INTRODUCTION TO CHARMS

Ruben S. Ayala High School

Ayala High School Concert Choirs

New Communication System

Charms: Our New Communication System

- Emails & Texts can be sent to parents only, students only or both, and by choir, grade, Junior Exec board, Boosters, so you ONLY get the info YOU need
- Calendar that has events ONLY related to your choir(s)
- Calendar for our website that ONLY provides information acceptable to be publicly known
- Online Store to sell AHS choir gear
- Chat room function
- ID cards to make check-ins easier
- Ability to make payments, if desired (more info later)
- Ability to buy AHS Choir gear (more info later)
- Ability to buy Madrigal Feaste tickets (more info later)

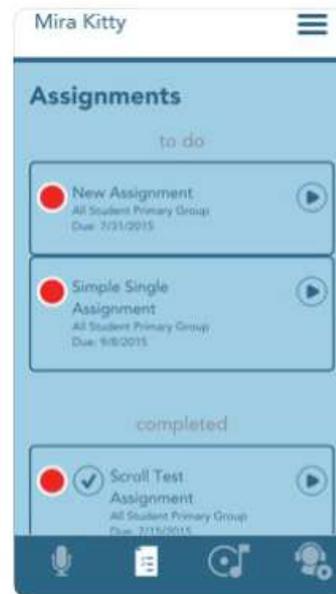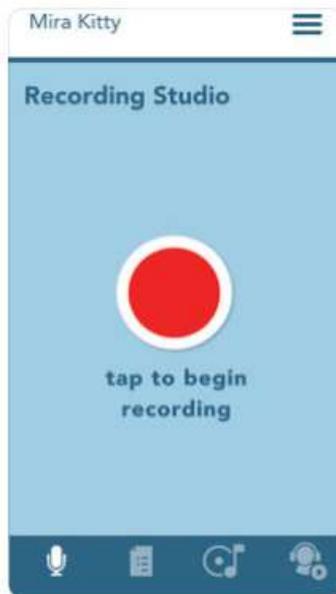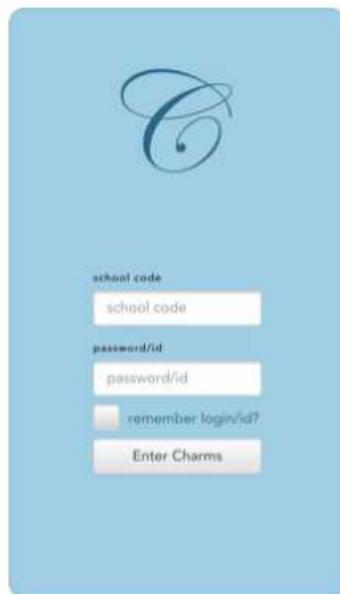# Charms Blue – App for your Phone

charms blue – student app

Cancel

Charms Blue – Stude...

Education

★★★☆☆ 89

OPEN

Note: Accessing Charms on your computer has more functionality than the phone app

Mira Kitty

school code
school code

password/id
password/id

remember login/id?

Enter Charms

Mira Kitty

Recording Studio

tap to begin recording

Mira Kitty

Assignments

to do

New Assignment
All Student Primary Group
Due: 7/31/2015

Simple Single Assignment
All Student Primary Group
Due: 9/8/2015

completed

Scroll Test Assignment
All Student Primary Group
Due: 7/15/2015

Step 1: Download the Free App

Charms Blue: Logging In

Password/id:
1st TIME ONLY
Student's 6 digit
school ID#

If your child was
at choir camp on
Friday afternoon,
he/she should
have already set a
new password, so
you would use
that password

School Code:
AyalaHSChoir

school code
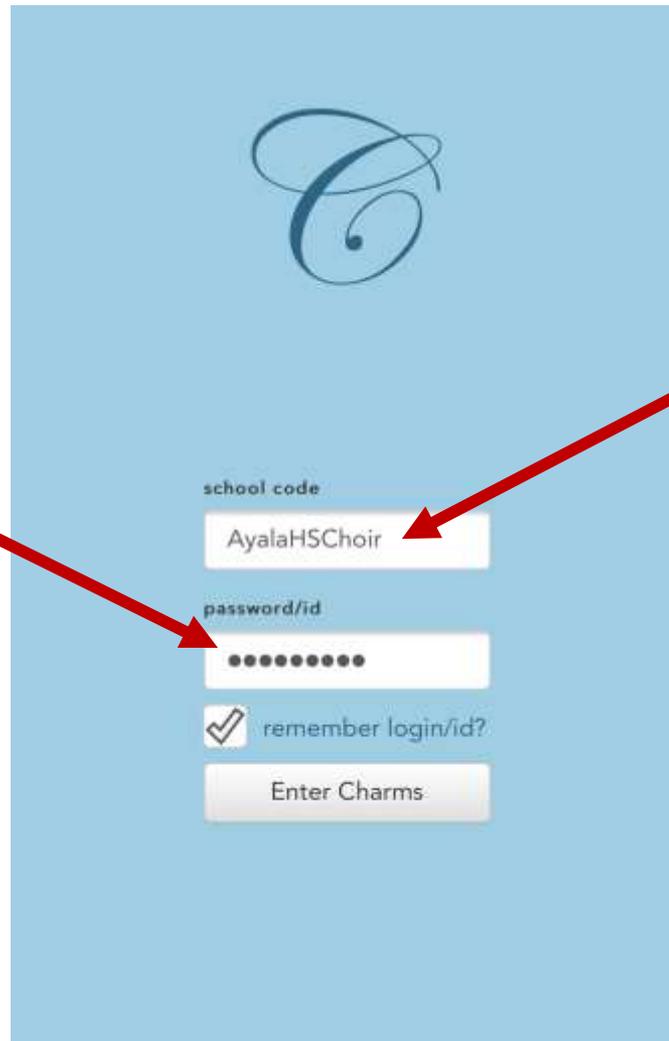
AyalaHSChoir

password/id

●●●●●●●●

✓ remember login/id?

Enter Charms

Step 2: Log Into the App for the 1st Time

Charms Blue: Setting Your Password

You will immediately be asked to reset your password

*NOTE: Students & Parents both use the student's account, so you will share the password

School Code: AyalaHSChoir

school code

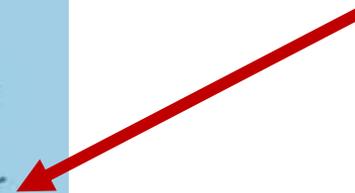AyalaHSChoir

password/id

●●●●●●●●

✓ remember login/id?

Enter Charms

Step 3: Change Password (Only 1ˢᵗ time in App)
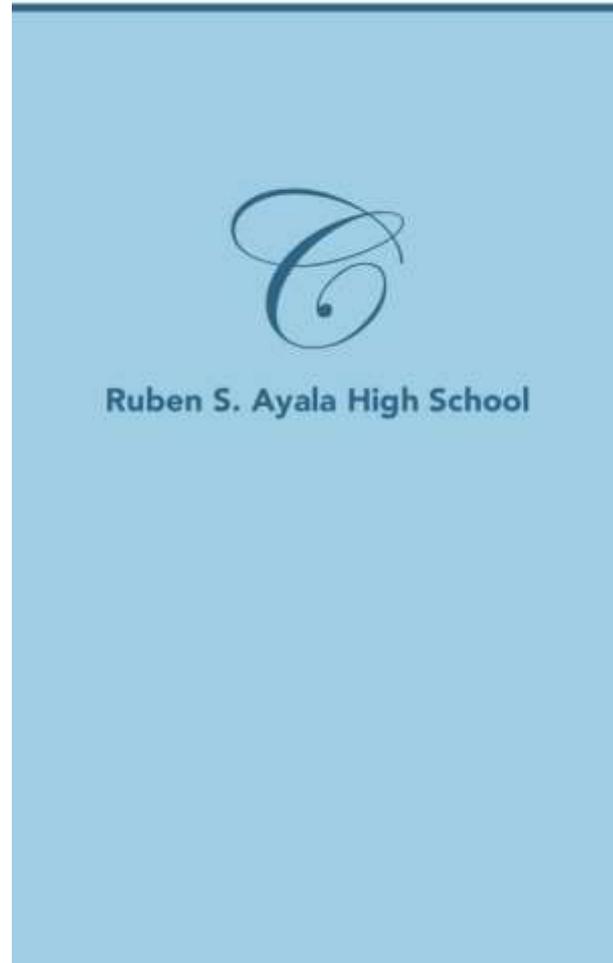
Charms Blue: Problems Logging In?
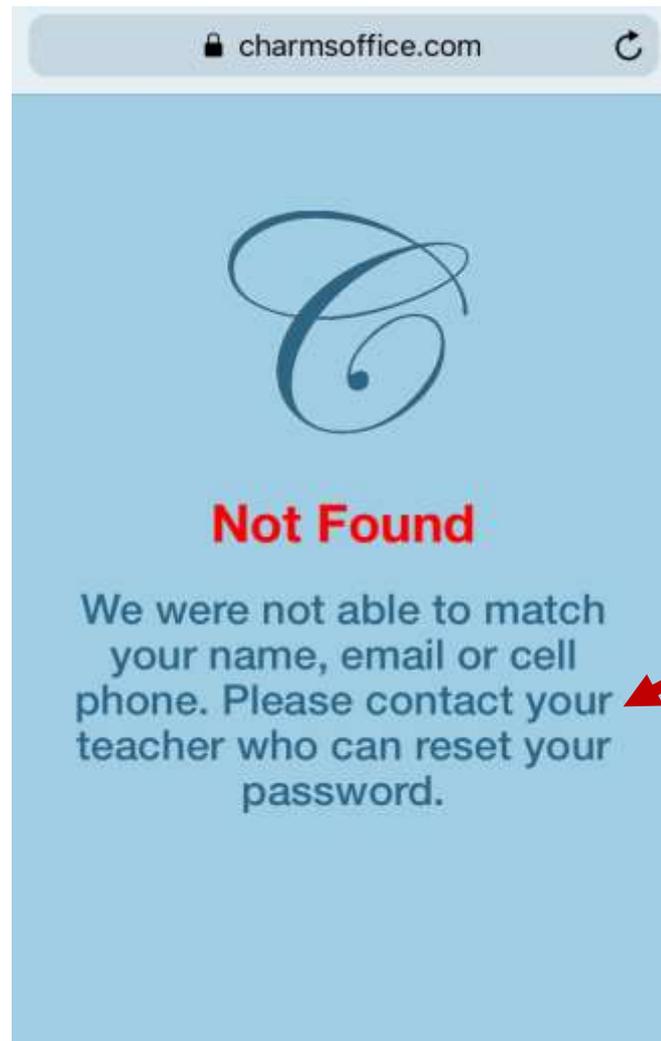
Do NOT contact Mr. Davis

Problems? Email Communications@ayalachoirs.org or text 714.244.9585
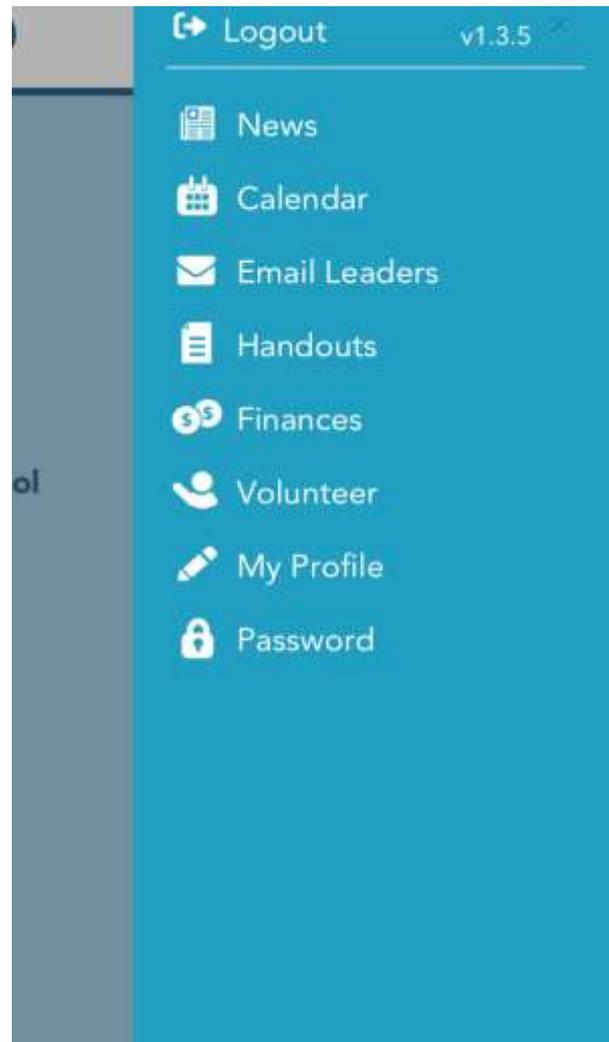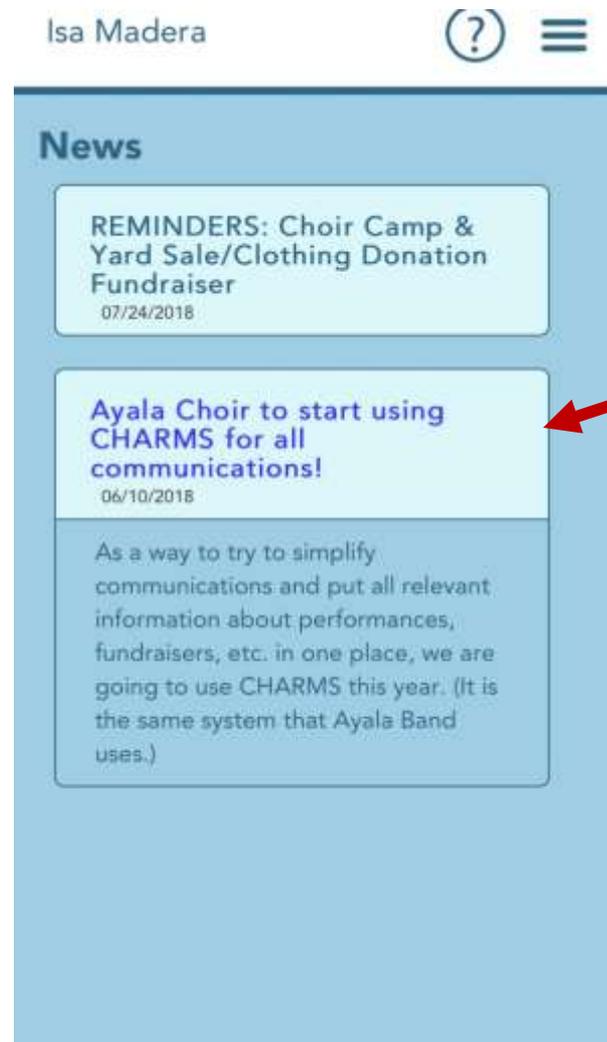
Charms Blue: Getting Started

