Recording/Uploading Recordings to Charms

How to access the Charms recording studio

- 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, click on "Recording Studio" down in the bottom left corner.
- On this page, you have the option of recording your own audio file straight through Charms or uploading an existing mp3.
- Please save the file in the following format: *"first initial last name Month Day"*
  For example: JFillmanOct10
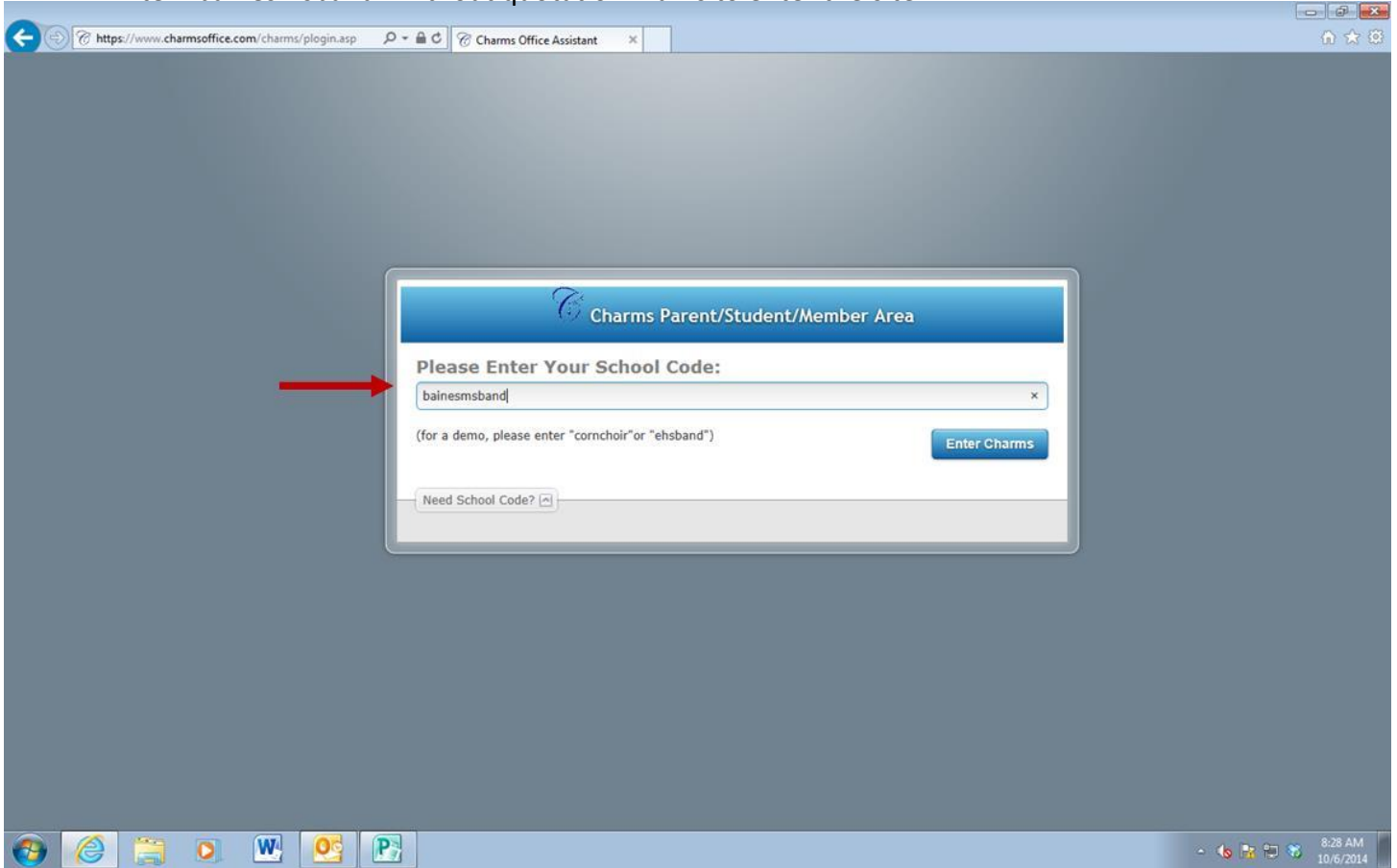
Troubleshooting

