

HOW TO USE CHARMS

The things you didn't know you could do

LOGGING IN

- Visit www.charmsoffice.com
- Select “Login” in the upper right hand corner
- Select “Parents/Students/Members”
- School code is: travishsband
- At this point, you are now in the Public Area where you can see director contact information as well as the Public Calendar.
- To access more information, enter your password which is either your students ID # or a personalized password (if you’ve logged in before)

UPDATING INFORMATION

- Once inside the Password Protected Area, you can access your personal information and you can add or update as much information as you want.
- The band staff would like to have names, emails, phone numbers and addresses at a minimum. This information will only be used for weekly/update emails, emergency contact and band specific mailings.
- Additional information such as, instrument, grade level, ensemble can also be updated