Isa Madera (?) ≡

Ruben S. Ayala High School

Click for Menu

Step 4: Log Into the App with New Password

Charms Blue: Menu of Options

Logout   v1.3.5

News

Calendar

Email Leaders

Handouts

Finances

Volunteer

My Profile

Password

Step 5: Make Your Selection

Charms Blue: News

Isa Madera ? ≡

News

REMINDERS: Choir Camp & Yard Sale/Clothing Donation Fundraiser
07/24/2018

Ayala Choir to start using CHARMS for all communications!
06/10/2018

As a way to try to simplify communications and put all relevant information about performances, fundraisers, etc. in one place, we are going to use CHARMS this year. (It is the same system that Ayala Band uses.)

Click on Title to Expand for Full Information

NEWS: Latest Information About Our Program

Charms Blue: Calendar

If a date is red, it means there is an event that day related to your choir.

Isa Madera

Calendar

August 2018

S	M	Tu	W	Th	F	S
29	30	31	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	01
02	03	04	05	06	07	08

last updated 08/02/2018

Click on Red Date for More Information

This icon means volunteers are needed

CALENDAR: Dates, Times & Locations Per Choir

Charms Blue: Calendar

Isa Madera

Event List

For

August 11, 2018

Clothing Drive Fundraiser (VOL) 9:00 AM - 12:00 PM

Yard Sale (VOL) 7:00 AM - 10:00 AM

Click on Event You Want for More Information

This means volunteers are needed

CALENDAR: Dates, Times & Locations Per Choir

Charms Blue: Calendar

Isa Madera

Event List

For

August 11, 2018

Clothing Drive Fundraiser (VOL) 9:00 AM - 12:00 PM

Yard Sale (VOL) 7:00 AM - 10:00 AM
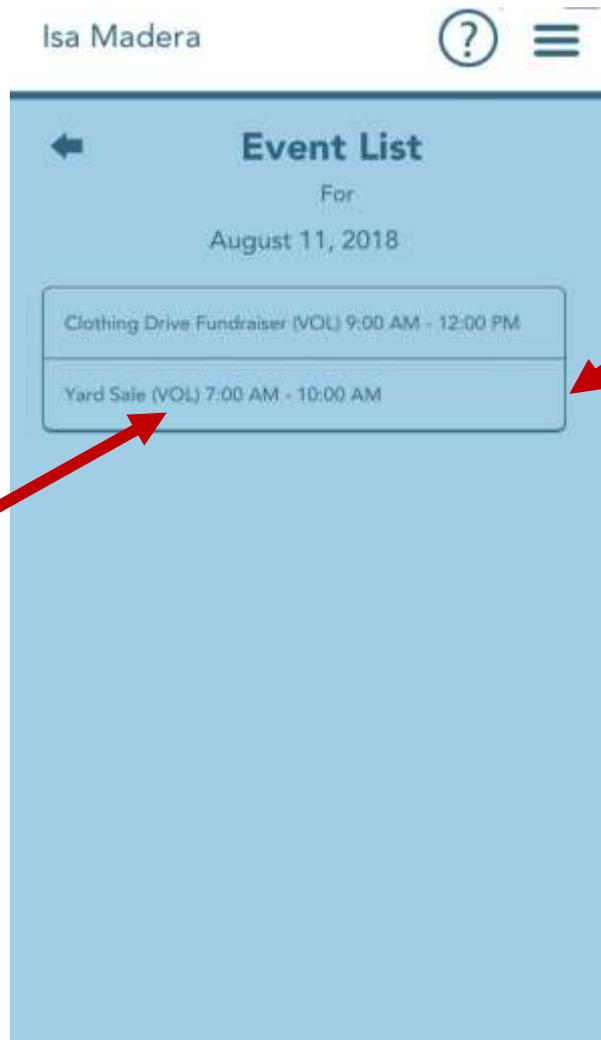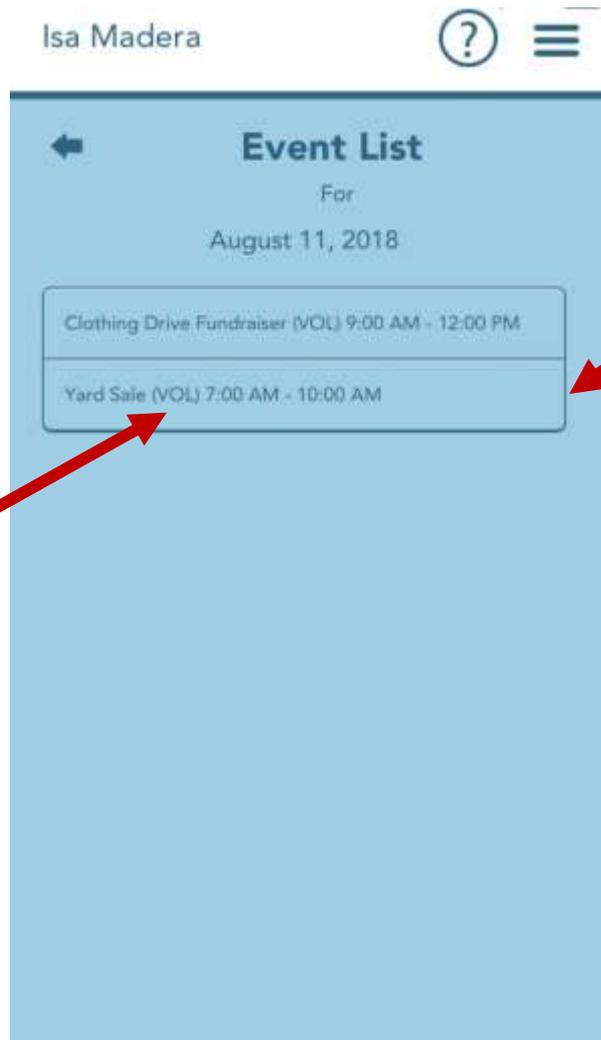
Click on Event You Want for More Information

This means volunteers are needed
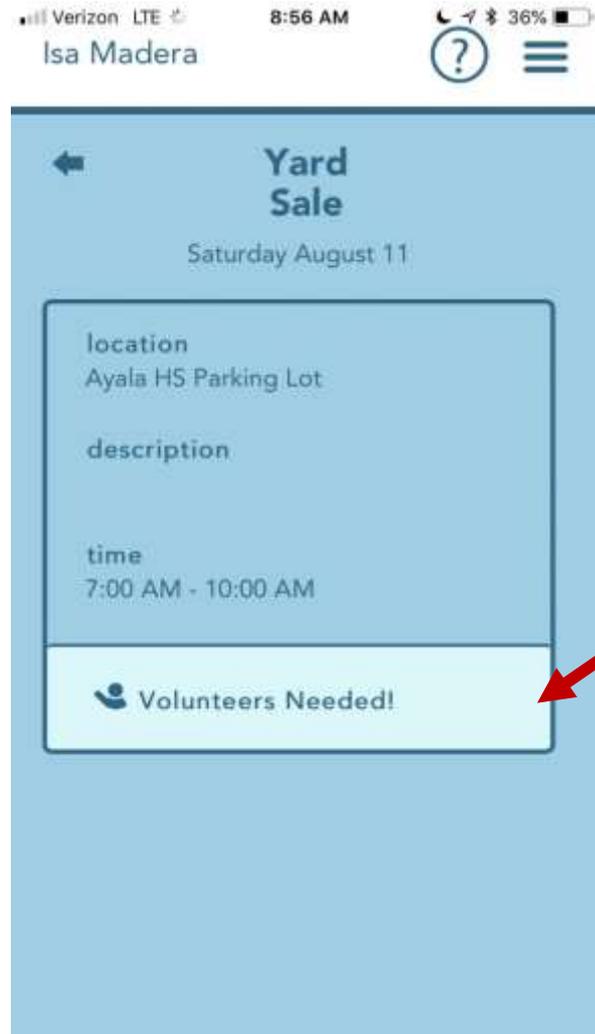
CALENDAR: Dates, Times & Locations Per Choir

Charms Blue: Volunteers

Click on this to volunteer

CALENDAR: Dates, Times & Locations Per Choir

Charms Blue: Volunteers

Isa Madera ? ≡

← Yard Sale

Saturday August 11

location
Ayala HS Parking Lot

description

time
7:00 AM - 10:00 AM

👤 Volunteers Needed!

Help Work the   8 of 8 available!
Yard Sale

- available -

Click on this to volunteer

CALENDAR: Dates, Times & Locations Per Choir

Charms Blue: Volunteers

Click this box for Charms to remember your information

Fill out your information to volunteer & receive reminders

Click to submit

CALENDAR: Dates, Times & Locations Per Choir

Charms Blue: Email

Isa Madera   (?) ≡

Email

Tap Name to E-Mail

Ayala HS Choir - Head Director

Mr Davis - Head Director of Ayala Choir

Click to email Communications Chair

(Charms won't allow a change of title because the Communications Chair runs the app)

Click to email Mr. Davis

EMAIL: Mr. Davis or Communications Chair

Charms Blue: Handouts & Files

Isa Madera ? ≡

Handouts & Files

📁 MAIN

📄 2018/19 Budget

📄 Audition Results May 2018

📄 Financial Schedule for Parents
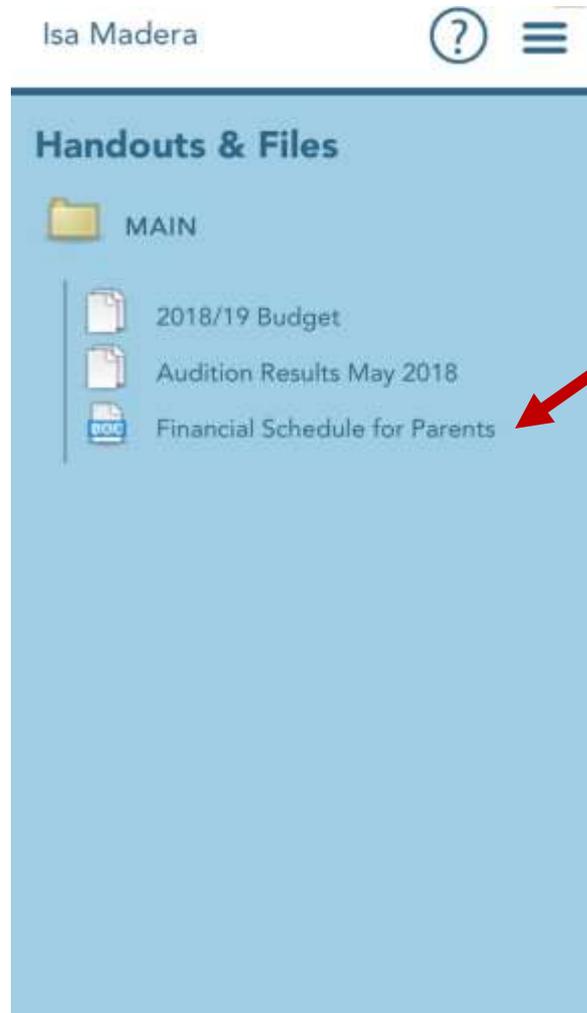
Click on the document you would like to see

