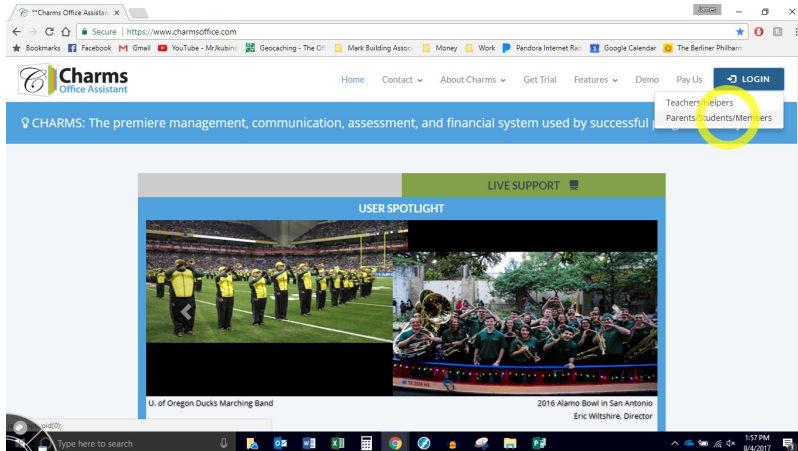


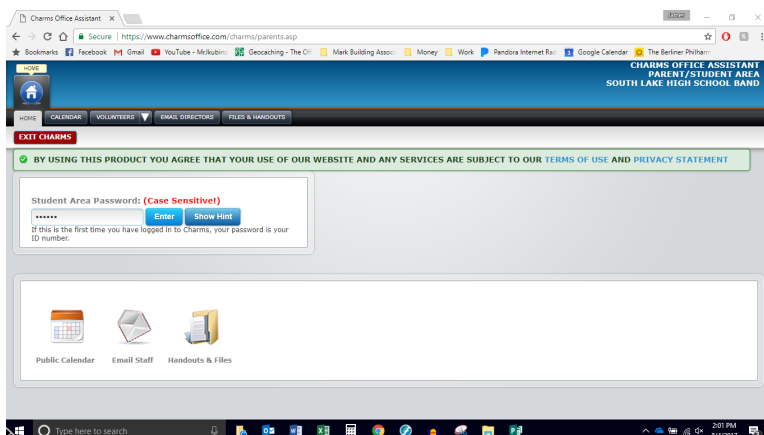
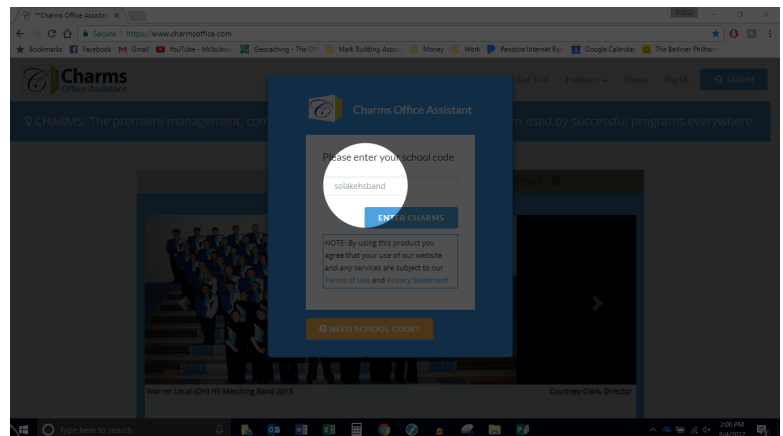
# Charms Overview

## Accessing Your Account



- Go to:  
[www.charmsoffice.com](http://www.charmsoffice.com)
- Move your mouse over the blue “LOGIN” button
- Click on “Parents/Students/ Members”

