

Logging On To Charms

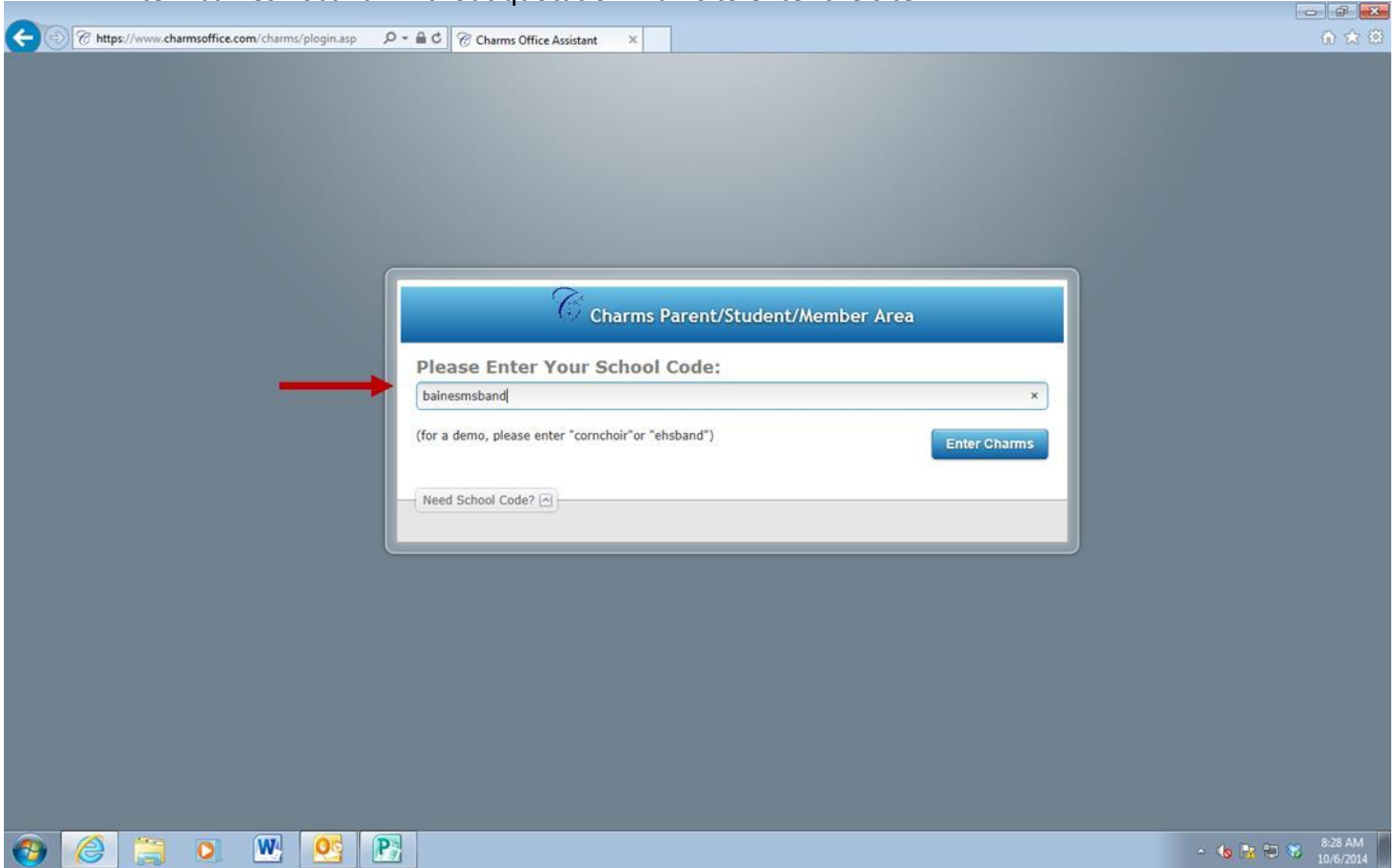
- Go to www.charmsoffice.com. Under ENTER/LOGIN, choose Parents/Students/Members.
- The school code is “bainesmsband” without the quotation marks. Press enter.
- Your student area password is your six-digit lunch code. If this does not work, try adding a zero to the front of your number. Press enter.
- Once inside you can access forms and handouts, the calendar, volunteer and chaperone sign-ups, and the recording studio.

