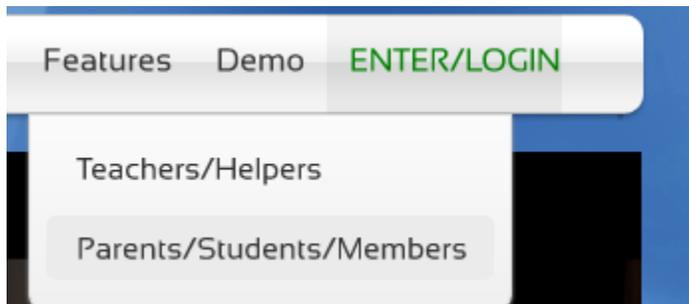


Shopping For Band Events and Items Through Charms

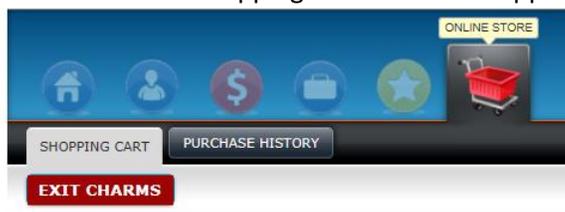
- 1) Navigate to www.charmsoffice.com
- 2) Hover the mouse pointer over the ENTER/LOGON button in the upper right corner and select 'Parents/Students/Members'



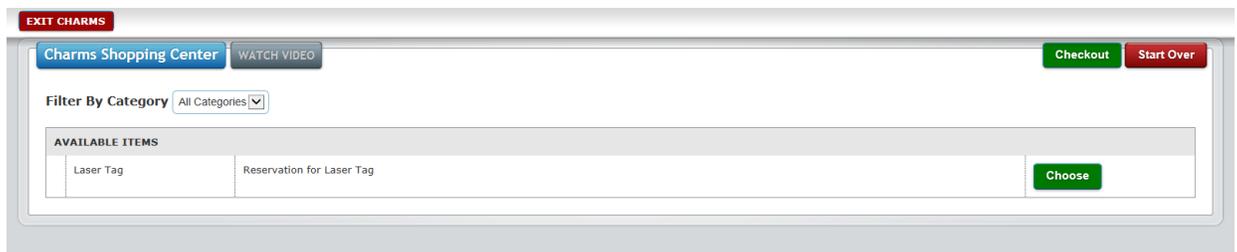
- 3) Enter TroyColtBands as the School Code:

A screenshot of the 'Charms Parent/Student/Member Area' login page. The page has a blue header with the Charms logo and the text 'Charms Parent/Student/Member Area'. Below the header, there is a section titled 'Please Enter Your School Code:'. A text input field contains 'TroyColtBands'. Below the input field, there is a note: '(for a demo, please enter "cornchoir" or "ehsband")'. To the right of the input field is a blue button labeled 'Enter Charms'.

- 4) The default password for every account was set to the students ID. However, the password will no longer be the student id if the parent or student changed the password.
- 5) If the ID is the password, please ignore the 'Change Student Password' screen and continue to the next step.
- 6) Click on the Red Shopping Cart icon in the upper Left area of the screen.

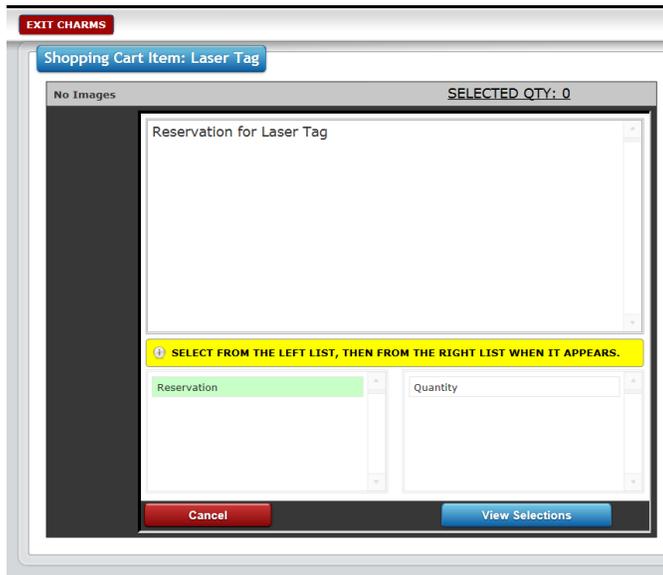


- 7) Choose the item(s) that you wish to purchase by clicking on the corresponding green "Choose" button.

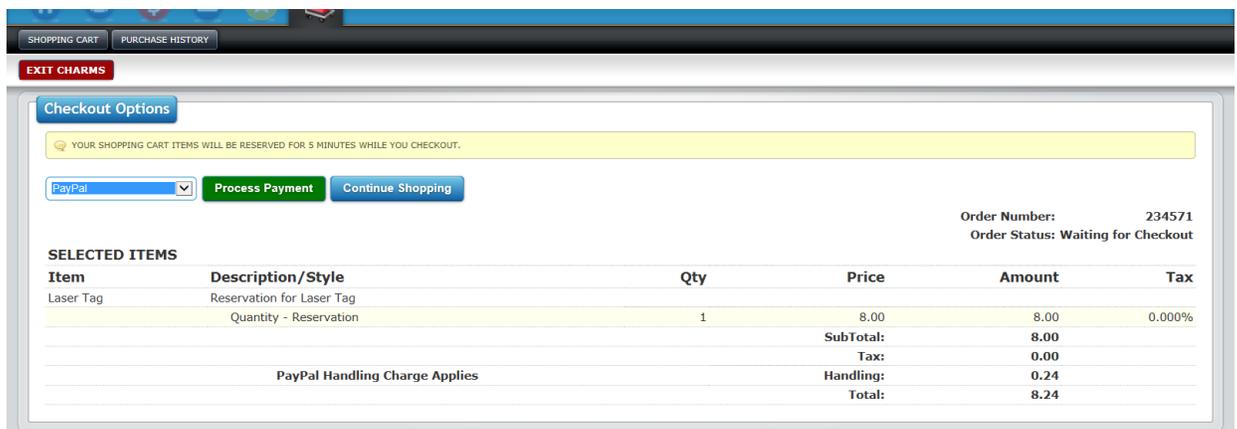


Shopping For Band Events and Items Through Charms

- 8) Click on “Quantity” next to the green Reservation box.



- 9) Another dialog box will open where you can confirm/enter the correct quantity. Click on “Update Cart”.
- 10) Once all items have been added to your cart, click on the green “Checkout” button pictured in Step 7.
- 11) Choose PayPal from the dropdown menu for your Payment Option. After reviewing your purchase, click on the green “Process Payment” button.



- 12) You will then be directed to PayPal to make the payment. Follow all instructions. Once the payment has been made you will be directed back to Charms where a receipt can be printed.