

## Congratulations to the 2014-2015 Leadership Team

### **Drum Majors**

Robert Hruska  
Ellie Lea  
Grace Luxton

### **9<sup>th</sup>/10<sup>th</sup> grade presidents**

Justin Dudley  
Stephanie Guillen

### **Field Commanders**

Caroline Tierney  
Brett Warwick

### **Section Leaders**

Katie Crider (Guard Co-Captain)  
Crissie Crider (Guard Co-Captain)  
Patrick Bain (Percussion President)  
Tripp Jones (Battery Captain)(Chorus Room/Drum Room)  
Tanner Bloom (Pit Captain)(Ensemble Room)(Puzzle)  
Miles Cingolani (Tenor Captain)  
Caroline Tierney (Flute)(Locker Room)  
Catherine Kelly (Clarinet)(Library)  
Mason Mosher (Saxophone)(Field)  
Callan Gamache (Trumpet)(Band Room)  
Jonah Galewitz (Mellophone)(Hallway)  
Dominick Avallone (Baritone Co-Captain)(Band Room)  
Corey Fehlberg (Baritone Co-Captain)(Band Room)  
Christian Dellago (Tuba)(Tuba Room)

### **Members At-Large**

Amy Burgos – Guard Closet (Sound System for rehearsals)  
Elliot Gracia (Tuba/Drum room)  
Jonathan Cannon

### **Equipment Managers**

Brandon Marzullo (Head Manager)  
Alex Hastings (Color Guard)(Sound System for competitions)  
Tanner Bloom (Pit)  
Fiona Riso (Pit)

### **Secretary**

Kathleen Mager

### **Librarians**

Caroline Tierney (Head Librarian)  
Kathleen Mager  
Sarah Fairchild

### **Historians**

Hannah Tierney  
Caroline Tierney

# Charms Office Assistant

Charms is an online tool that the band uses as the primary means of communication with band parents and students. We use Charms to track all of our student and parent information such as email addresses, phone numbers, groups, and a lot more. It organizes and keeps track of our instrument inventory, music library, and all of our forms required for parents and students.

Also, Charms is our financial package. It is a secure way for the band to track fundraisers, and we use it to manage the individual band accounts of the students. As a parent, Charms can give you a running balance of your student's fundraising account balance.

**Parents and students of all Jupiter High School band programs are asked to keep their contact information on Charms current.** There is one Charms account per student, meaning the students and parents share the same account.

How to access Charms information:

1. Visit [www.charmsoffice.com](http://www.charmsoffice.com) and click ENTER at the top right corner.
2. Locate the PARENT/STUDENT/MEMBERS LOGIN section on the middle of the page.
3. Enter the school code: **JupiterHSBand** and click the Enter Student/Parent Area button to access your student's account.
4. For the "Student Area Password," enter your student's ID number, which is your student's eight digit student number assigned by the school district.

We use these functions of Charms:

**Finances:** Check your fundraising account balance

**Forms Collected:** Determine which forms have/have not been collected

**Update Info:** Enter/Update contact information for your family

**Change Password:** Allows you to change the password from the default student iD

**Multiple Students:** Allows you to link accounts if you have more than one student in the JHS Band program

Please note that the Band Calendar is located on our web site at [jupiterbands.com/home/calendar](http://jupiterbands.com/home/calendar).

You can also change the default password using the **Change Password** icon.

**When logging in the first time**, please complete the **Student Information Form**. To do this, click on "Update Info" icon on the lower left of the page.

1. Complete the contact information requested for your student. When you've finished, click the green "Update" button on the upper right corner of the page.
2. Staying on that page, click on the blue "Add New Adult" at the bottom of the page and complete the form for a parent. When you've finished entering information, click the green "Update" button on the upper right corner of the page. You can add more adults by clicking on the "Add New Adult" button again. Just be sure to save the changes for each page with the "Update" button.
3. To return to the main page, click on the Home icon on the upper left corner of the page.

**It is VERY IMPORTANT that at least one parent have a valid email address in the Charms account.**

Charms is the main tool for communication between the band director and parents. If you do not have a valid email address, you will miss important information!

Please keep this instructions so you can easily access Charms at your convenience.