Instructions with Screen Shots:

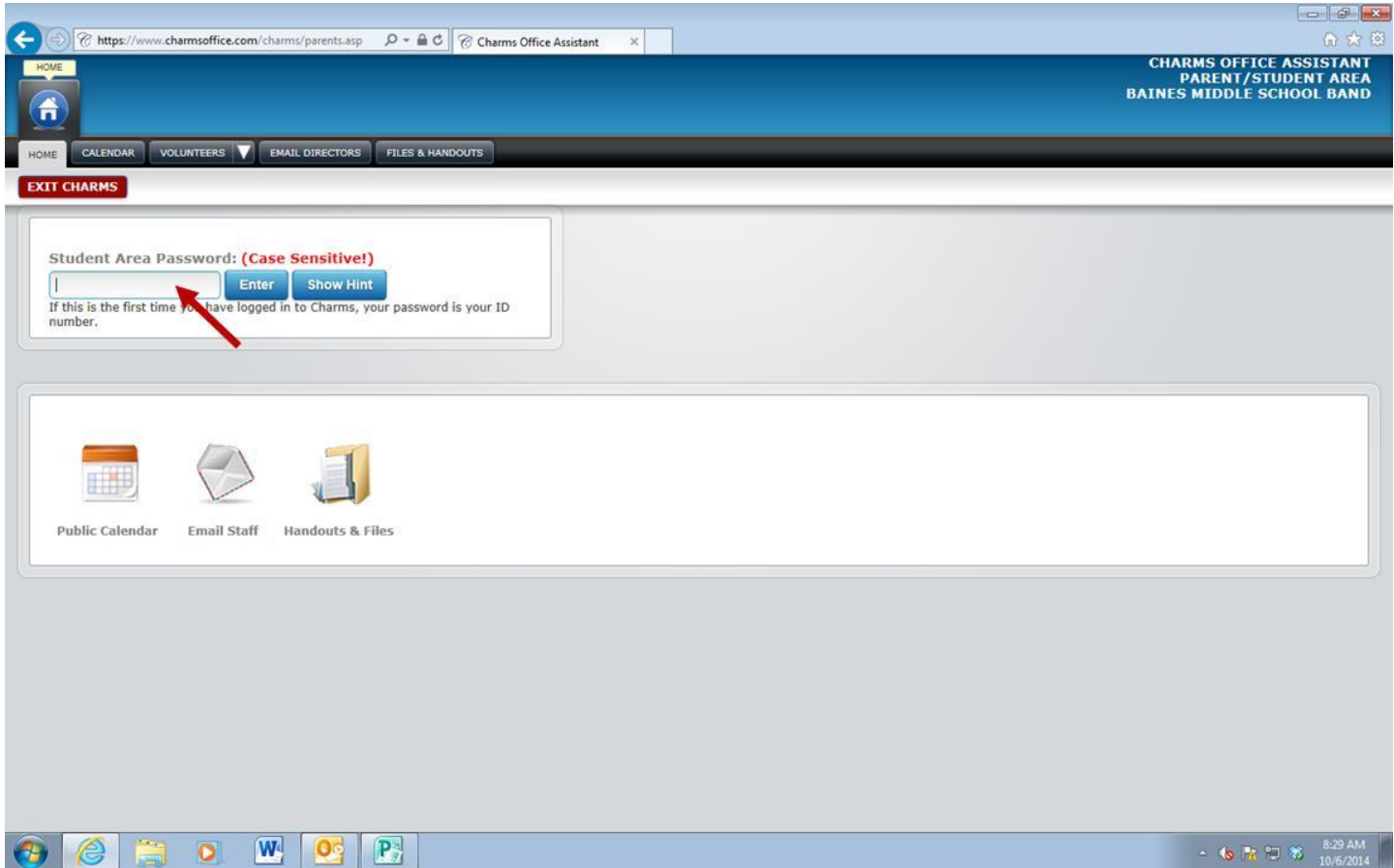
1. Get on the Charms website and log-on as a Parent/Student/Member: www.charmsoffice.com

The screenshot shows a web browser window with the URL <https://www.charmsoffice.com/>. The page features a navigation menu with links for Home, Contact Us, About Charms, Get Trial, Features, Demo, and ENTER/LOGIN. A dropdown menu is open under ENTER/LOGIN, with a red arrow pointing to the 'Parents/Students/Members' option. The main content area includes a large image of the Kenmore East HS Select Choir performing at the Kennedy Center, with the text 'KENMORE EAST HS SELECT CHOIR Performing at the Kennedy Center Jill Neuhaus, director'. Below the main content are three columns: 'Charms News' with a 'POWER OUT - OFFICE CLOSED' notice, 'Our Members' with a 'National Band Association "Programs of Excellence"' announcement, and 'Testimonials' with a message from 'Choir Boosters Osbourn High School - Virginia'. The browser's address bar shows the login page URL: <https://www.charmsoffice.com/charms/plugin.asp>. The system tray at the bottom right shows the date and time: 8:26 AM 10/6/2014.

2. Enter "bainesmsband" without quotation marks to enter the site.



3. Enter your student's lunch code and press "Enter." If the code does not work, try adding a zero to the beginning.



4. Once inside you will have access to the calendar, files and handouts, the recording studio, and chaperone/volunteer sign-up.