HANDOUTS: Important Documents

Charms Blue: Finances

We are currently working on what information will be available

FINANCES: In Progress

Charms Blue: Volunteers

Isa Madera

Volunteer Opportunities
tap an event to sign up

August 11, 2018

Clothing Drive Fundraiser

Yard Sale

December 1, 2018

Madrigal Feaste: Set-up

December 2, 2018

Madrigal Feaste: Set-up

December 9, 2018

Madrigal Feaste: Tear Down
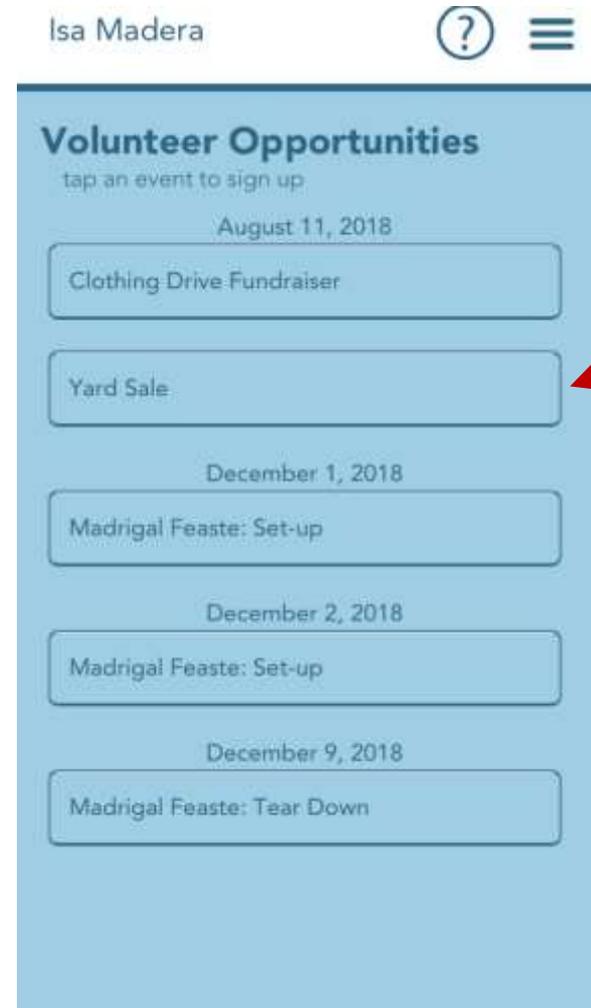
Click on the ones you are able to volunteer for

VOLUNTEERS: All Needs Listed in One Place

Charms Blue: My Profile

Isa Madera   (?) ≡

My Profile

first name *
Isa

middle name
middle name

last name *
Madera

address
address

city
city

state
state

zip/postal code
zip/postal code

Isa Madera   (?) ≡

cell carrier
verizon

email address

locker number:
locker number

locker combo:
locker combo

1st year conc?:
No

mixed 2017-18?:
No

hoodie size:
hoodie size

Save Profile

Update phone & email address as needed

MUST click to save changes

VOLUNTEERS: All Needs Listed in One Place

Charms Blue: My Profile/Adults

Isa Madera (?) ≡

My Profile   Edit Adults

first name *

Isa

middle name

middle name

last name *

Madera

address

address

city

city

state

state

zip/postal code

zip/postal code

Click to manage adults linked to student

VOLUNTEERS: All Needs Listed in One Place

Charms Blue: My Profile/Adults

Isa Madera (?) ≡

Select Adult to Update 👤 Add Adult

Tap Name to Update

Janine Madera

David Madera

Click to add adults

Click to edit or confirm contact information

VOLUNTEERS: All Needs Listed in One Place

Charms: Accessing it on a Computer
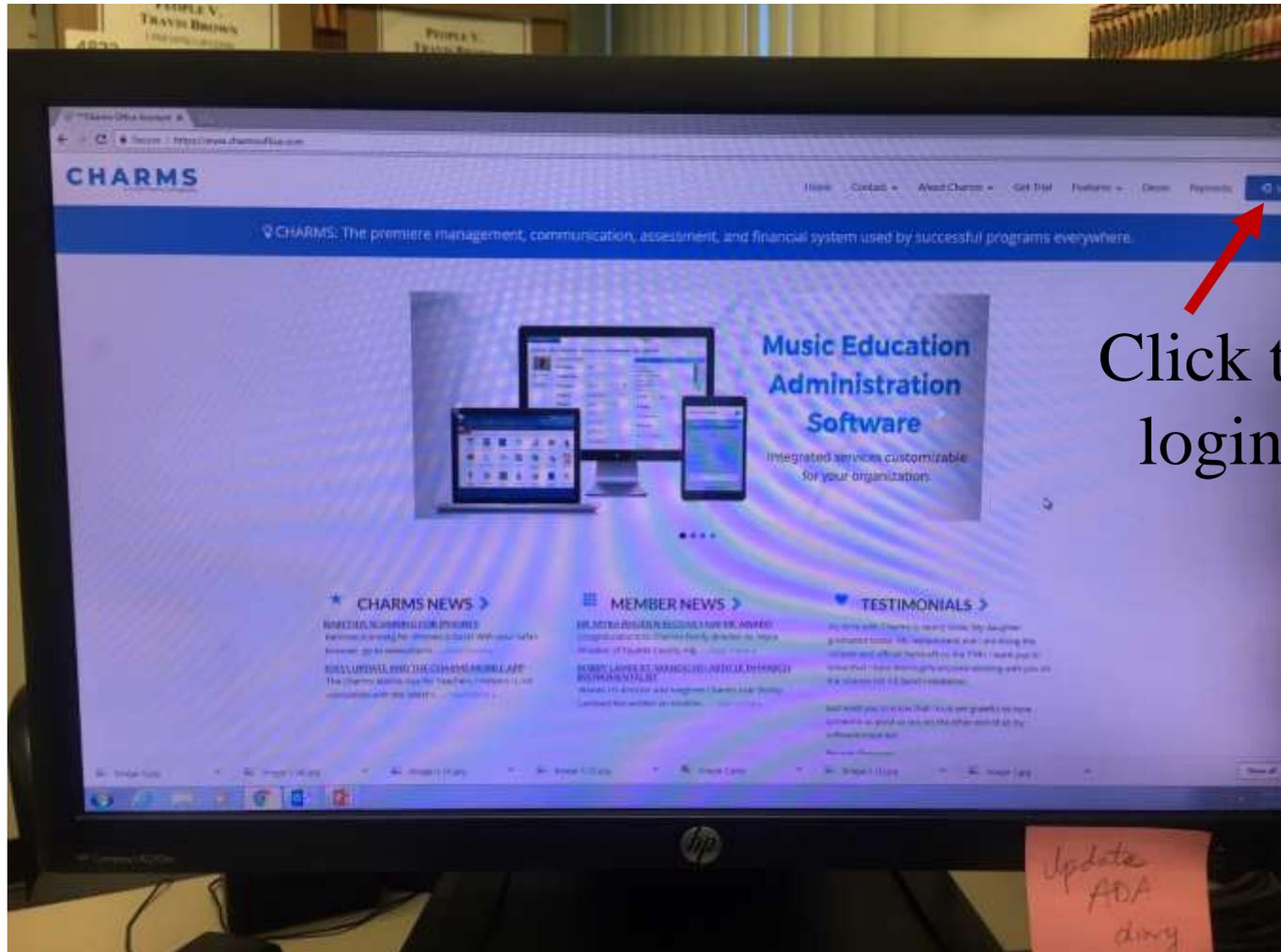
Click to login

www.charmsoffice.com

Charms: Select Parents/Students/Members
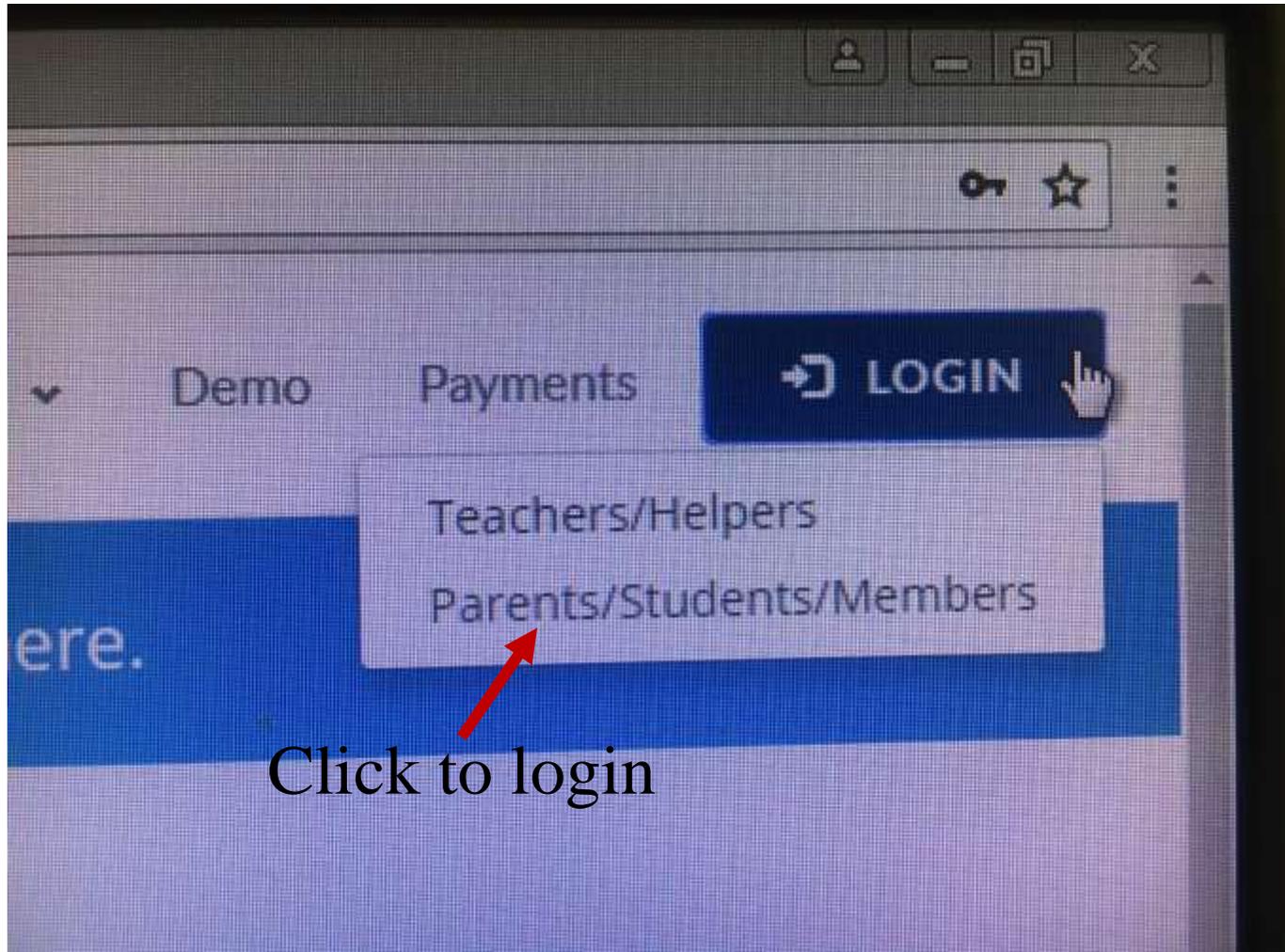
Click to login

Step 1: Logging In

Charms: AyalaHSChoir School Code
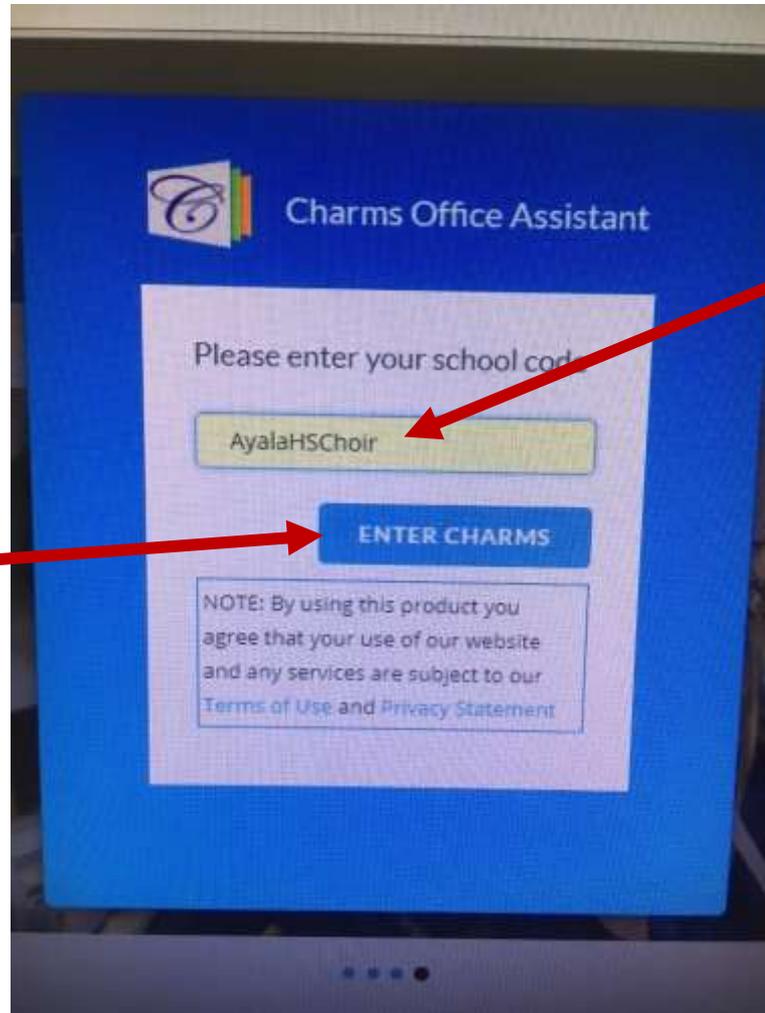
School Code:
AyalaHSChoir