- You will not be able to record through Charms unless you have recording capabilities on your computer. Most laptops and computers now are made with microphones built in. If you are working with an older computer, you may not have microphone capabilities.
- If you cannot get the recording studio in Charms to work, you may need to install Java. Instructions will appear on screen if this is needed.
- If the installation does not work, record yourself using your phone, computer, or other device, save it as an mp3 naming the file using the format above and upload it to Charms that way.
- If you do not have a computer, schedule a time to come in and play in person.
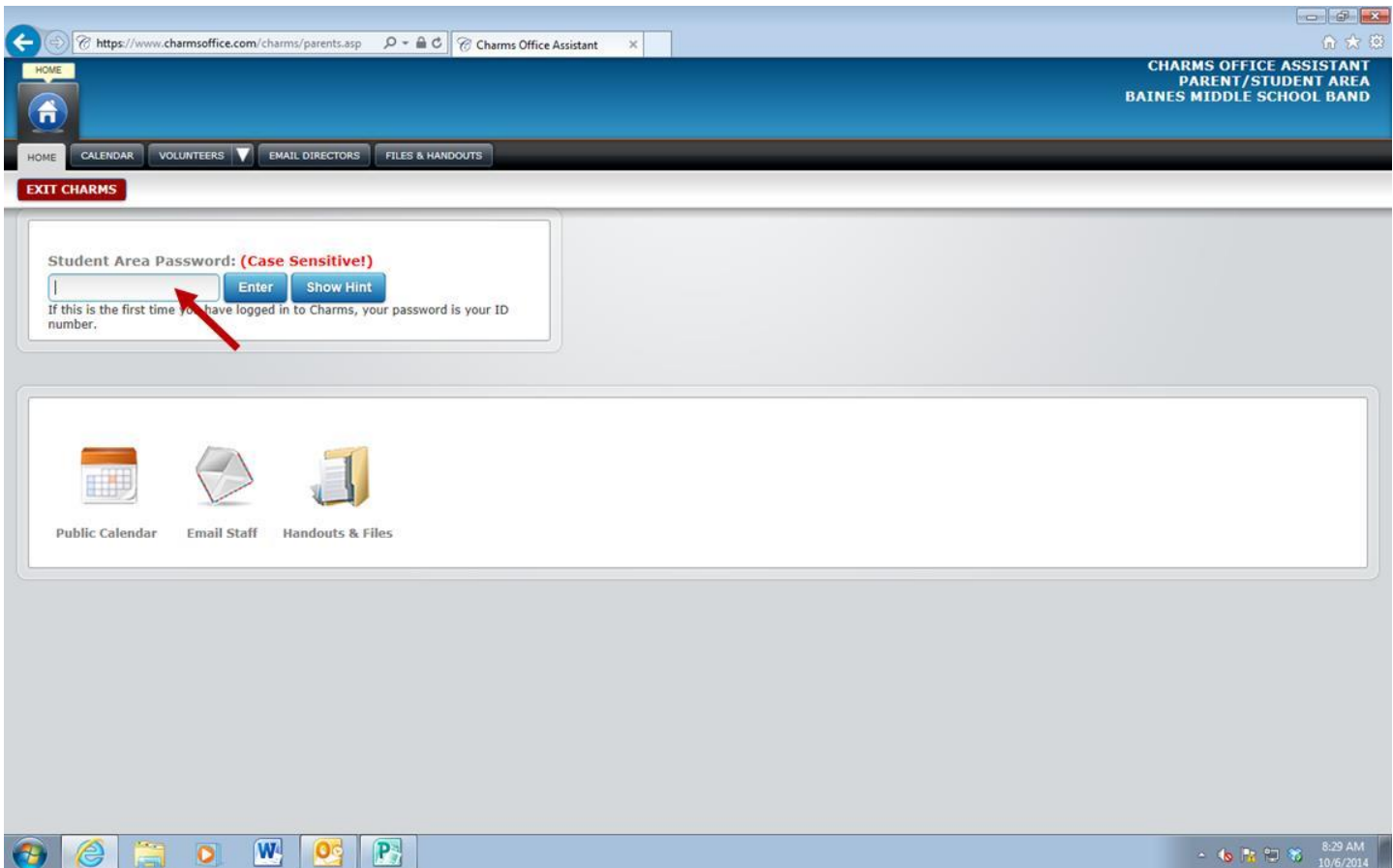
Instructions with Screen Shots:

