

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 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.

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.