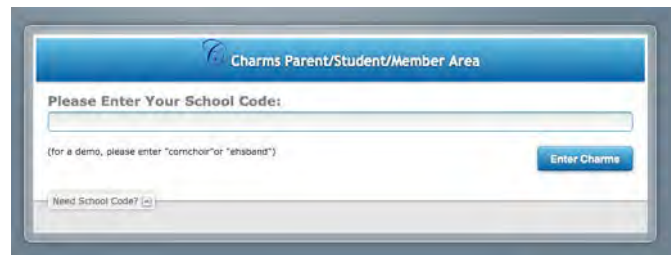
Rock Hill HS Band
Student Financial Statement
Katie Gullede (10629)
Prepared 6/20/2015 2:49 PM

Please be advised that any active balance on CHARMS is not currently reflected on the Senior Debt sheet that was handed out today. Any outstanding CHARMS balance is separate and will be added to the school debt list if not paid by May 8th.

Thank you:
Joe Gullede

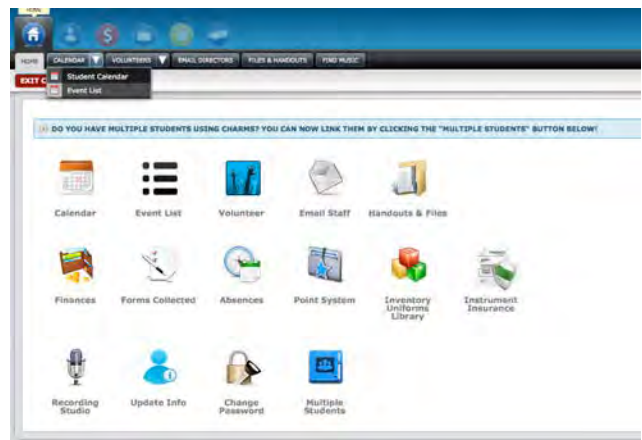
| | |
|----------------------------|---|
| Trip Ledger Balance Credit | \$ 0.00 |
| Fixed Payments Due | \$ 0.00 |
| Fundraising Balance Credit | \$ 0.00 negative amount indicates a credit. |
| Misc Balance Credit | \$ 365.98 |
| Store Balance Due | \$ 0.00 |
| Credit Balance | \$ -365.98 |

The first time you enter you will see this:
Enter: CLOVERBAND (one word)

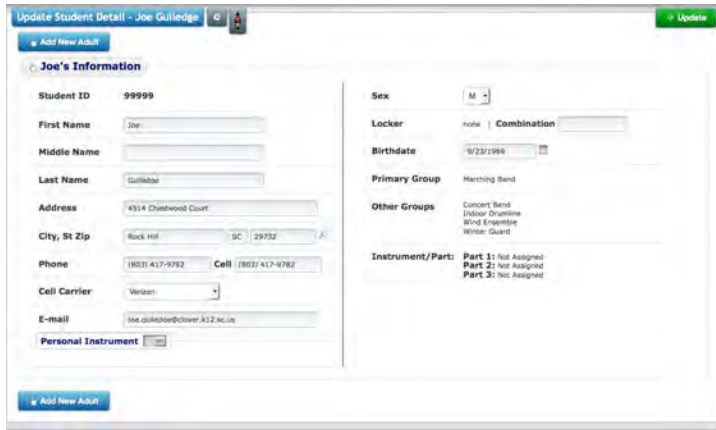


It will then take you to the main page:
Calendar/Handouts/E-mails are here.

In the box where is says “Student Area Password” enter the number/code found on the separate financial statement that was e-mailed to you. Once you enter this number you will be instructed to create a new password. Once you create a new password that will be what you use to access the Student Area. **This password must be used by EVERYONE that accesses the site so please make sure that students’ & parents know the password.** I can reset the password to the initial code but do not have access to what you created.



Please find the following icon and click it:



On this screen you can update all personal information for the student and parents/guardians. We ask that everyone take the time to fill-in as much as you can and make any corrections to any mistakes that you find.

PLEASE UPDATE ANY CHANGES!

All Handouts/Files can be found here:
Includes: Calendar, Commitment forms, Medical Forms, travel waivers, Booster By-laws, Show Music, etc.



Handouts & Files



Finances

Financial information can be accessed here. You can check your ledger, fundraising and make payments via PayPal here.

Volunteer sign-ups can be accessed by clicking this icon. This is where we sign-up to chaperone events and work BoA Stadium events.



Volunteer



Multiple Students

NEW for 2017! If you have multiple students can now link them with one password! Click the button and follow the directions to add this new feature!