1. Get on the Charms website and log-on as a Parent/Student/Member: www.charmsoffice.com
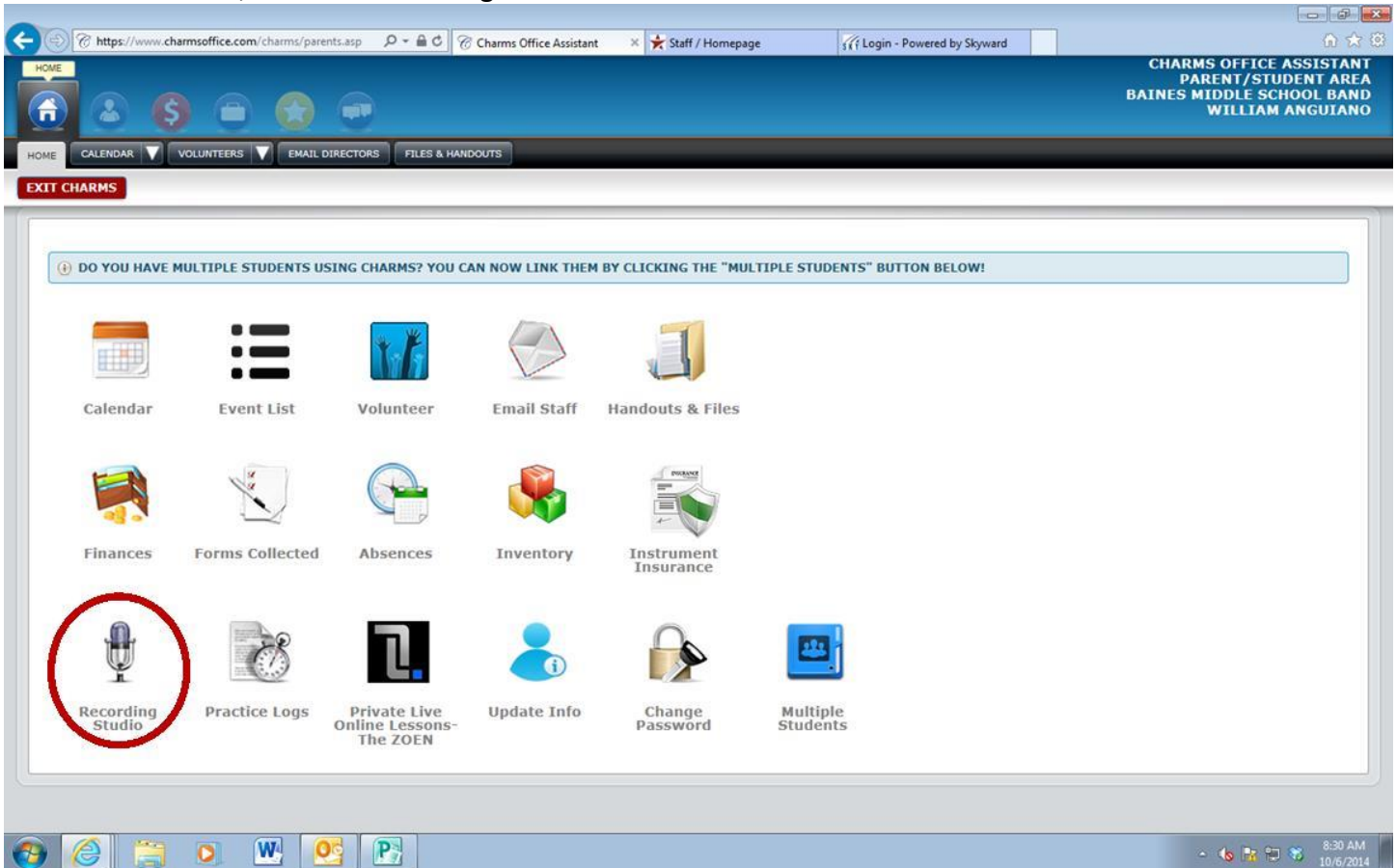
2. Enter "bainesmsband" without quotation marks to enter the site.
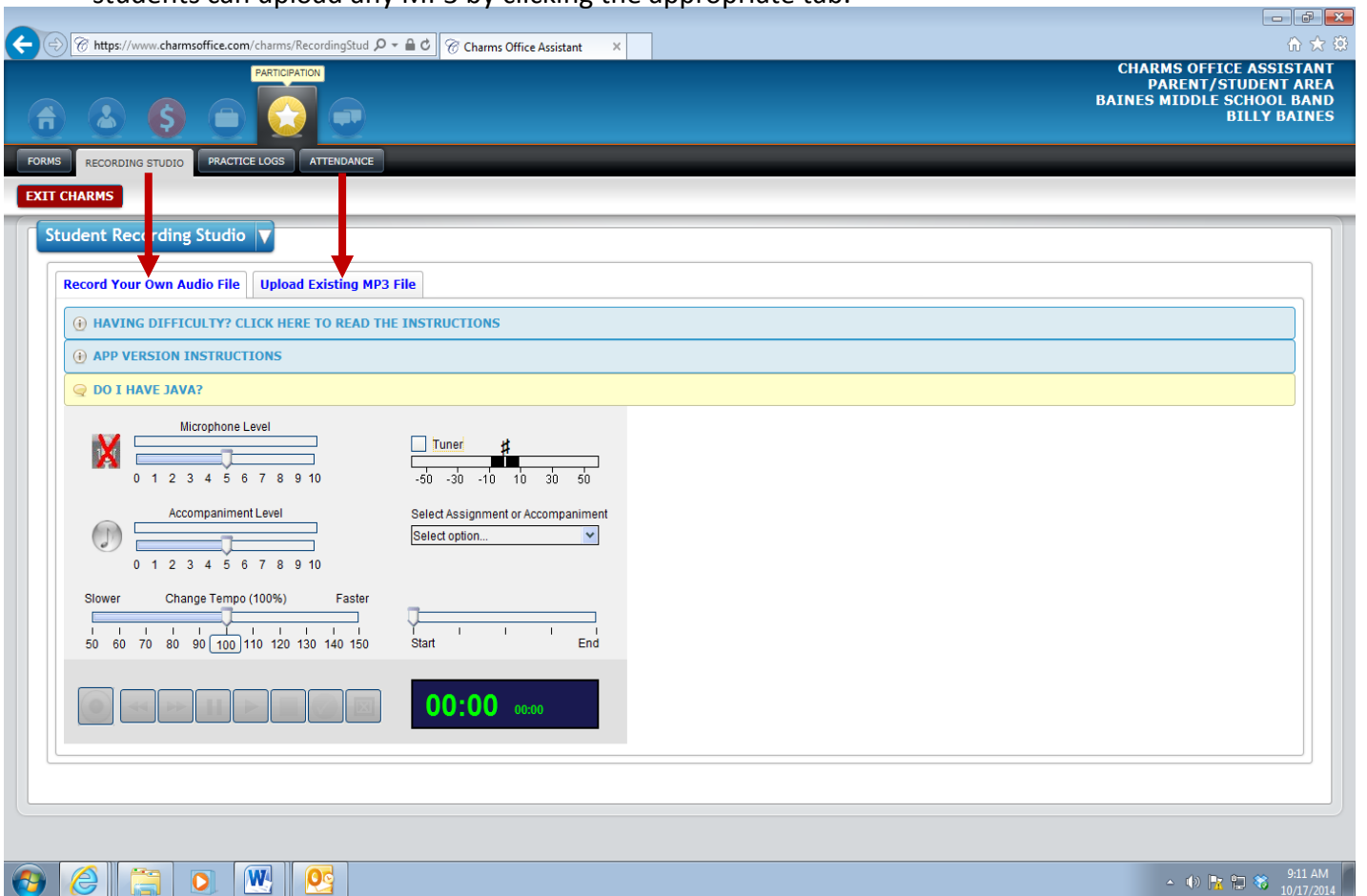

3. Enter your student's lunch code and press "Enter." If the code does not work, try adding a zero to the beginning.

4. Once inside, click on "Recording Studio"

5. Students can either record directly through Charms (must have updated Java and a microphone) or students can upload any MP3 by clicking the appropriate tab.

6. How to use the Recording Studio

    a. If a microphone is not connected to your computer, the microphone icon will have a red 'X' over it as pictured above. You must have a microphone connection to work through the Charms Recording Studio.

    b. If the microphone connection is good there will be a 'Record' button where the red arrow is pointing. The 'Pause,' 'Stop,' 'Play,' and other like buttons will be here as well.

    c. There are no assignments or accompaniments listed here so you can ignore this for now.