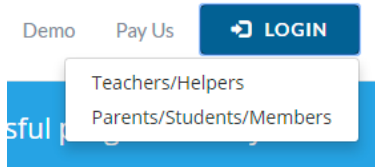
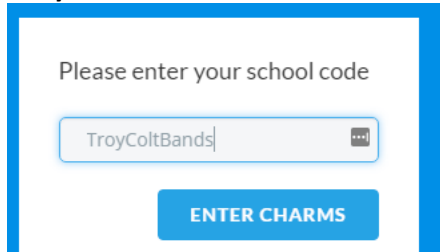


1- logon to Charms ...

- 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 a form titled 'Please enter your school code'. Below the title is a text input field containing 'TroyColtBands'. To the right of the input field is a small icon of a password field. Below the input field is a blue button labeled 'ENTER CHARMS'.

- 4) Enter the password.

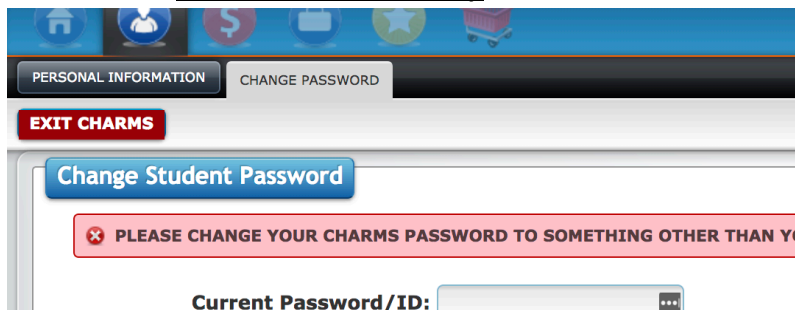
- The default password for every account was set to the students ID. However, the password will no longer be the student id if the parent or student changed the password.
- If you don't remember the password, please send an eMail to CharmsAdmin@troycoltbands.org to have the password reset.

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

A screenshot of a password entry form. It features a text input field with a small icon of a password field. To the right of the input field are two blue buttons: 'Enter' and 'Show Hint'.

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

- 5) If the password is the student ID and you don't want it changed, you can **ignore** the 'Change Student Password' screen and **continue to the next step**.

A screenshot of the 'Change Student Password' screen. At the top, there are navigation tabs for 'PERSONAL INFORMATION' and 'CHANGE PASSWORD'. Below the tabs is a red button labeled 'EXIT CHARMS'. The main heading is 'Change Student Password'. Below the heading is a red error message: 'PLEASE CHANGE YOUR CHARMS PASSWORD TO SOMETHING OTHER THAN YOUR ID NUMBER'. At the bottom, there is a text input field labeled 'Current Password/ID:'.

2- View Spring Trip Payment info ...

- 1) Click on the Red Dollar Icon in the upper left labeled Finances



- 2) Here you can view all payments made and any payments remaining.

Student Financial Statement			
Trip Ledger Balance Due		200.00	
Fixed Payments Due		0.00	
Fundraising Balance Credit		0.00	
Miscellaneous Balance Credit		0.00	
Store Balance		\$ 0.00	
TOTAL BALANCE DUE		\$ 200.00	

Student Financial Statement			
Sort By Date		Group By Trip	
Trip Ledger Detail	Disney 2018	Make Trip Payment	This trip not enabled for
Paid Date	Trip	Amt Applied	Paid By
2/15/2018	Disney 2018 - 1,350.00	200.00	Check
1/15/2018	Disney 2018 - 1,350.00	200.00	Check
12/16/2017	Disney 2018 - 1,350.00	200.00	Check
11/15/2017	Disney 2018 - 1,350.00	200.00	Check
10/15/2017	Disney 2018 - 1,350.00	350.00	Check
TRIP BALANCE DUE (inc options):		\$200.00	
Total Cost of All Trips		1,350.00	
Total Applied (including Options)		1,150.00	
Balance Due		200.00	

- 3) To make a payment please send a check (with your child's name in the memo section) to the black box in the band room.
- 4) If any information seen on Charms appears incorrect, please contact the Spring Trip Coordinator (Andy Kaminski) at SpringTripCoordinator@troycoltbands.org