Click to Log in

Step 2: Logging Into Our Overall Site

Charms: Logging into Your Account

Password/id:
1ST TIME ONLY
Student's 6 digit school ID#

If your child was at choir camp on Friday afternoon, he/she should have already set a new password, so you would use that password
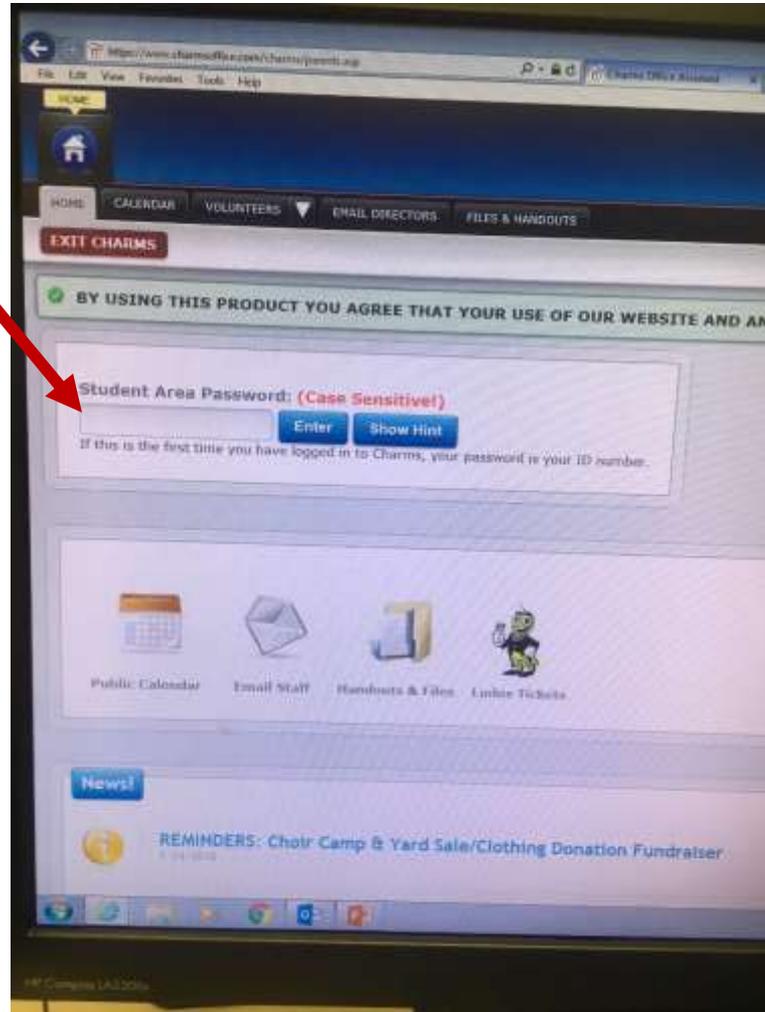
Step 3: Logging In To Your Individual Account

Charms: Main Menu
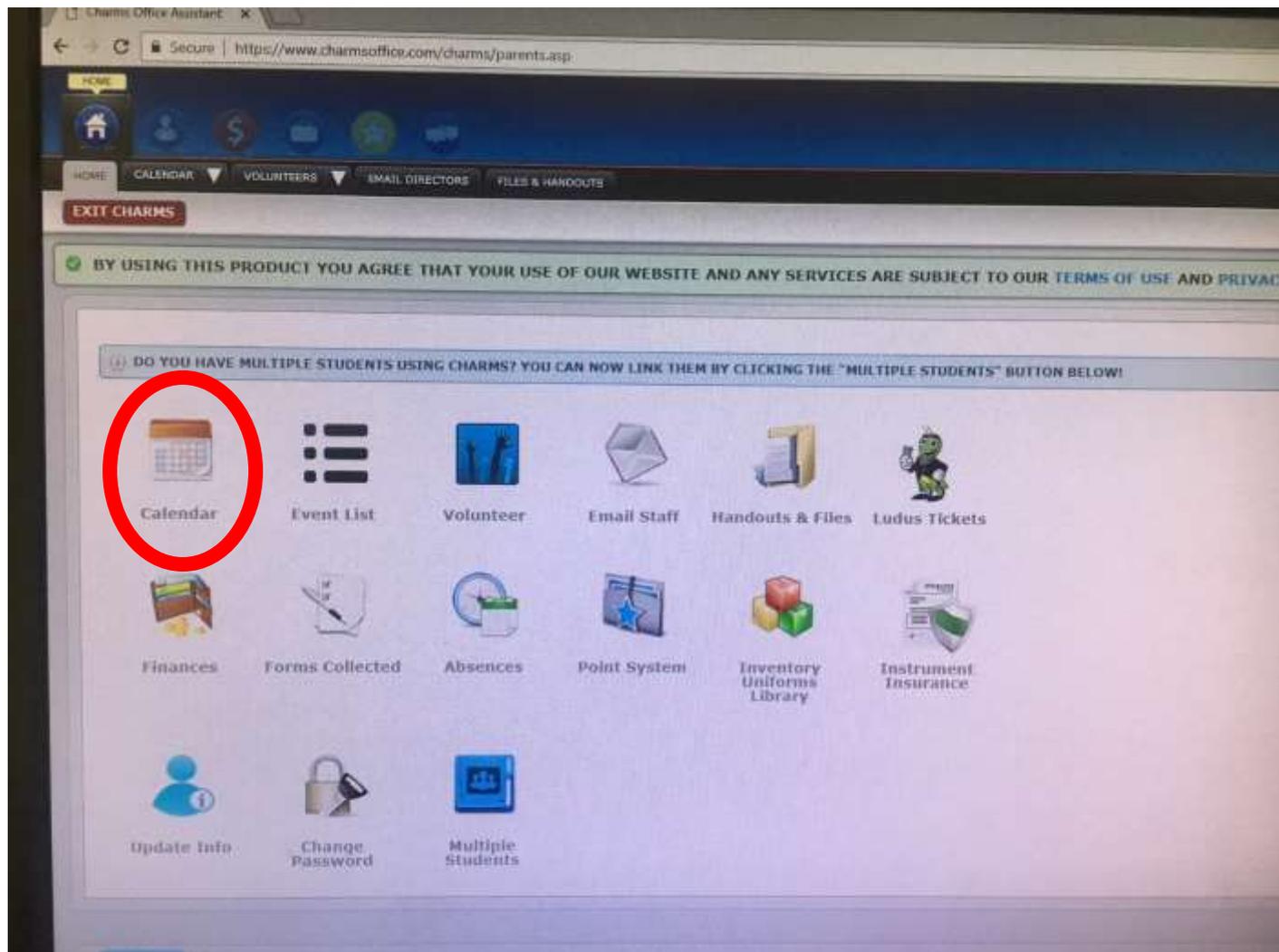
CALENDAR: Information About Events

Charms: Calendar in Calendar Format
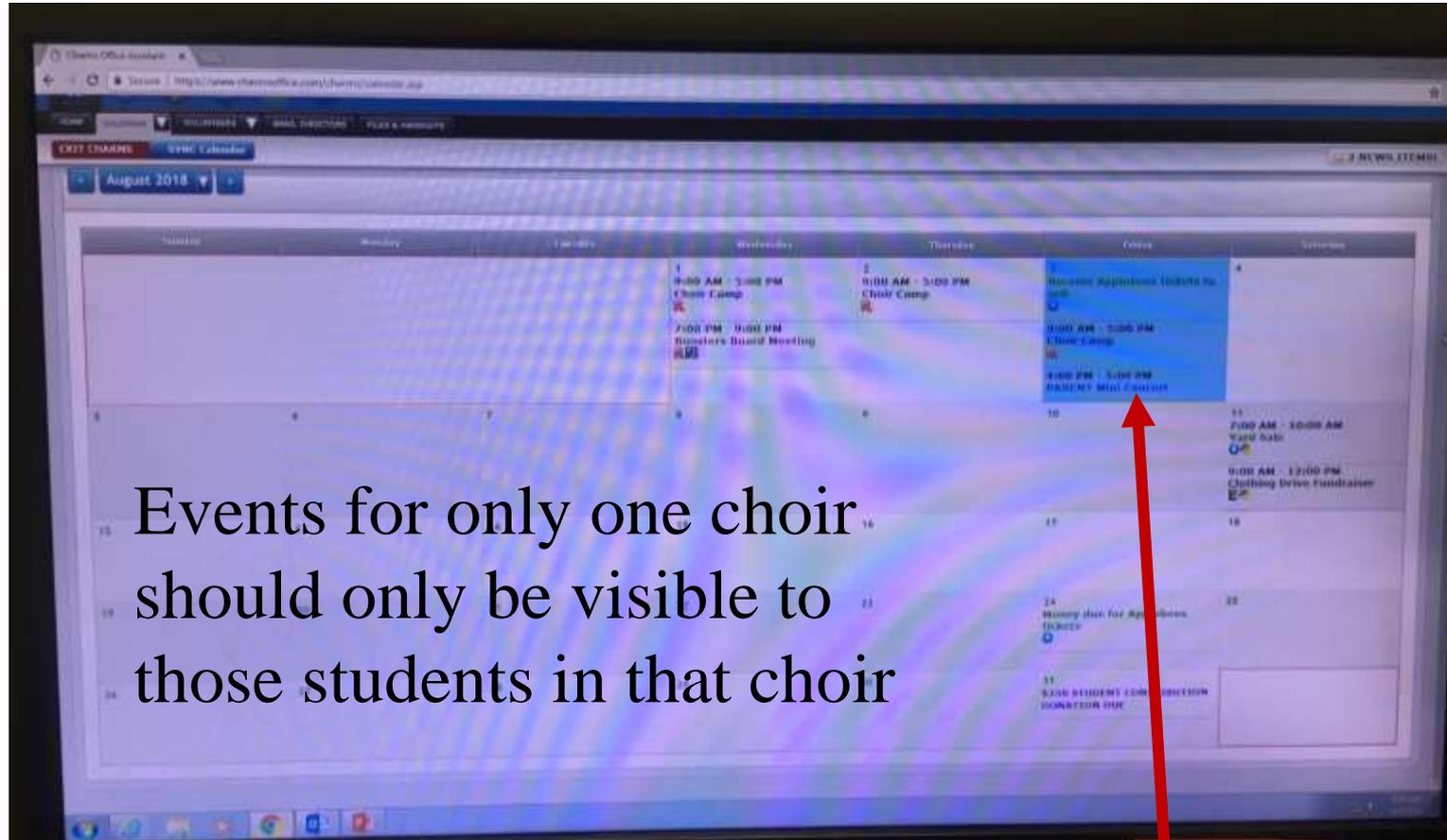
Events for only one choir should only be visible to those students in that choir