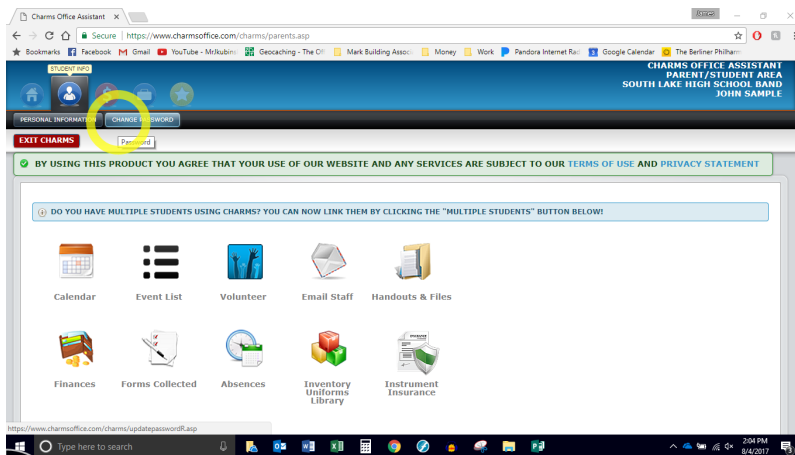
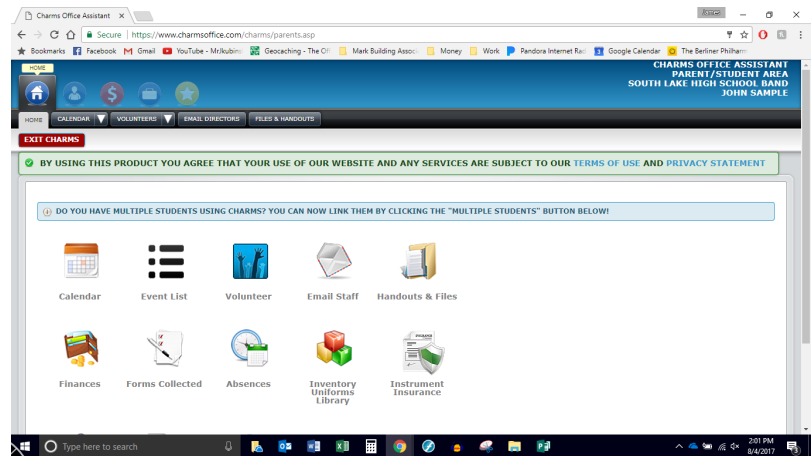
Enter the school code:  
*solakehsband*



- Enter your password
- If this is your 1st time logging in, your password is your SL student number
- If you cannot login in or have forgotten your password-contact Mr. Kubinski
- *NOTE: There is no username*

## Accessing Your Account-contd.

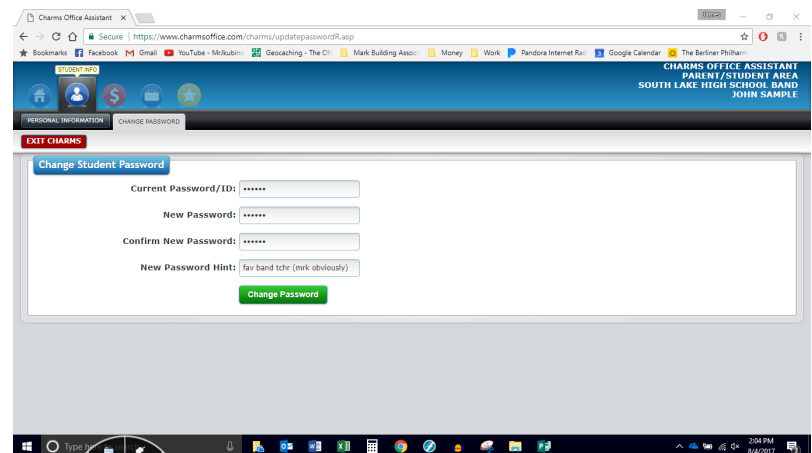
This is the student/parent hub where you can access the different features of the Charms system. Your screen may differ slightly from the one shown



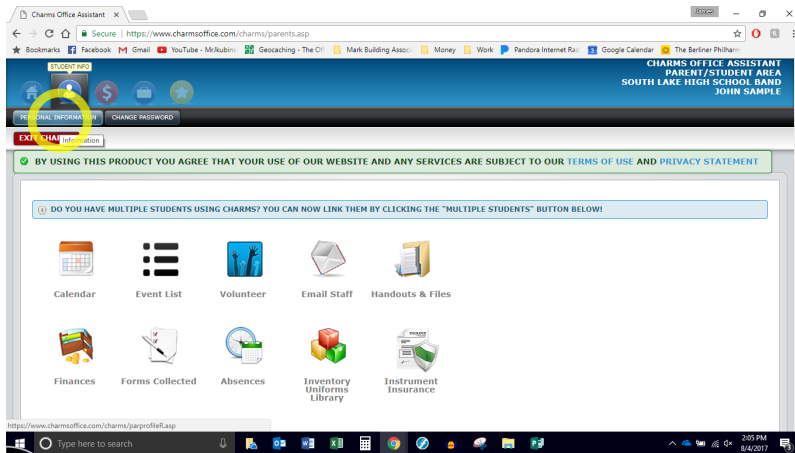
To Change your password, click on the blue “Student Info” button then click on “Change Password”

