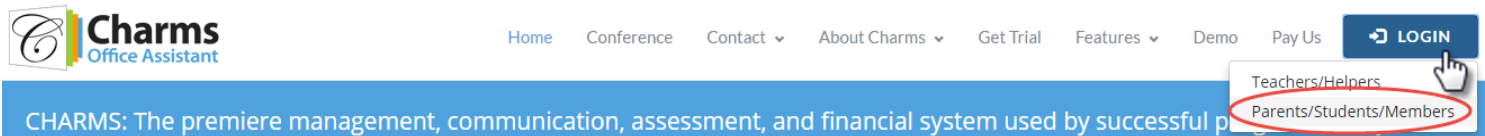


How to Log Into Charms & Update Info

The Chap Band uses Charms to communicate with our band family.

You can find essential news, update family contact information, volunteer, review financial statements, make trip payments, and more!

- Go to www.charmsoffice.com
- In the upper right corner, hover over **LOGIN** and select [Parents/Students/Members](#) from the drop-down menu:



- When prompted, enter the school code: westlakeband

Please enter your school code

westlakeband|

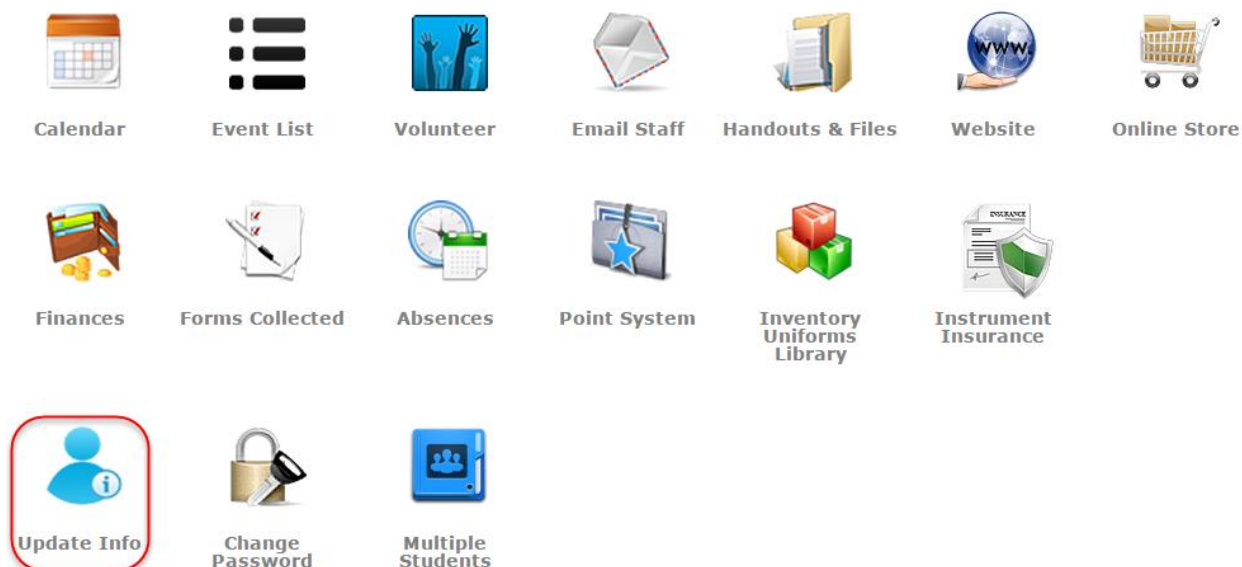
ENTER CHARMS

- On the next screen, enter your child's password, and click **Enter**:

NOTE: Charms no longer allows the password to be a School ID #. You were asked to set a different password at Registration. Forgot your new password? Click the **Show Hint** button.

If you still can't remember your password, send an email to president@westlakeband.org to request a reset.

- Once logged in, you'll land on the home page, with icons for the Band Calendar, Handouts, Finances, Online Store, etc.:



- Keeping our contact info current is VERY IMPORTANT! Click on the blue [Update Info](#) icon to view your student's record and verify and/or correct **name, phone numbers, email**, etc.

NOTE: This section is for your student's information. We want to make sure students are receiving our weekly emails.

Update Student Detail - Charms Student

Charms's Information

Student ID	teststudent
First Name	<input type="text" value="Charms"/>
Middle Name	<input type="text"/>
Last Name	<input type="text" value="Student"/>
Address	<input type="text" value="Student's Address"/>
City, St Zip	<input type="text"/> <input type="text"/> <input type="text"/>
Phone	<input type="text"/> Cell <input type="text" value="Student's Phone"/>
Cell Carrier	<input type="text" value="Select Carrier"/> () - - -
E-mail	<input type="text" value="Student's Email"/>
Personal Instrument	<input type="checkbox"/> OFF

Sex	<input type="text"/>	
Locker	none Combination	<input type="text"/>
Birthdate	<input type="text" value="Use Calendar"/>	Student's Birthday
T-Shirt Size	<input type="text"/>	
Primary Group	ALL CHAP BAND	
Other Groups		
Instrument/Part:	Marching: Not Assigned Concert: Not Assigned : Not Assigned	Student's Food Allergies / Dietary Restrictions*
Food Allergies	<input type="text"/>	
Slot #		

- *Food Allergies/ Dietary Restrictions – We use this information for Band Dinners and any purchased meals.

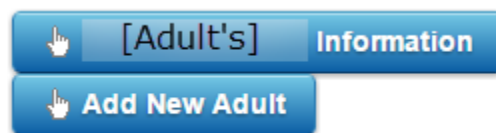
NOTE: Please indicate if your child has a food allergy or dietary restriction. Write “none” if no restrictions.

Please note the severity of the allergy/restriction:

Ex. “Gluten Free” vs. “Celiac” “Ingestion” vs. “Contact” “EpiPen”

- Be sure to scroll to the bottom to view and/or create entries for each adult contact, with **name, phone numbers, and email:**

NOTE: Any emails listed in this section will be on our mailing list



- If you make **any changes**, remember to click on the button in the upper right to **save those changes**.



****If you are not receiving emails from us, check your listed emails in Charms. If they are correct and you still do not receive emails, contact the WBP President at president@westlakeband.org ****