Click on a date for full details

CALENDAR: Overview of the Month

Charms: Close up on Calendar

Color Coded:
Performances = blue
Fundraisers = green
Payments Due = purple

R = Required
O = optional
Hand = Volunteers needed
RSVP = RSVP needed
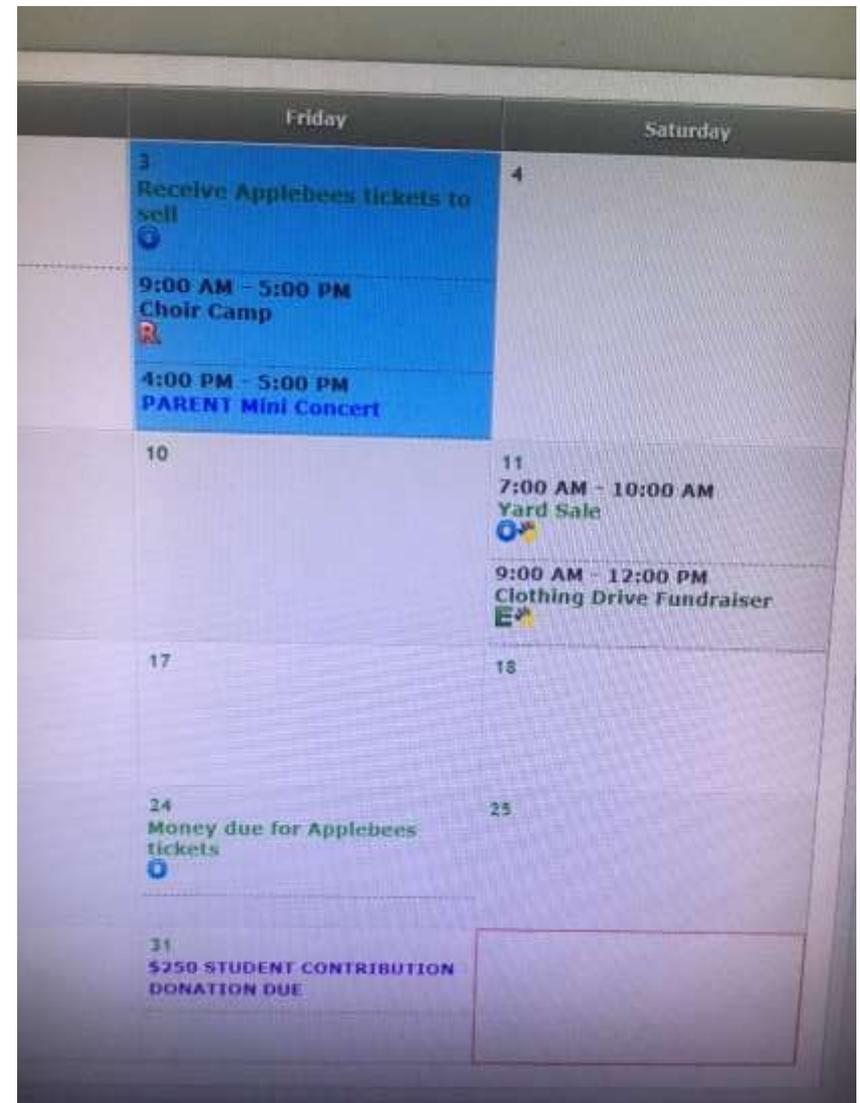
Charms: Printing & Exporting
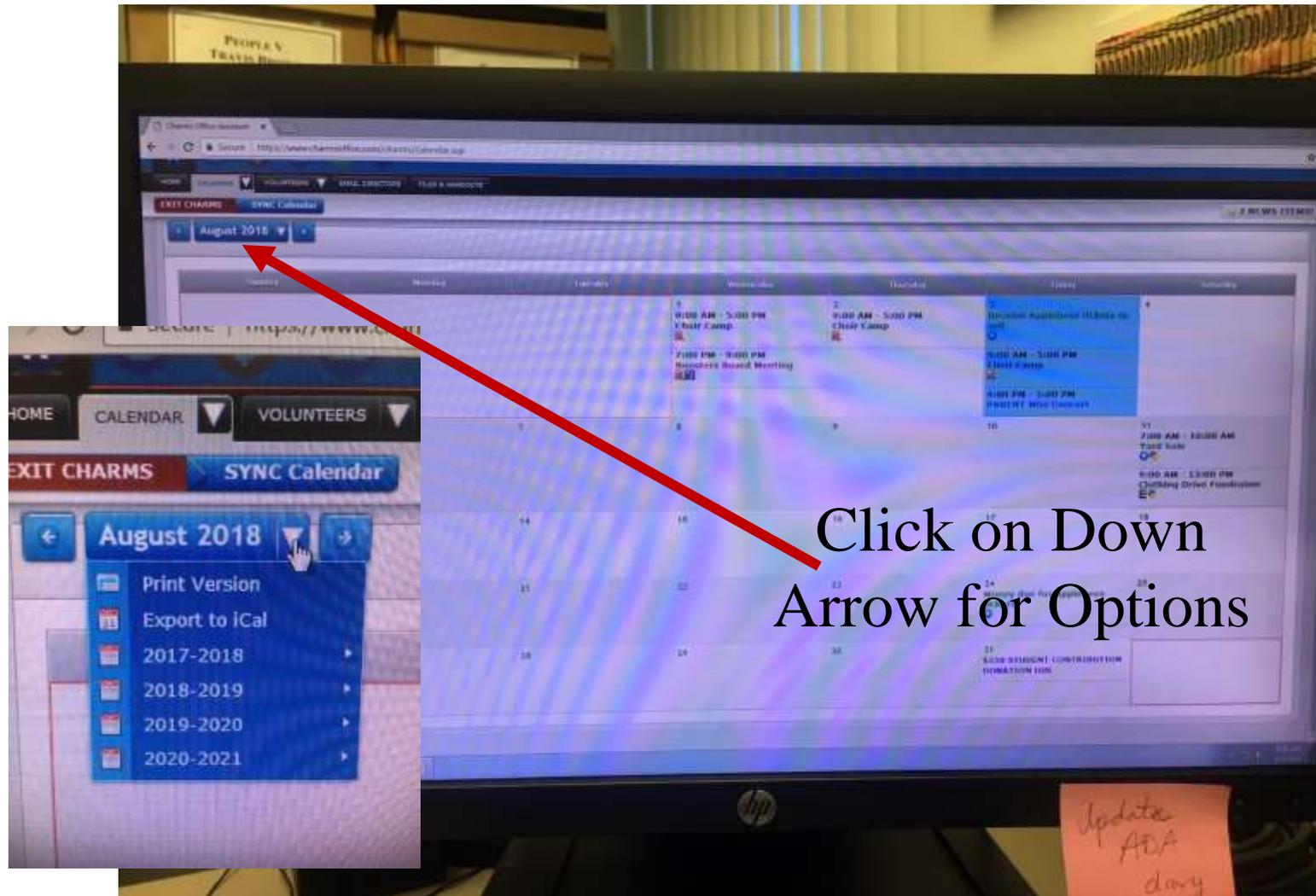
Click on Down Arrow for Options

CALENDAR: Printing/Exporting the Calendar

Charms: Event List
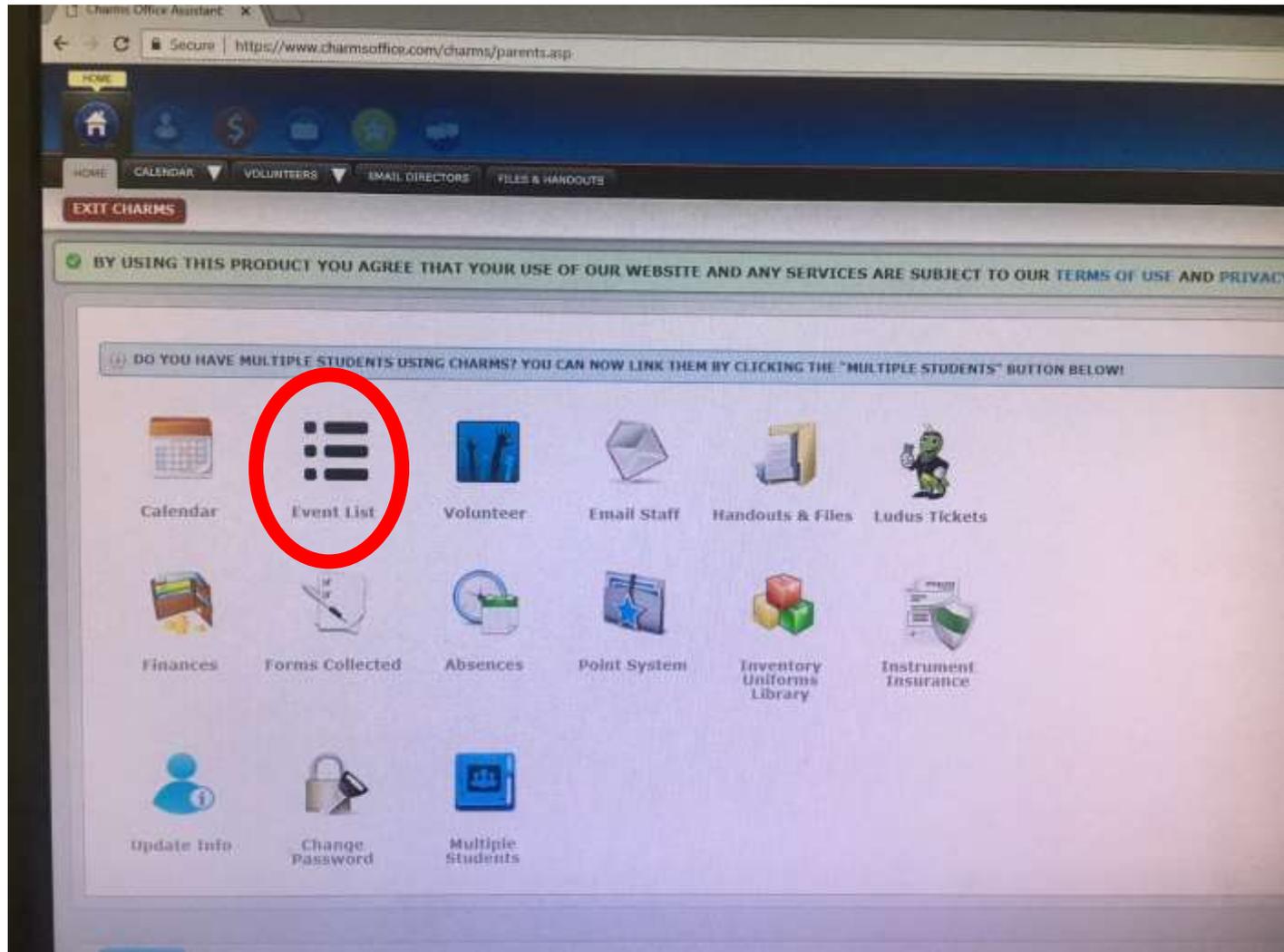
EVENT LIST: Calendar in List Format

Charms: Event List

Click to define date range

Click to print

EVENT LIST: Multiple Viewing Options & Printing
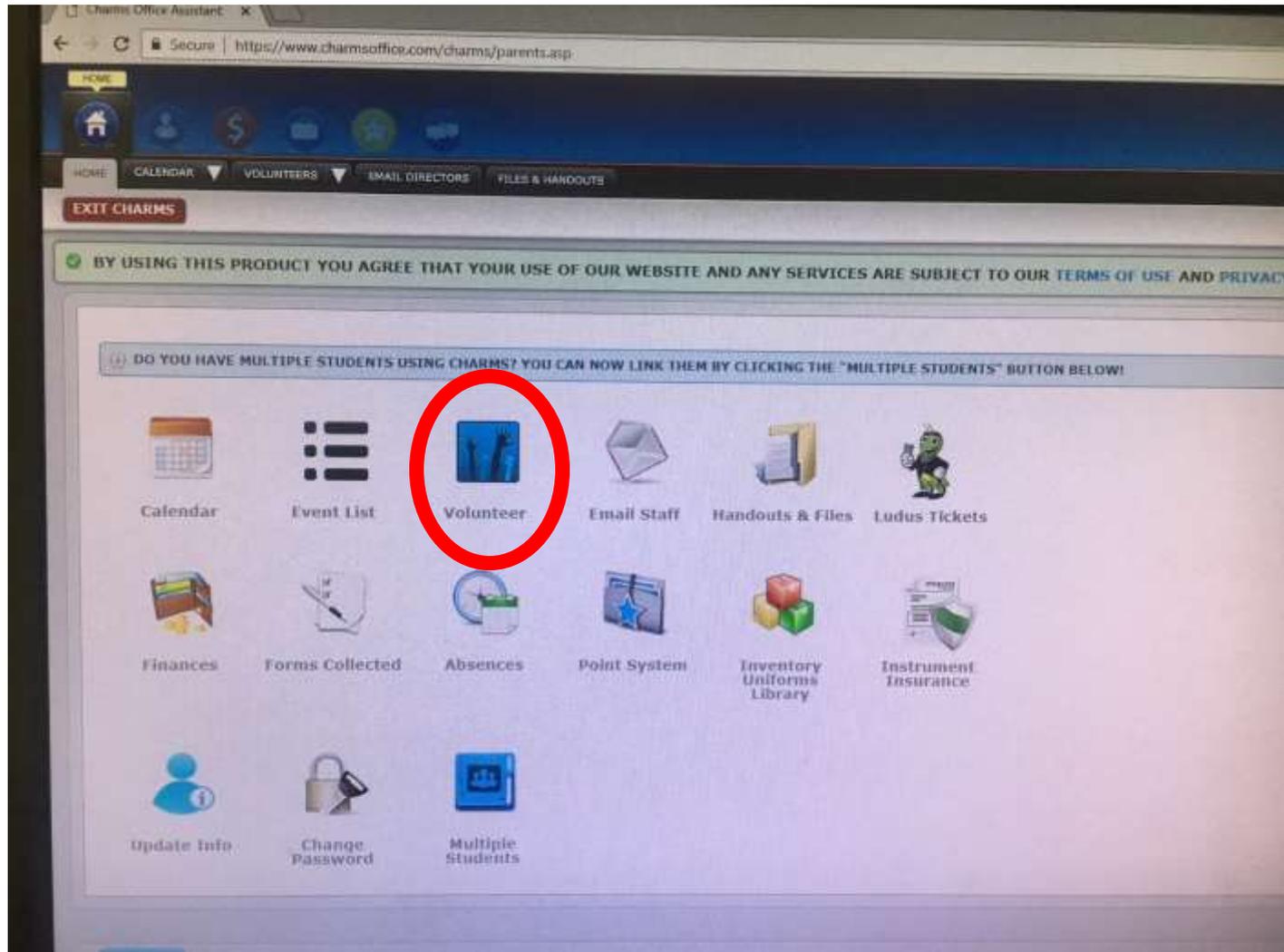
Charms: Volunteer

Volunteer: List of Volunteer Opportunities

Charms: Email

EMAIL: Mr. Davis or Communication Chair

Charms: Email

Click to email
Communications Chair
(Charms won't allow a change of title because
the Communications Chair runs the app)