Complete the page to change your password

*HINT: Make it something that you will remember!*



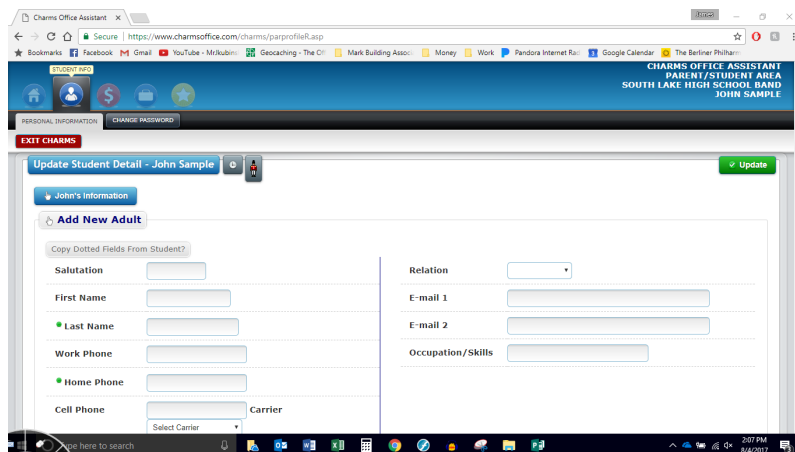
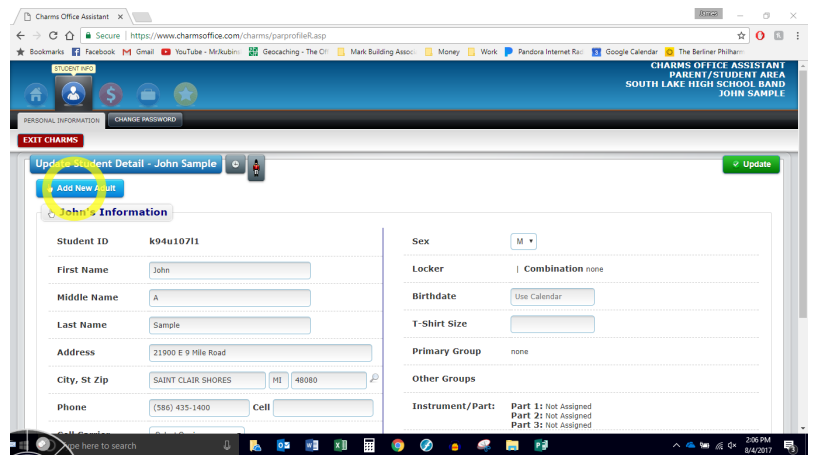
# Updating Your Personal Information



To update your student information, click on the blue “Student Info” button then click on “Change Personal Information”

*This information will automatically go into an alumni database upon student graduation. This info will be used to invite Alumni to various functions that*

Update the various fields with accurate information. To add parent/guardian information click on “Add Adult”.



Be sure to click on the green “Update” button when finished. To add another adult, click on “Add new Adult” at the bottom of the page

# Checking Your Financial Information

Click on the red Finances button at the top of the page.

Student Financial Statement					
Trip Ledger Balance Due	70.00				
Fixed Payments Due	0.00				
Fundraising Balance Credit	0.00				
Miscellaneous Balance Credit	30.50				
<b>TOTAL BALANCE DUE</b>	<b>\$ 39.50</b>				

Trip Ledger Detail					
Paid Date	Trip	Amt. Applied	Paid By	Paid From	Dep. Num
8/4/2017	Marching Band 2017-2018 - 250.00	100.00	tdfr	ML	
8/4/2017	Marching Band 2017-2018 - 250.00	50.00	G-Ck 225	GT	0804
8/4/2017	Marching Band 2017-2018 - 250.00	30.00	G-Cash	GT	0804
<b>TRIP BALANCE DUE (inc options):</b>		<b>\$70.00</b>			

In the highlighted area you can see a breakdown of money earned (labeled as miscellaneous), money owed for trips, and the difference between the two.