If you have any questions, please don't hesitate to contact me at : joe.gullede@clover.k12.sc.us

Thank you,

Joe Gullede
Director of Bands
Clover High School

How to access parent/student information

CHARMS

- Log on to www.charmsoffice.com and click the “ENTER/LOG IN” link at upper right
- Locate the “PARENT/STUDENT/MEMBERS LOGIN” section of the web page.
- Login to your child’s program account using the following school code:

CLOVERBAND

• (1 word...no spaces)

- This will bring up the main parent page. This will allow you to look at the **public calendar, event list, handouts and other files.**
- When you enter you/your child’s ID NUMBER (found on your statement) another more detailed screen appears with even more options to view your calendar, files/handouts, and financial records. Once you have first entered this ID number, you will be asked to create our own, unique password.
- Two areas in which you can help the director maintain their records:
 - **Update Personal Information** –you may help make changes to your child’s **student information page** (such as updating phone numbers and email addresses if they change) to help the teacher communicate with you more effectively.
 - **You can now make credit card payments for fees, trips and deposits to your trip account or your student’s account.** You will see blue buttons in the four main areas of the financial statement indicating your ability to make online payments.
 - There will be different account #'s for students and parents so please check your statement(s) carefully.

Make Payments on your fees with a Credit Card Through PayPal

- You may pay for fees and trips with a credit or debit card through **PayPal**. You do not need a PayPal account to take advantage of this service.

- Click the “**Finances**” button.
- **You will see your financial statement.**
- You have 2 options.
 - “**Pay Fixed Payments**” (Full fee payment)
 - “**Make Miscellaneous Payment**” (you determine the amount)
- **Click on** either option to be taken to the PayPal site.
- You may use PayPal Credit (*6 months same as cash option for transactions over a certain \$\$ amount*) if it is available to you.
- Transactions will be recorded/credited to the Student ledger in Charms.
- If you have any questions/concerns please contact joe.gulledge@clover.k12.sc.us

**Some people are using the PayPal option to earn “reward points” on their credit cards!*

-New students: Once all information has been entered you will be e-mailed a statement with your student ID # to access the CHARMS system.

-Current Students: You can still access your account using the password you currently have set-up.

HOW TO READ YOUR CHARMS STATEMENT

Student ID & Grade

Student ID & Grade
Use this the first time you login to CHARMS to set-up your Password

THIS IS THE FINAL STATEMENT FOR THE 2015-16 SCHOOL YEAR.
All outstanding debts (not including Hawaii) from 2015-16 have now been transferred to the school debt list. Intent fees for 2016-17 will be credited in the coming days after the band room clean-out has finished up.
Please contact Mr. Gullidge if there are any questions/concerns @ joe.gullidge@clover.k12.sc.us

| | |
|--------------------------------------|---|
| Trip Ledger Balance Due: | \$0.00 |
| Fixed Payments Due: | \$ 0.00 |
| Fundraising Balance Credit: | \$ 0.00 positive amount indicates a balance due. |
| Miscellaneous Balance Credit: | \$ 283.50 positive amount indicates a credit. |
| CREDIT BALANCE: | \$ 283.50 |

Balances Due or Credit
Trip Balance (Hawaii trip balance if going)
Fixed Payments Due (MB Fee, Indoor Fee, etc.)
Miscellaneous Balance (Any credit/debit in ledger below)
Credit or Balance Due (This is your current balance)
(Negative means you currently owe \$\$)

There are no scheduled trips for this student.

| Fixed Payment Payment History | | | | |
|---------------------------------|---------------|----------------|----------------------------------|------------------|
| Paid Date | Fixed Payment | Amt Paid | Paid By | Receipt Num |
| 10/20/2015 | 2015 Band Fee | 550.00 | txfr | 555 |
| Total Fixed Payments Due | | \$ 0.00 | Total Fixed Payments Paid | \$ 550.00 |

Fixed Payments
This is where the MB Fee, Indoor, Winter Guard fee shows along with when/if it was paid.

| Fundraising Activity | | | | | |
|----------------------|-------------------------------|------------------|------------------|------------------|-------------|
| Trans Date | Activity | Value Given | Amt Rec'd | Amt Profit | Receipt Num |
| 9/10/2015 | MB- Auto Bell Fall Sale | 480.00 | 480.00 | 240.00 | 3022232 |
| 10/13/2015 | MB - Fall BBQ | 45.00 | 45.00 | 5.00 | 3130269 |
| 12/2/2015 | MB - F Fish Fry Volunteer Hrs | 0.00 | 0.00 | 20.00 | 3254964 |
| 1/11/2016 | MB - Bed Sheets | 36.50 | 36.50 | 10.00 | 3312634 |
| 1/12/2016 | MB - Fall Fish Fry | 150.00 | 150.00 | 37.50 | |
| 5/18/2016 | MB - Spring BBQ | 0.00 | 0.00 | 11.00 | 3449728 |
| TOTALS | | \$ 711.50 | \$ 711.50 | \$ 323.50 | |
| AMOUNT DUE | | \$ 0.00 | | | |

Fixed payments must be paid in full. Partial payments are kept up with in the Ledger below. Once the full amount is available it can be credited/transferred to any fixed payments that are due.

