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: Logging In

Password/id: <u>1st TIME ONLY</u> 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

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school code	
AyalaHSChoir	
nassword/id	

remember login/id?	
Enter Charms	

School Code: AyalaHSChoir

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

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School Code: AyalaHSChoir

Step 3: Change Password (Only 1st time in App)

Charms Blue: Problems Logging In?

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Charmsoffice.com



Not Found

We were not able to match your name, email or cell phone. Please contact your teacher who can reset your password. Do NOT contact Mr. Davis

Problems? Email <u>Communications@ayalachoirs.org</u> or text 714.244.9585



Charms Blue: Menu of Options



Step 5: Make Your Selection

Charms Blue: News Isa Madera News **REMINDERS: Choir Camp &** Yard Sale/Clothing Donation Fundraiser Click on Title 07/24/2018 to Expand for Ayala Choir to start using CHARMS for all communications! **Full** 06/10/2018 As a way to try to simplify Information 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.)

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.



last updated 08/02/2018

Click on Red Date for More Information

This icon means volunteers are needed







Charms Blue: Volunteers



Charms Blue: Volunteers

Click this box for Charms to remember your information

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Fill out your information to volunteer & receive reminders

Click to submit

Charms Blue: Email

Isa Madera Click to email Email Tap Name to E-Mail Click to email Communications Ayala HS Choir - Head Director Mr. Davis Chair Mr Davis - Head Director of Ayala Choir (Charms won't allow a change of title because the Communications Chair runs the app)

EMAIL: Mr. Davis or Communications Chair

Charms Blue: Handouts & Files Isa Madera = Handouts & Files Click on the MAIN document you 2018/19 Budget Audition Results May 2018 would like to see Financial Schedule for Parents

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 Opportur Lap an event to sign up August 11, 2018 Clothing Drive Fundraiser Yard Sale December 1, 201 Madrigal Feaste: Set-up December 2, 201 Madrigal Feaste: Set-up December 9, 201 Madrigal Feaste: Tear Down

Charms Blue: My Profile

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Charms Blue: My Profile/Adults





Charms: Accessing it on a Computer



www.charmsoffice.com

Charms: Select Parents/Students/Members



Step 1: Logging In

Charms: AyalaHSChoir School Code



Step 2: Logging Into Our Overall Site

Charms: Logging into Your Account

Password/id: <u>1st TIME ONLY</u> 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



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 = RequiredO = optionalHand = Volunteers needed RSVP = RSVP needed



Charms: Printing & Exporting



CALENDAR: Printing/Exporting the Calendar

Charms: Event List

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EVENT LIST: Calendar in List Format

Charms: Event List



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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



EMAIL: Mr. Davis or Communication Chair

Charms: Handouts & Files



Handouts/Files: Important Documents

Charms: Ludus Tickets for Madrigal Feaste



TICKETS: More Information Later

Sneak Preview: Madrigal Feaste Tickets



RUBEN S. AYALA HIGH SCHOOL CHOIR PRESENTS

20TH ANNUAL

MADRIGAL FEASTE













Charms: Finances – More Info Later

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Please Keep Student & Parent Contact Info Updated

Charms: Update Info

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Use if you want to change your password

Charms: Multiple Students

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Home Button

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

Charms: Student Information

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Student Information

With Access to: Student Profile & Change Password



Charms: Not in Use

Charms: Chat Room

NOTE: All "chats" will be permanently stored

Charms: Online Store – Coming Soon!

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Charms: Questions?

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