



Parent and Student Guide To Accessing Charms

What Is Charms

Charms Office Assistant is an online tool designed specifically for marching bands to provide a standardized, easy method of communicating important information to band students and their families. Charms has many features that permit our Band Director and his staff to administer the many tasks required to manage a marching band of our size.

Within Charms you will be able to update your contact information, access the private PVHS Band calendar, download important forms and information and much more.

Accessing Charms

There is a link on the band website that takes you directly to Charms, or you may follow this link here at:

<https://www.charmsoffice.com/charms/plogin.asp>

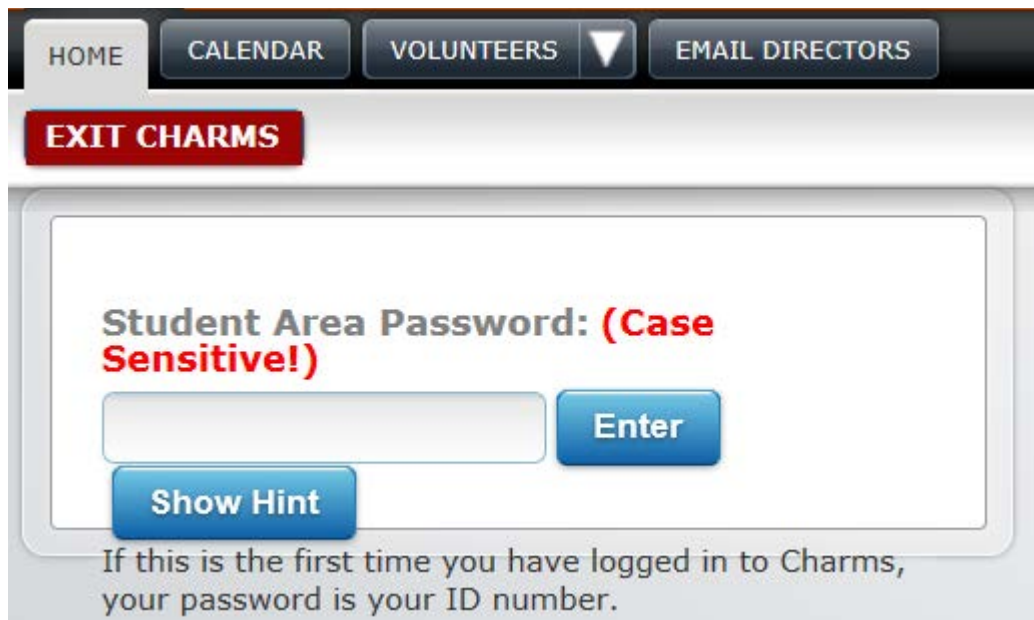
Logging In For The First Time

At the beginning of the school year your student's Charms account is set up by staff.

When you click on the link you will be brought to the Charm login page. Enter your School Code first.

Your School Code is: **PVHSBAND**

You will then be prompted for the Student Area Password. The password for each student's new Charms account is the same as their Student ID number. This is the same Student ID number listed in Edline or on your student's class schedule. You will be able to change the password to one of your own choosing at a later time. Existing students will already have an account. Accounts for new band students will not be created until the school assigns the Student ID number.



HOME CALENDAR VOLUNTEERS EMAIL DIRECTORS

EXIT CHARMS

Student Area Password: (Case Sensitive!)

Enter

Show Hint

If this is the first time you have logged in to Charms, your password is your ID number.


















Logging in will bring you to the Charms Parent/Student Area main page. We are not using every feature of Charms at this time, but we will review the key features available now.

CHARMS OFFICE ASSISTANT
PARENT/STUDENT AREA
PARK VISTA HIGH SCHOOL BAND
JONATHAN KANEFSKY

HOME CALENDAR VOLUNTEERS EMAIL DIRECTORS FILES & HANDOUTS

EXIT CHARMS 4 NEWS ITEMS!

DO YOU HAVE MULTIPLE STUDENTS USING CHARMS? YOU CAN NOW LINK THEM BY CLICKING THE "MULTIPLE STUDENTS" BUTTON BELOW!

 Calendar	 Event List	 Volunteer	 Email Staff	 Handouts & Files	 Website
 Finances	 Forms Collected	 Absences	 Point System	 Inventory Uniforms Library	
 Recording Studio	 Practice Logs	 Private Live Online Lessons- The ZOEN	 Update Info	 Change Password	 Multiple Students

Charms Options

HOME

HOME CALENDAR VOLUNTEERS EMAIL DIRECTORS FILES & HANDOUTS

EXIT CHARMS

Home



The HOME tab is the default tab and it permits you to see the Calendar, Volunteers, Email Directors and Files and Handouts sections.

Calendar

Student Calendar – a calendar of all band events (including activities such as practices which will not be published on the Band website). Check this often, as events and times may change and new events will be added.

Event List – all of the events that are on the Student Calendar, but in list form.

Volunteers

This section will automate volunteer signups and the tracking of volunteer hours.

Email Directors

Provides a list of e-mail addresses for the Band Directors and Board Members.

Files and Handouts

School Files – Here you can read and download files, forms and documents uploaded by the band.

My Files – Here you can upload files for the Band Director to receive.

Student Info



The STUDENT INFO tab permits you to access your Personal Information and to Change Password.

Personal Information

This is one of the most important sections of Charms, since the information that you enter is key to how the band communicates to you and your student.

Update Student Detail – Here is where you provide all of the details for your student. Some of this information will already be filled in and other information such as Groups can only be updated by the Band Director.

Student ID – Even if you change your password, your student's ID does not change. This is the ID assigned by the school.

Phone – Your student's home phone number.

Cell – Your student's cell number.

Cell Carrier – Required in order to text a message from Charms to the student.

E-Mail – Your student's e-mail address and not the parent's.

Add New Adult or Update Adult Information – This is how the band will communicate with YOU, the parent or guardian. Multiple adults may be added per student. All fields with a green dot are required. The more information that you provide – and update when changed – the better the band is able to communicate important information to you.

Cell Phone and Carrier – Necessary if you want to receive communications via text message.

Relation – It may be obvious to you but it may not be obvious to us!

E-Mail 1 and E-Mail 2 – **Your work e-mail and your personal e-mail, or wherever you can most reliably be reached.**

Occupation/Skills – Particularly skills that can be of benefit to the band. A quick way to find out who is a jet propulsion engineer for when, inevitably, Mr. Snipes will want to incorporate rockets into the show.

Change Password

It is recommended that you change your password to one that is easily memorized, but something other than the Student ID (which others may know). Don't forget to share that changed password with the others who will log into your account – including your student.

Finances



When this section is used, specific instructions will be provided.

Main Page

There are a whole bunch of shortcuts on the Main Page. Most of these point to other areas already covered above.



Website – Clicking here takes you to the PVHS Band Website. The website has more “public” information, including links, our sponsors and flyers for public band events.



Multiple Students – If you have two or more students in band at the same time, you can link the two student accounts with this option. Enter the School Code: PVHSBAND and the password of the student’s account that you want to link. The student you wish to link to must have already changed their password to something other than the Student ID number.

 **4 NEWS ITEMS!**

New Items – A quick link to new items that are posted to the Charms site.

EXIT CHARMS

Exit Charms – Logs you out from Charms.

Questions or Problems

Should you have any questions or encounter any problems with Charms, please contact your Band Director or a member of your Band Board.

Chase Rogers, Webmaster, webmaster@pvhsband.net