*NOTE: Students/parents need to request funds in the misc. balance to be applied towards trip costs. Mr. Kubinski does not automatically do this without having parent permission*

Student Financial Statement					
Trip Ledger Balance Due	70.00				
Fixed Payments Due	0.00				
Fundraising Balance Credit	0.00				
Miscellaneous Balance Credit	30.50				
<b>TOTAL BALANCE DUE</b>	<b>\$ 39.50</b>				

Trip Ledger Detail					
Paid Date	Trip	Amt. Applied	Paid By	Paid From	Dep. Num
8/4/2017	Marching Band 2017-2018 - 250.00	100.00	tdfr	ML	
8/4/2017	Marching Band 2017-2018 - 250.00	50.00	G-Ck 225	GT	0804
8/4/2017	Marching Band 2017-2018 - 250.00	30.00	G-Cash	GT	0804
<b>TRIP BALANCE DUE (inc options):</b>		<b>\$70.00</b>			

By scrolling down the page, you can see transaction history as it relates to trips and towards fundraising (labeled as miscellaneous). In this picture you can see:

- \$100 transfer from ML (fundraising) towards Marching Band
- \$50 payment towards Marching Band using check #225
- \$30 cash payment towards Marching Band

Student Financial Statement					
Trip Ledger Balance Due	70.00				
Fixed Payments Due	0.00				
Fundraising Balance Credit	0.00				
Miscellaneous Balance Credit	30.50				
<b>TOTAL BALANCE DUE</b>	<b>\$ 39.50</b>				

Trip Ledger Detail					
Paid Date	Trip	Amt. Applied	Paid By	Paid From	Dep. Num
8/4/2017	Marching Band 2017-2018 - 250.00	100.00	tdfr	ML	
8/4/2017	Marching Band 2017-2018 - 250.00	50.00	G-Ck 225	GT	0804
8/4/2017	Marching Band 2017-2018 - 250.00	30.00	G-Cash	GT	0804
<b>TRIP BALANCE DUE (inc options):</b>		<b>\$70.00</b>			
<b>Total Cost of All Trips</b>		<b>250.00</b>			
<b>Total Applied (including Options)</b>		<b>180.00</b>			
<b>Balance Due</b>		<b>70.00</b>			

## Checking Your Financial Information-contd.

Charms Office Assistant x Press ESC to Exit pen mode. Right Click to switch Drawing Tools.

Secure | https://www.charmsoffice.com/charms/stufinancesR.asp

Total Cost of All Trips	250.00
Total Applied (including Options)	180.00
Balance Due	70.00

There are no fixed payments setup.

There is no Fundraising Activity

Student Miscellaneous Ledger Detail

Date	Notes	Amt	Running Balance	Paid By	Dep. Num	Paid To	From
3/5/2017	Car Wash	38.00	30.50	Cash	0804	Not Posted	ML
8/4/2017	Txfer to trip ledger Marching Band 2017-2018	-100.00	-7.50	txfr	txfr		T
4/18/2017	Pizza Kit Fundraiser	50.00	92.50	Cash	0804	Not Posted	ML
12/7/2016	Wreath Sales	42.50	42.50	Cash	0804	Not Posted	ML
Total			30.50				

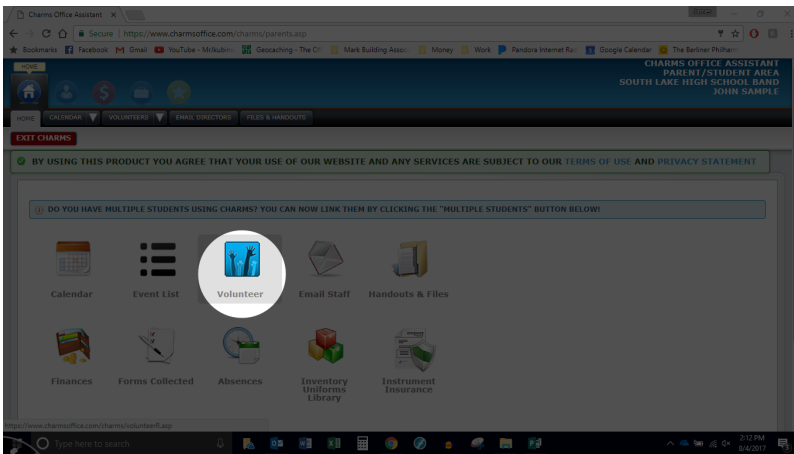
Type here to search

2:09 PM 3/4/2017

By scrolling down further you can see a breakdown of the transaction history of the fundraising money.

