

# How to Use Charms Office

1. Go to [www.charmsoffice.com](http://www.charmsoffice.com)
2. Scroll over to **LOGIN** in the top right corner



3. Click on “**Parents/Students/Members**”

**PARENTS/STUDENTS/MEMBERS**

Please enter your school code:

[Need School Code? - Click Here](#)

4. You will be asked for a **School Code**. Type (in the box provided) “**whitewatersband**”, then press enter.
5. Once you have reached this point you can access music and files by clicking on the “**Handouts & Files**” icon and link. This area will be updated periodically throughout the year. You can also access the band’s interactive calendar by clicking the “**Public Calendar**” icon and link.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 8:00 AM - 12:00 PM Meet the Teacher	3	4
	5	6 Students First Day	7	8	9	10 Syllabus Due to Ms. Haynes
	11	12	13 3:20 PM - 4:45 PM Symphonic Band Rehearsal	14 3:20 PM - 4:30 PM Concert Band Rehearsal	15 1:25 PM - 3:10 PM 6th Grade Mouthpiece Testing	16
	17 6:00 PM - 8:00 PM 6th Grade Parent Meeting	18 6:00 PM - 7:00 PM 7th and 8th Grade Parent Meeting				

6. You will be asked to enter the Student Area Password. The password is your child's Student ID, which is the word "wildcat" followed by three numbers. For example, "wildcat999"

**Student Area Password: (Case Sensitive!)**

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

7. Once you have accessed your personal information, you will be asked to **change your password immediately**. Make sure you choose a password that you can remember. Once you change your password, Ms. Haynes can no longer log you in. If you forget your password, Ms. Haynes will have to reset your password and until that happens you will not have access to Charms. PLEASE be smart about your passwords!

✘ PLEASE CHANGE YOUR CHARMS PASSWORD TO SOMETHING OTHER THAN YOUR ID NUMBER.

Current Password/ID:

New Password:

Confirm New Password:

New Password Hint:

8. Please update all of your personal information and **save any changes**.

## Volunteer Sign-Up Through Charms

You will be able to sort through all events that require chaperones/concessions help/volunteer help through the Charms Calendar. The rainbow hand indicates volunteer requests on the event date.



Once you have found an event that you are able to volunteer for, click the rainbow hand and fill out all information required. This information will be sent to Ms. Haynes so that a list of volunteers can be generated and contacted for the event. Approximate length of volunteer time is listed with each request.

If you have limited availability, it would be best to find the dates that you are available to help and sign up NOW. That way you can “claim the spots” before they fill up. We have dates listed throughout the end of the year that will require parent help.

Volunteers are always needed, so any time you are able to give is ALWAYS appreciated!!

The Charms Office App

\*\*\*Info Coming Soon