Click to email
Mr. Davis

EMAIL: Mr. Davis or Communication Chair

Charms: Handouts & Files

Handouts/Files: Important Documents

Charms: Ludus Tickets for Madrigal Feaste
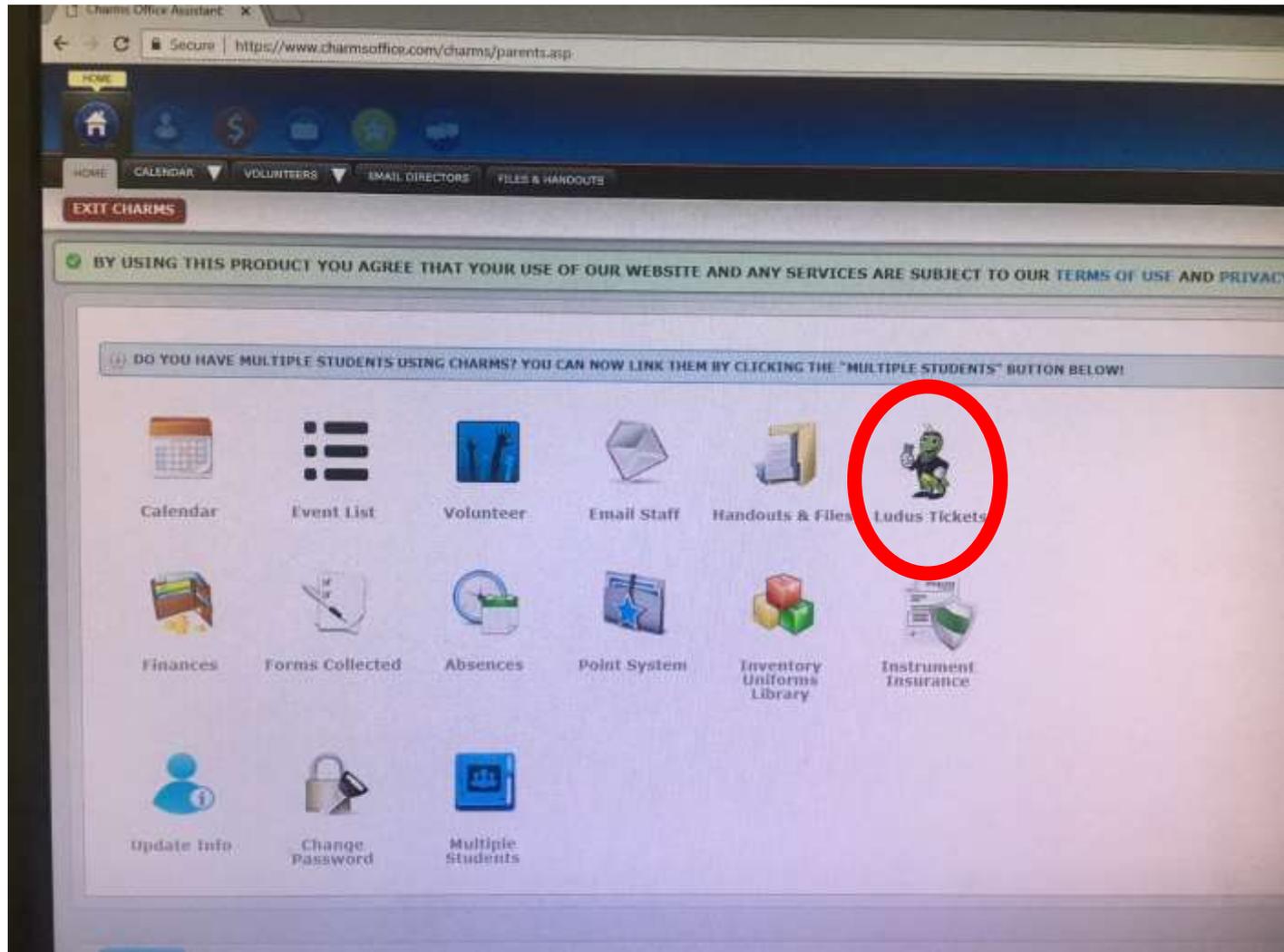
TICKETS: More Information Later

RUBEN S. AYALA
HIGH SCHOOL
CHOIR PRESENTS

20TH ANNUAL

MADRIGAL FEASTE

Showtimes:

Thursday, December 6th: 7:00p

Friday, December 7th: 7:00p

Saturday, December 8th:

Matinee 2:00p & Evening 2:00p

BUY TICKETS

Charms: Finances – More Info Later
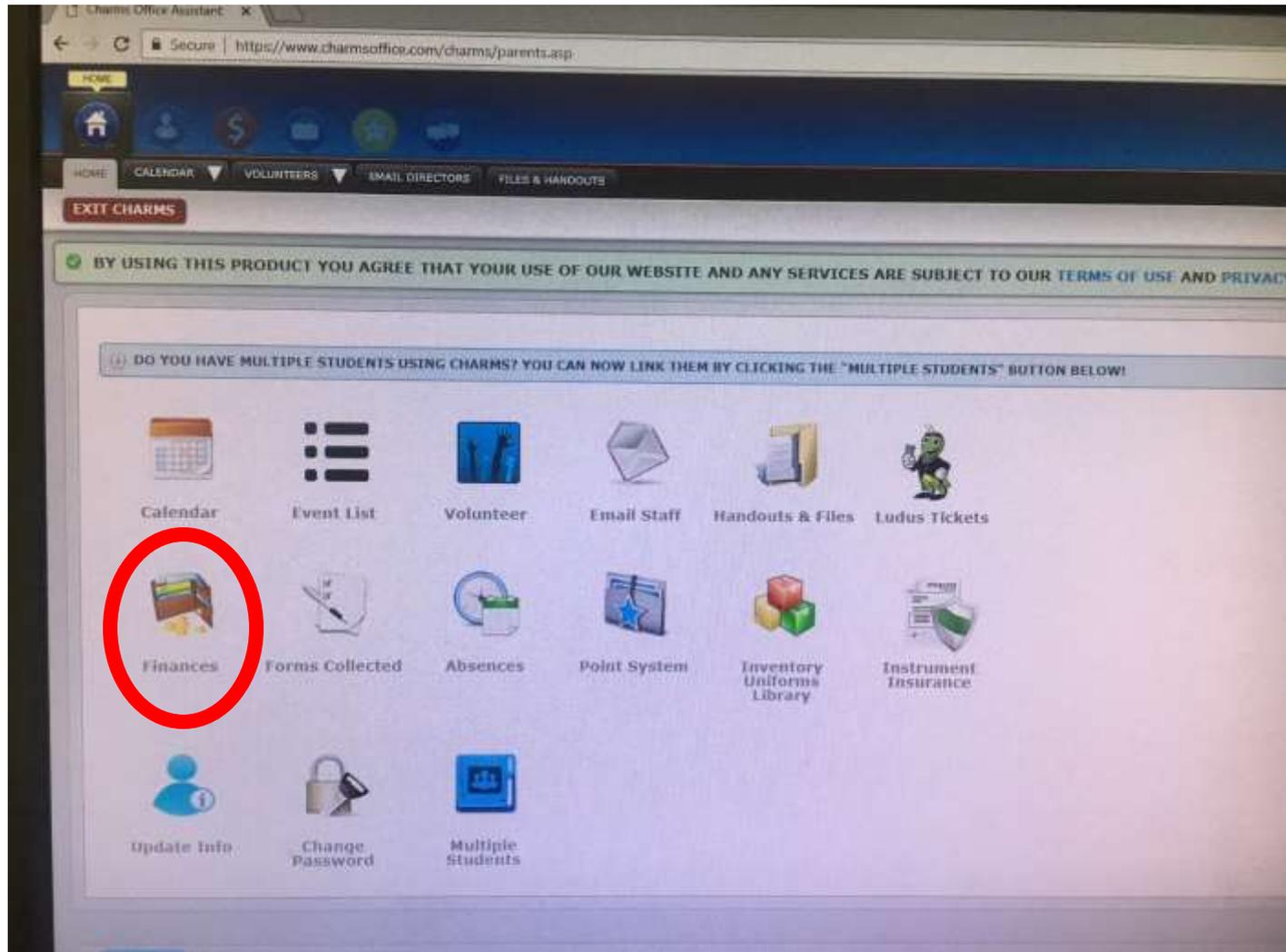
FINANCES: More Information Later

Charms: NOT USING THESE
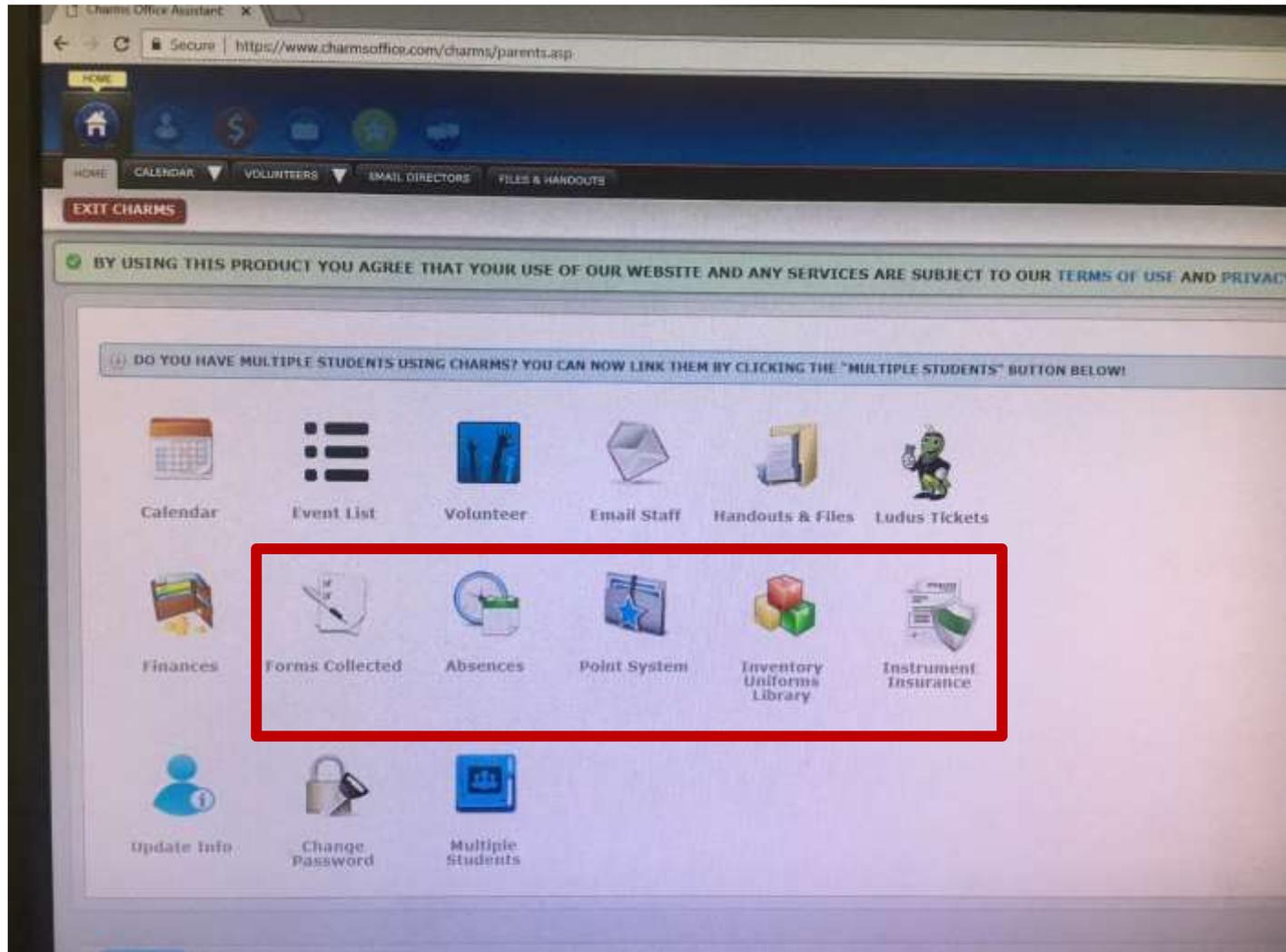
Currently Not Using These Features