| Miscellaneous Ledger Detail | | | | | | | | |
|-----------------------------|--|------------------|-----------------|---------------|----------|------------------------------|------|-------------|
| Trans Date | Notes | Amt | Running Balance | Paid By/Payee | Dep. Num | Paid To | From | Receipt Num |
| 05/18/2016 | FR Profit: MB - Spring BBQ | 11.00 | 283.50 | G-Cash | 0518 | N/A | FR | 10373679 |
| 04/26/2016 | 2016 MB Payment | 200.00 | 272.50 | G-Ck 1407 | 0509 | Clover Community Bank - 4492 | GM | 10309357 |
| 01/12/2016 | FR Profit: MB - Fall Fish Fry | 37.50 | 72.50 | FR Profit | | N/A | FR | 9806461 |
| 01/11/2016 | Fundraising: MB - Bed Sheets | 10.00 | 35.00 | Expr Imp | | N/A | FR | 9797277 |
| 12/02/2015 | Fundraising: MB - F Fish Fry Volunteer Hrs | 20.00 | 25.00 | Expr Imp | | N/A | FR | 9648538 |
| 10/20/2015 | Txfr to fpas - 2015 Band Fee | -550.00 | 5.00 | txfr | | | F | 9 |
| 10/17/2015 | Marching Band Fee Payment | 40.00 | 555.00 | Check-1457 | 1019 | Not Posted | ML | 9403455 |
| 10/13/2015 | Fundraising: MB - Fall BBQ | 5.00 | 515.00 | Expr Imp | | N/A | FR | 9370130 |
| 09/21/2015 | Marching Band Shoes | -30.00 | 510.00 | | | Misc Bill | G-MB | 9195913 |
| 09/10/2015 | Fundraising: Auto Bell Fall Sale | 240.00 | 540.00 | Expr Imp | | N/A | FR | 9102223 |
| 09/02/2015 | Marching Band Fee Payment | 75.00 | 300.00 | G-Ck 1452 | 0902 | Not Posted | GM | 9027187 |
| 07/17/2015 | Marching Band Fee Payment | 225.00 | 225.00 | G-Ck 1448 | 0003 | Not Posted | GM | 8585362 |
| Total | | \$ 283.50 | | | | | | |

All Fundraising Activity
All fundraising activity shows up here & in your ledger below

Ledger (Running balance)
All transactions show up here. At the bottom you see there is currently a \$283.50 credit.

CREDIT BALANCE \$ 283.50

Helpful Hints/Reminders

- Calendar** – Click here to see the full band calendar. (Sync option available!)
- Volunteer** – Here is where you sign-up to chaperone & to work Panthers and other events.
- Handouts & Files** – This is where all forms/schedules/music files will be kept.
- Update Info** – Please take time to update all of your personal information so that what we have on file is accurate.
- Finances** – You may make payments via PayPal to your ledger or trip. Click on Finances and follow the instructions. Payments will be credited directly to you're the ledger/trip
- Recording Studio** – where students will record pass-offs
- *Passwords** – When you login you will be asked to create a password. Please make sure everyone who will be accessing the account knows the password. I have no way to know your password. All I can do is reset it to the original ID # and let you start over.

PAYING BAND FEES VIA CHARMS

HOW DO IT MAKE A PAYMENT ON MY BAND FEE IN CHARMS?

1. Log-on to CHARMS site (CHARMS Parent/Student/Member Area) **CLOVERBAND**

2. Enter Password into **Student Area Password** box.

3. Click on the Finances Icon:

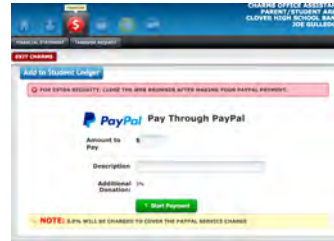


4. Click on the Make Miscellaneous Payment button:



5. Follow the instruction for PayPal:

6. You DO NOT have to have a PayPal account to pay band fees in CHARMS. Any credit/debit card can be used via the PayPal payment portal.



I MADE A PAYMENT ON MY STUDENTS' BAND FEE. WHY HAS THE FEE NOT BEEN LOWERED? CAN I TRANSFER MY PAYMENT TO THE BAND FEE?

In the Charms system, as in real life, **fixed payments** (*band fees are fixed payments*) are either paid or not paid. If a band t-shirt costs \$10 and the student brings \$5, the student has not paid for the t-shirt.

In **CHARMS** the “crediting” of fee payments is handled in the **Student Miscellaneous Ledger**. Every payment you make towards band fees, t-shirts, shoes, etc. will be shown in the **Student Ledger**. If you have made 2 \$100 payments towards your band fee then you will see \$200 of credit in your **Student Ledger**. For practical purposes we will view your band fee as having received \$200 in payments and thus looking like this:

| | |
|------------------|----------------------------|
| \$550.00 | Band Fee Fixed Payment Due |
| <u>-\$200.00</u> | Student Ledger Credit |
| \$350.00 | Band Fee remaining |

When enough money is accumulated in the **Student Ledger**, we can/will **Transfer** money from **Student Ledger** to pay the **Fixed Payment**. Please note this cannot be done until the entire Fixed Payment balance is available in the **Student Ledger**.