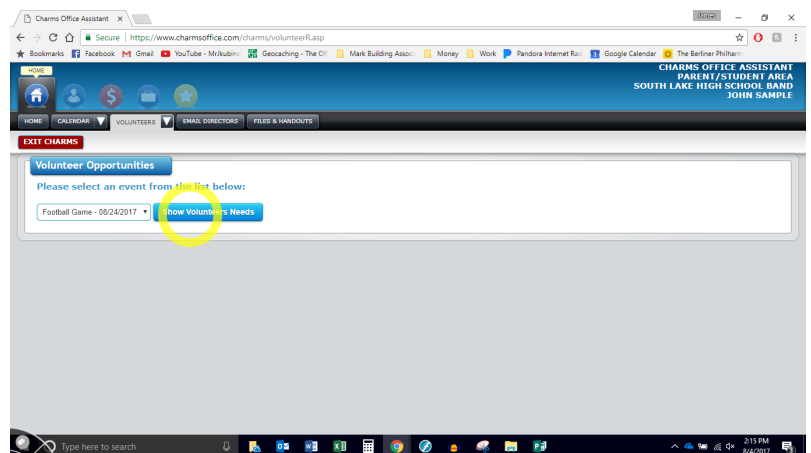
- \$42.50 earned from Wreath Sales
- \$50 earned from Pizza Kits
- \$100 Transfer to Marching Band
- \$38 earned from Car Wash

# Volunteering



At the main hub click on the “Volunteer” button

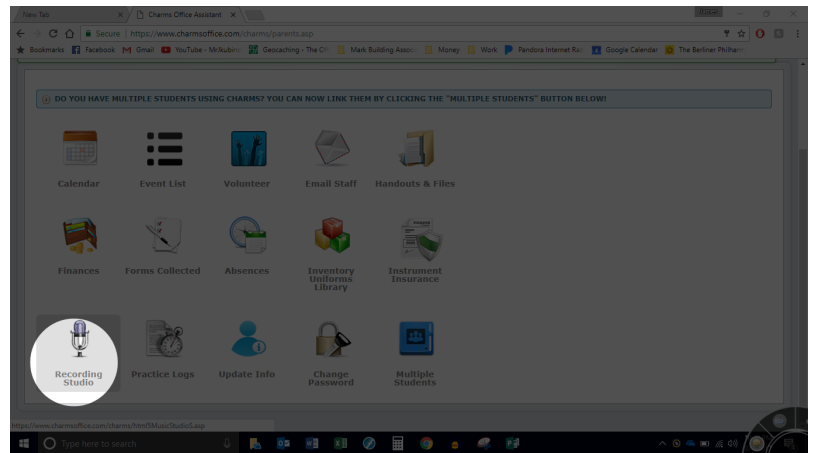
Choose the event from the drop down list and click on “Show Volunteer Needs”



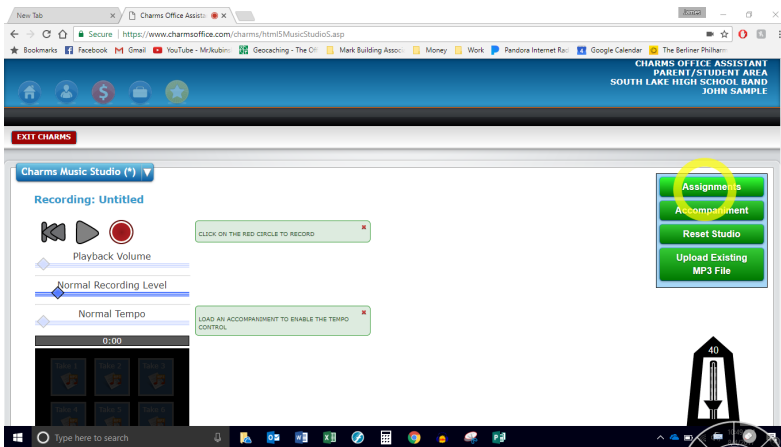
Fill out the information and click the blue “Sign-Up” button