Charms: Update Info
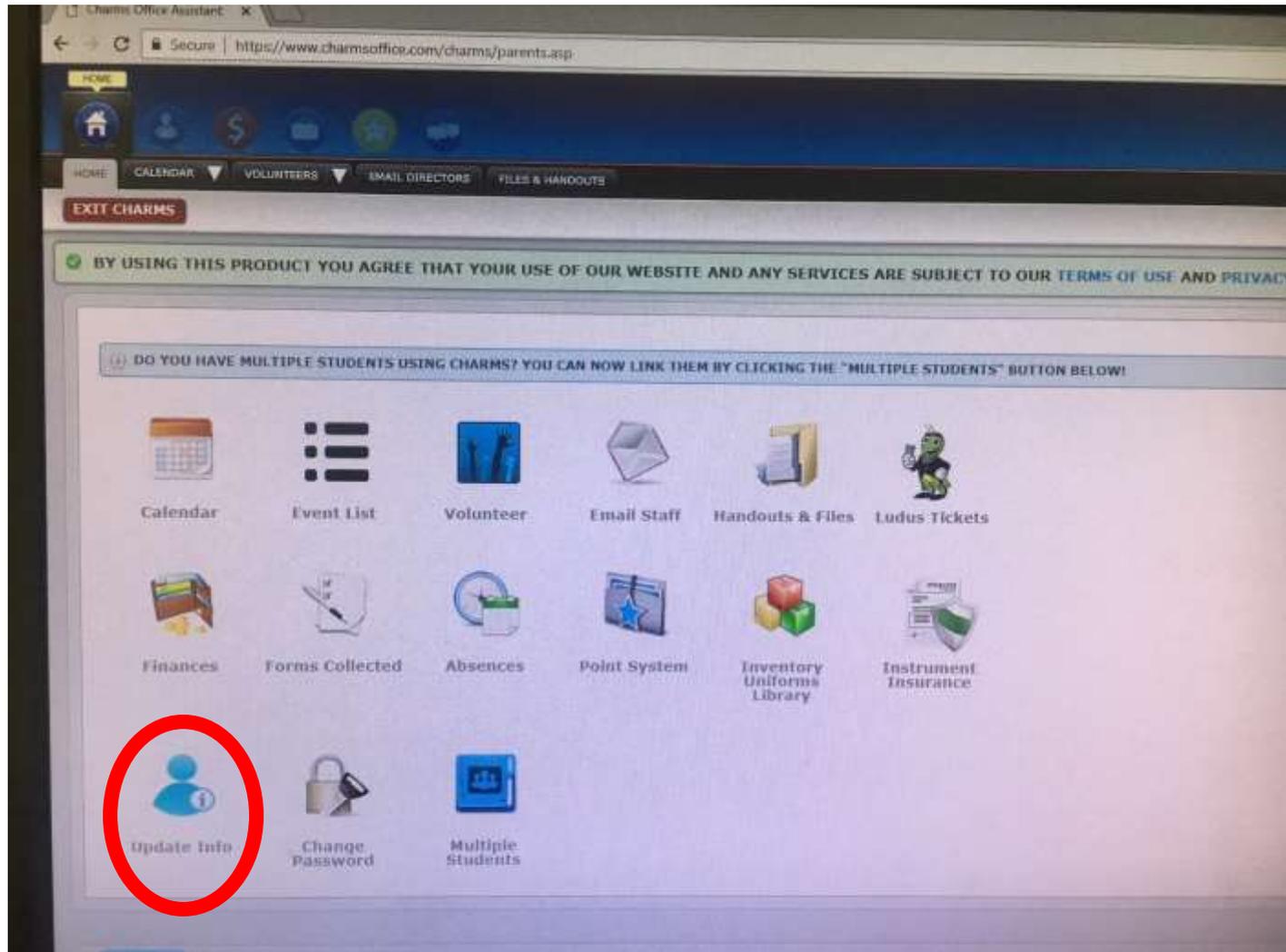
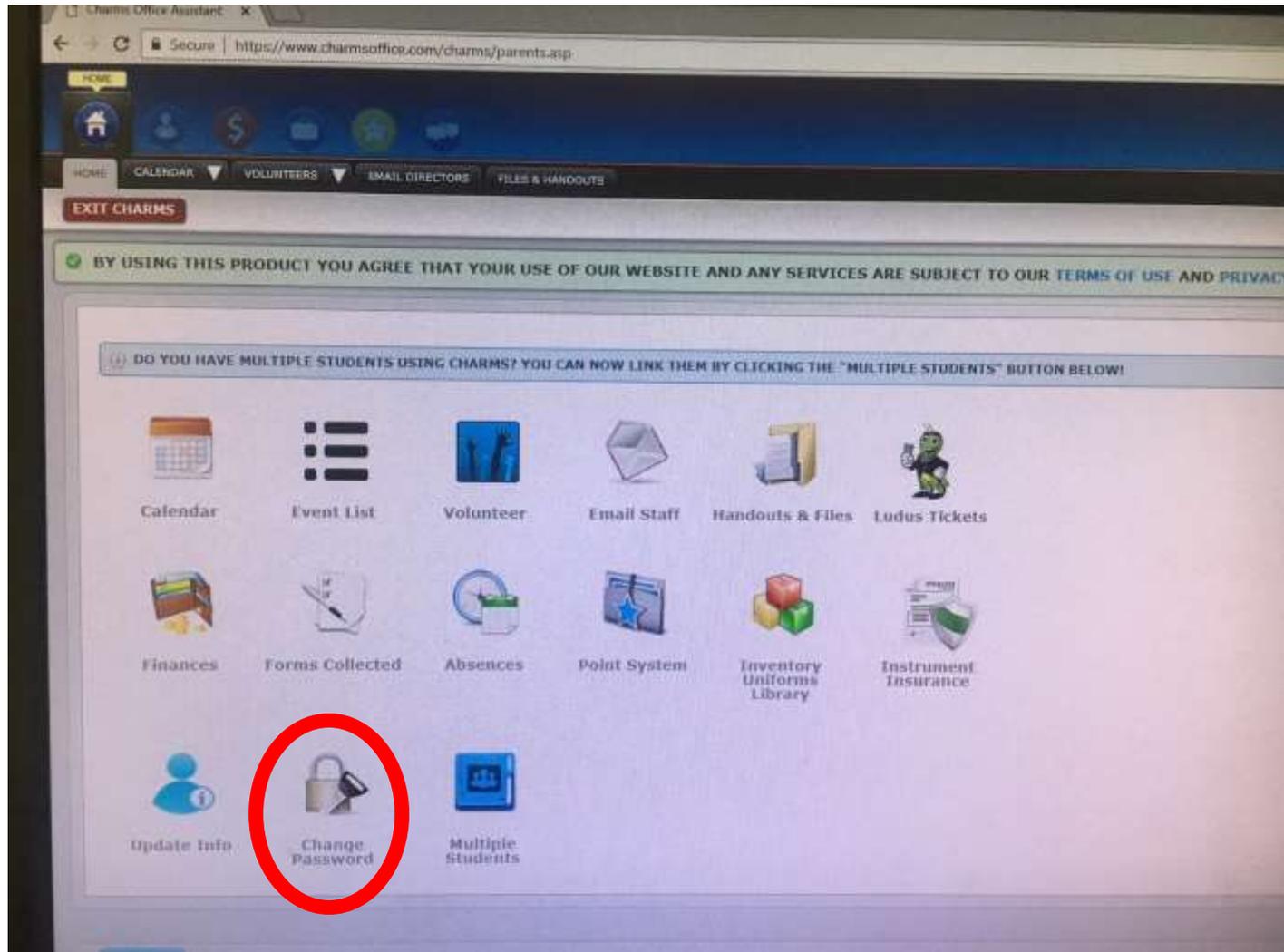**Please Keep Student & Parent Contact Info Updated**

Charms: Update Info

Add adults or edit or
confirm parent info
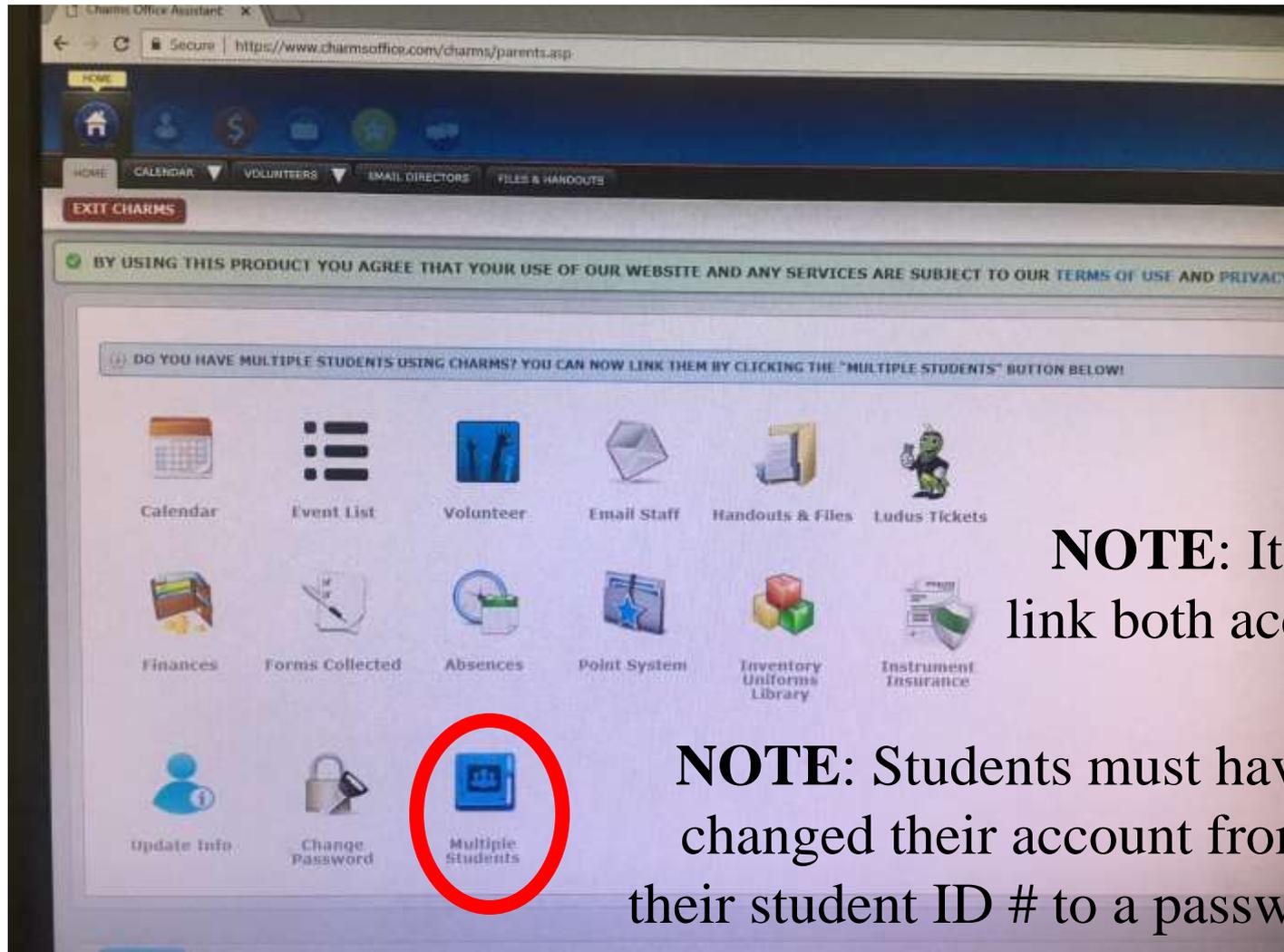
MUST click to
save changes

Please Keep Student & Parent Contact Info Updated

Charms: Change Password

Use if you want to change your password
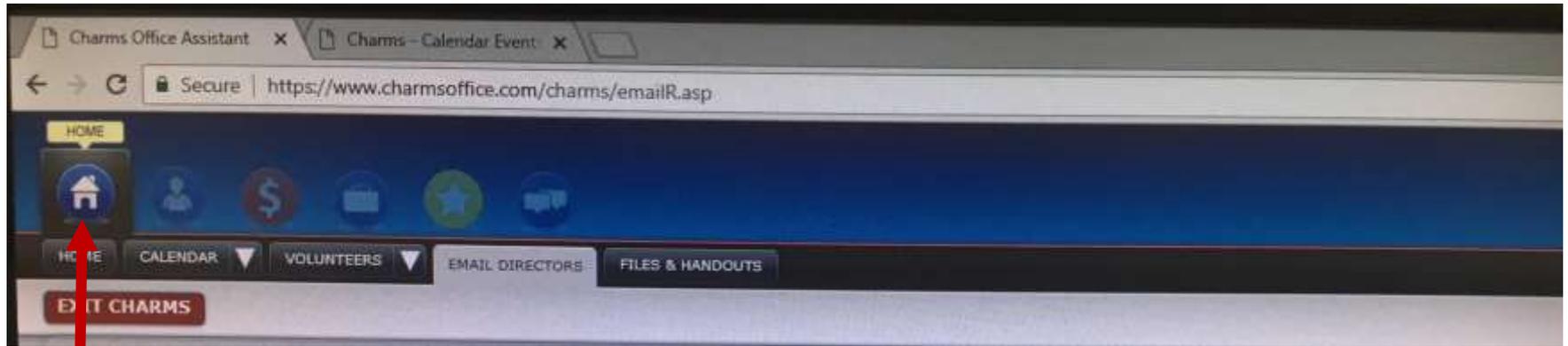
Charms: Multiple Students

NOTE: It will link both accounts

NOTE: Students must have changed their account from their student ID # to a password

