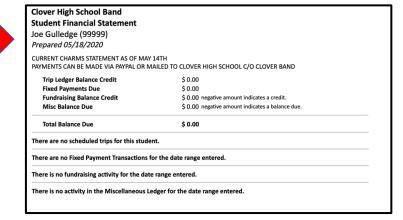
## Greetings!

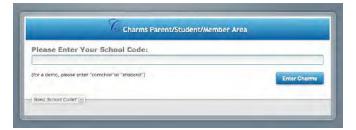
The CHARMS system is what we use in a variety of different ways to help the Clover Band program operate more efficiently and will serve as our "main-hub" of communication!

Website – www.charmsoffice.com

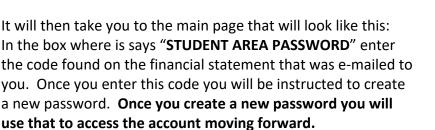
Attached is a sheet telling you how you can sign-in to CHARMS for the first time. There will be a second e-mail following this one with a financial statement that has your students "student ID" listed so that you can access additional information.

The ID# will be located here:





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







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: <a href="mailto:rick.langdale@clover.k12.sc.us">rick.langdale@clover.k12.sc.us</a>