

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!

Website – www.charmsoffice.com

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:



Clover High School Band	
Student Financial Statement	
Joe Gullledge (999999)	
Prepared 05/18/2020	
CURRENT CHARMS STATEMENT AS OF MAY 14TH	
PAYMENTS CAN BE MADE VIA PAYPAL OR MAILED TO CLOVER HIGH SCHOOL C/O CLOVER BAND	
Trip Ledger Balance Credit	\$ 0.00
Fixed Payments Due	\$ 0.00
Fundraising Balance Credit	\$ 0.00 negative amount indicates a credit.
Misc Balance Due	\$ 0.00 negative amount indicates a balance due.
<hr/>	
Total Balance Due	\$ 0.00
<hr/>	
There are no scheduled trips for this student.	
<hr/>	
There are no Fixed Payment Transactions for the date range entered.	
<hr/>	
There is no fundraising activity for the date range entered.	
<hr/>	
There is no activity in the Miscellaneous Ledger for the date range entered.	

After you enter the website address you will see this:
Enter: **CLOVERBAND** (one word)

It will then take you to the main page that will look like this:
In the box where is says “**STUDENT AREA PASSWORD**” enter the code found on the financial statement that was e-mailed to you. Once you enter this code you will be instructed to create a new password. **Once you create a new password you will use that to access the account moving forward.**

Once you enter your password it will take you to this screen where you can access all the different options of the CHARMS system.

Please keep a record of your password as I do not have that info and can only reset it back to the “code” for you to create a new password. Everyone who accesses the account must use THE SAME PASSWORD.

Please find the following icon and click it to update your personal information:



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!



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

To make band fee payments click on **"MAKE MISCELLANEOUS PAYMENT"**

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



Click the CALENDAR to see the updated CHARMS calendar. This is the calendar that we work to keep current and accurate with band events. You can also SYNC this calendar with your mobile device by clicking the "SYNC Calendar button on the Calendar page.

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 or trouble accessing CHARMS, please don't hesitate to contact me at: rick.langdale@clover.k12.sc.us