Use if you have two students in our Choir program
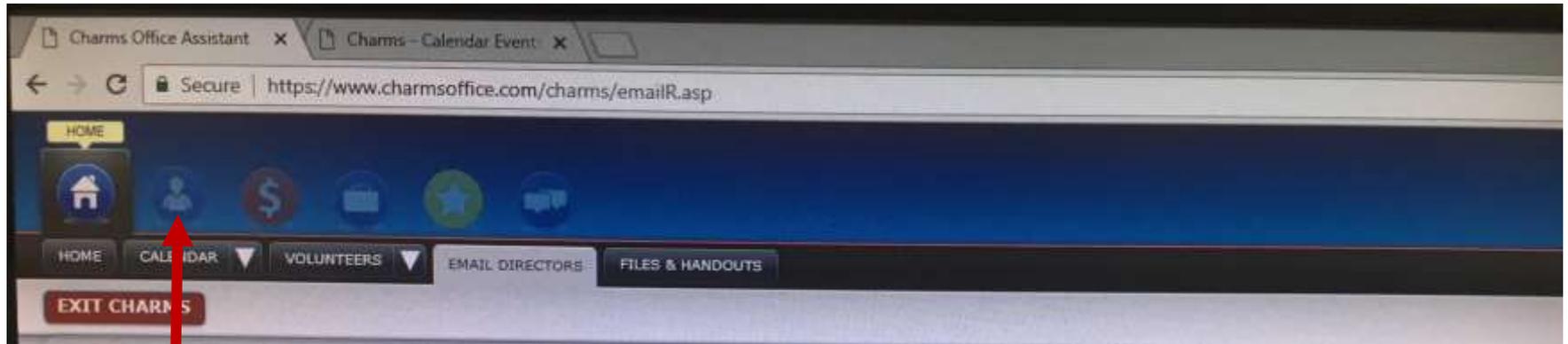
Charms: Quick Menu at the Top

Home Button

Home Icon Takes You to the Home Page
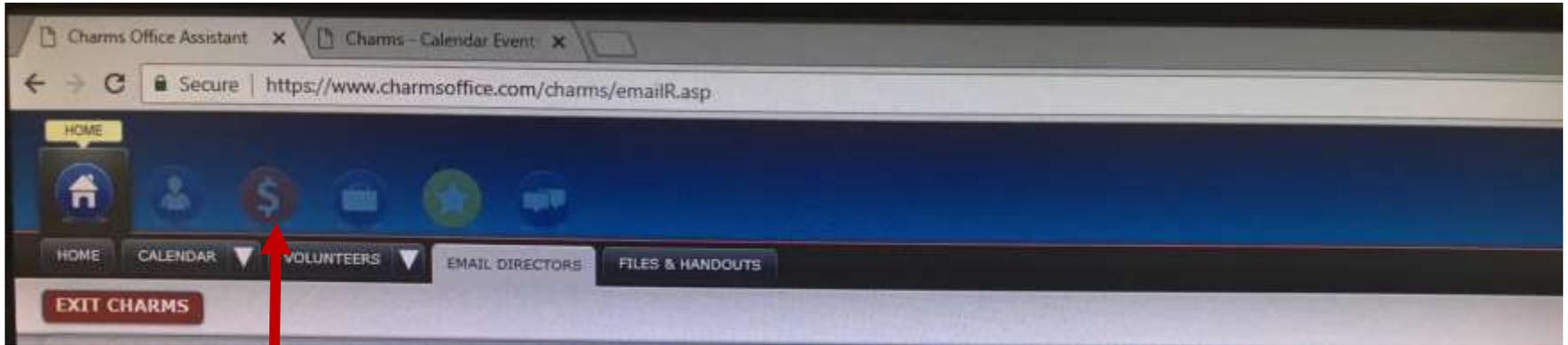**With Access to: Calendar, Volunteers, Email & Files**

Charms: Student Information

Student
Information

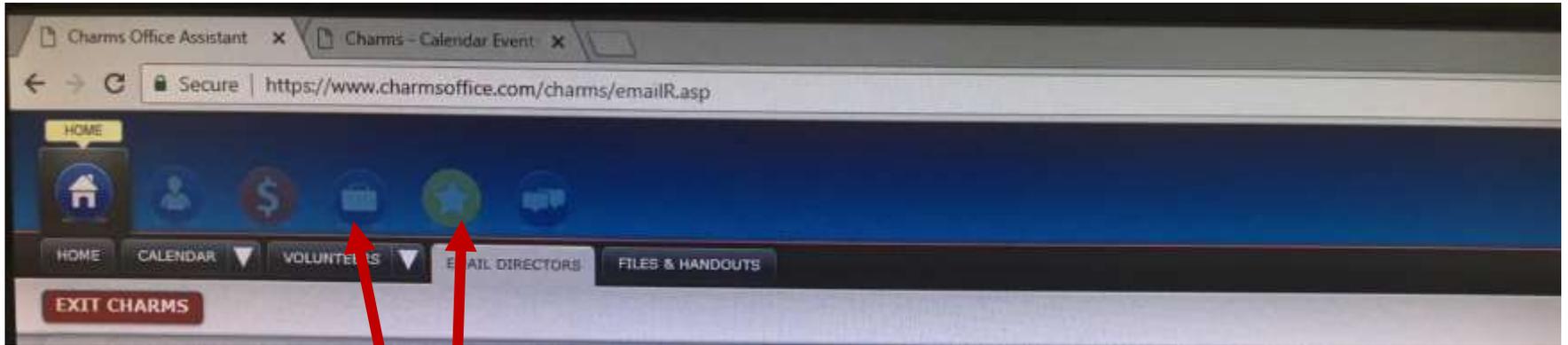**With Access to: Student Profile & Change Password**
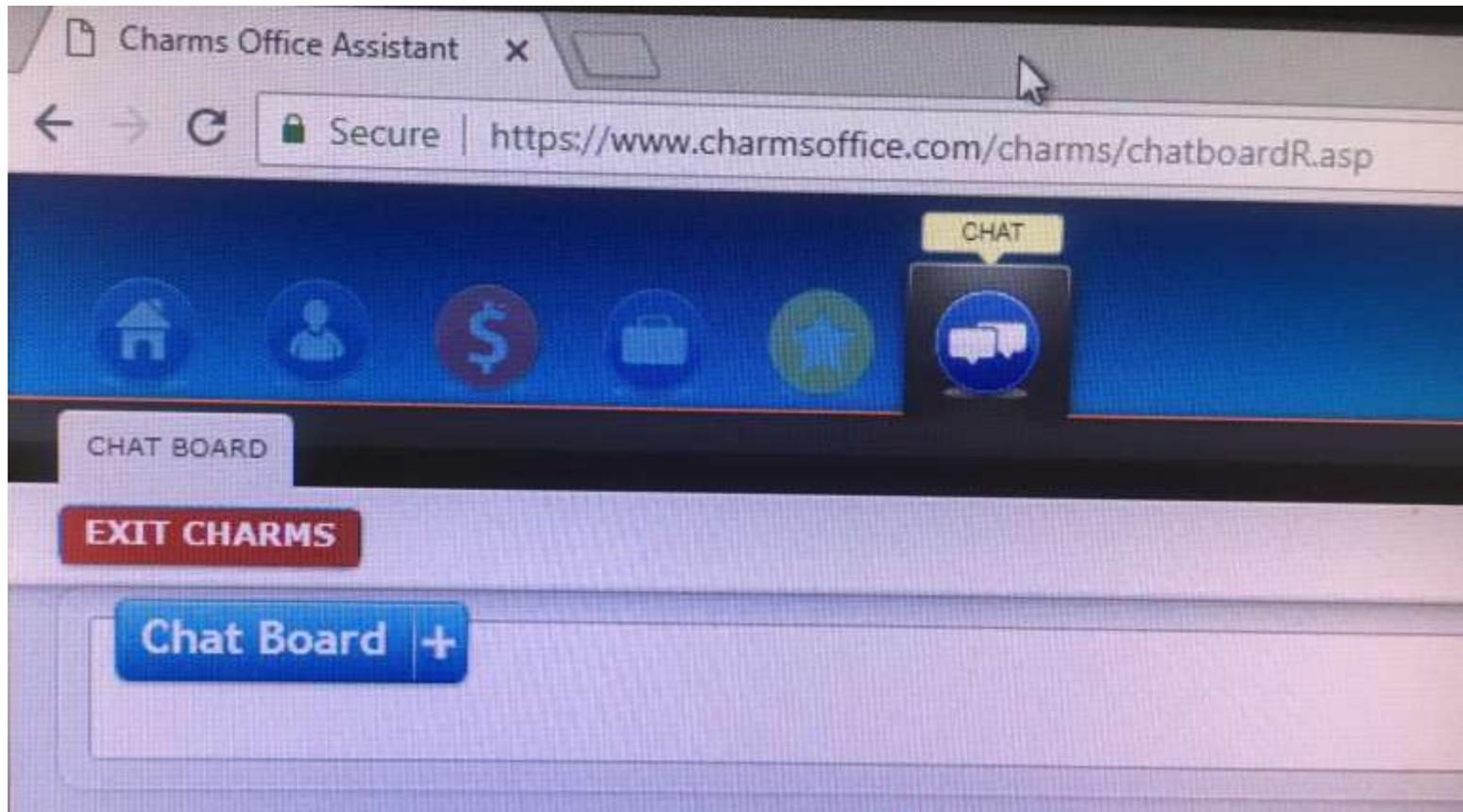
Charms: Finances – Work in Progress

Finances

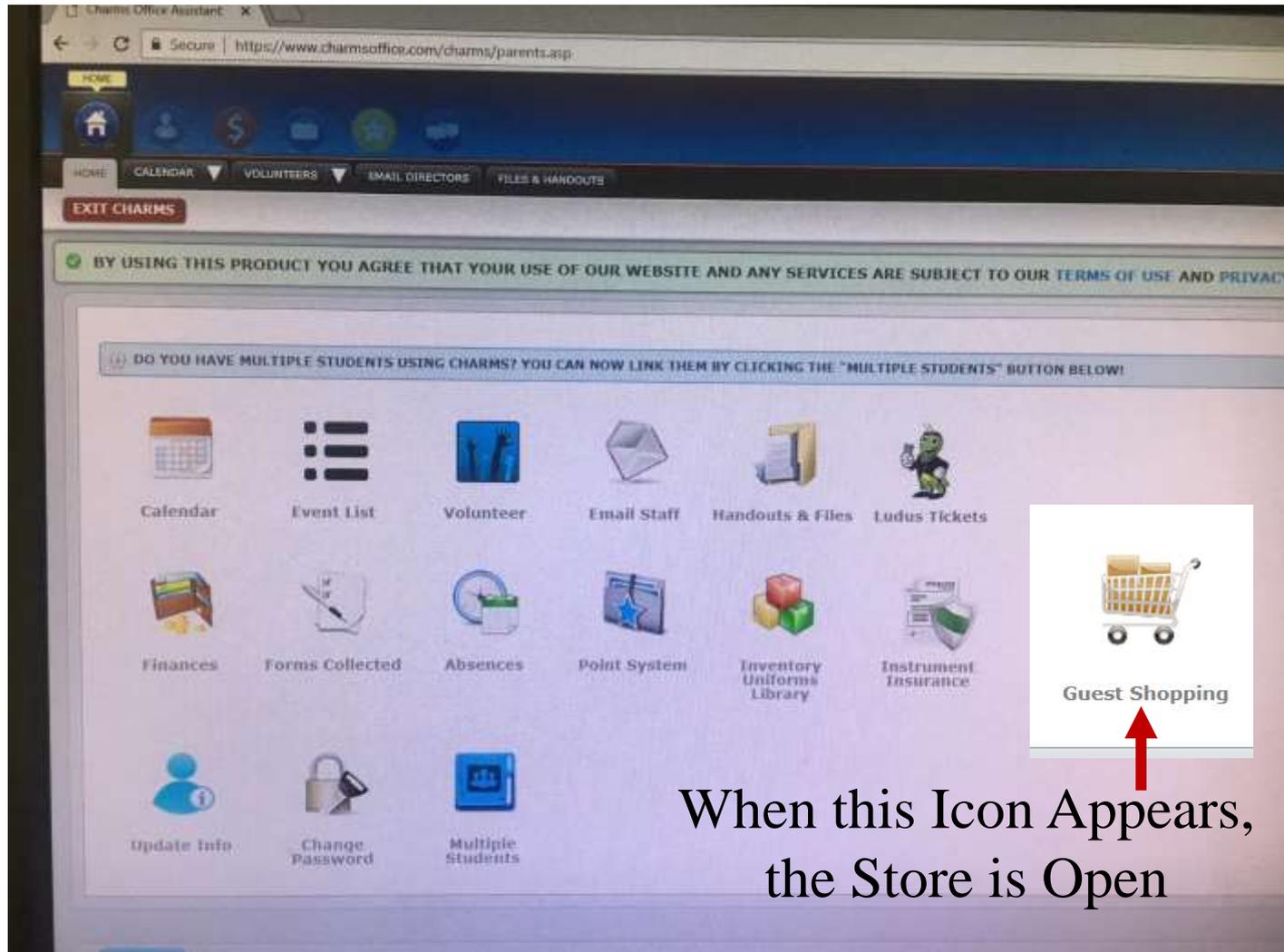**Work In Progress**

Charms: Not in Use

Currently Not In Use

Charms: Chat Room

NOTE: All "chats" will be permanently stored

Charms: Online Store – Coming Soon!

When this Icon Appears, the Store is Open

Charms: Questions?

If you have questions or need assistance, please contact Janine, Boosters Communications Chair at communications@ayalachoirs.org or text 714.244.9585