# Recording Playing Tests

At the hub, scroll down and click on the “Recording Studio” icon

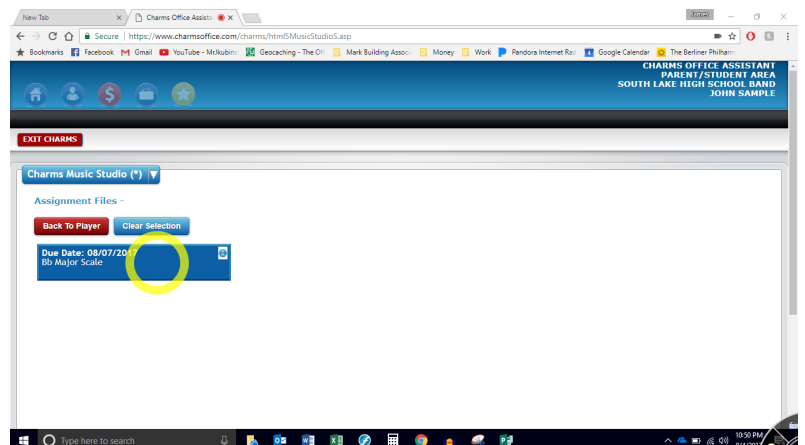


At the right side of the screen click on the green button that says “Assignments”

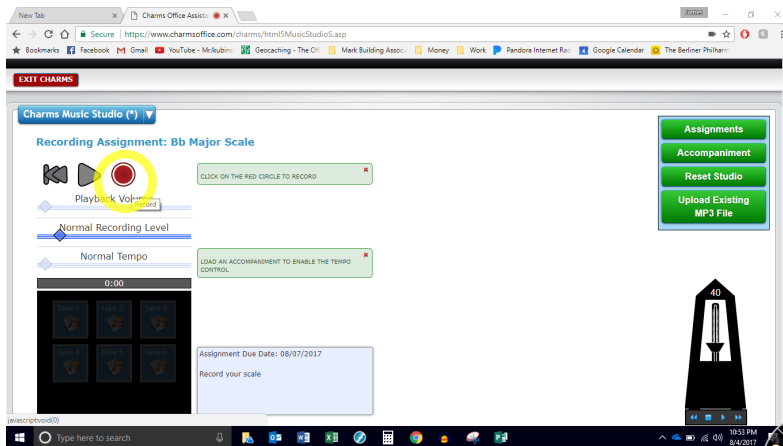


Select the assignment from the list

*NOTE: There may be more than 1 assignment listed. Be sure that your are choosing the correct one!*

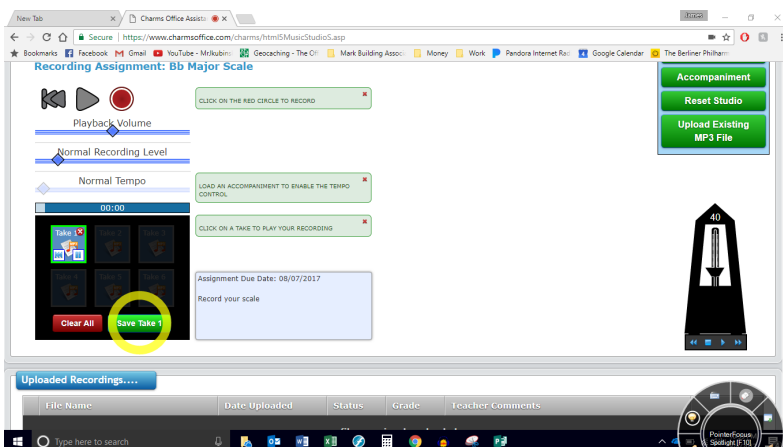
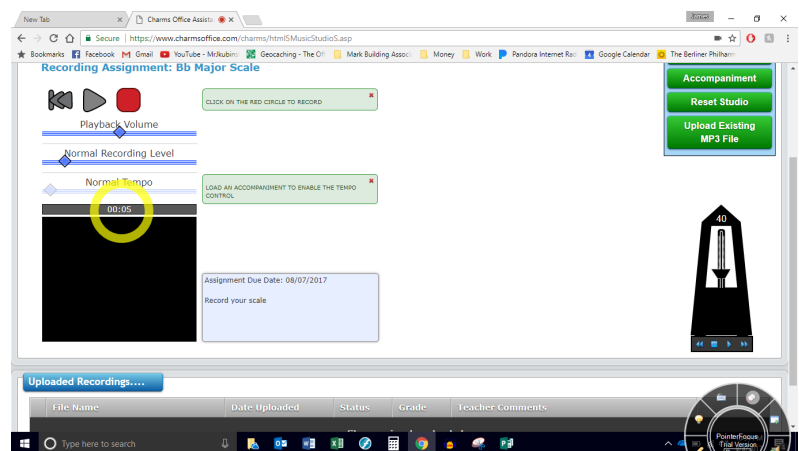


## Recording Playing Tests-contd.



When you're ready to record, click the Record button

Wait until the timer starts counting to make sure that the beginning of your recording doesn't get cut off

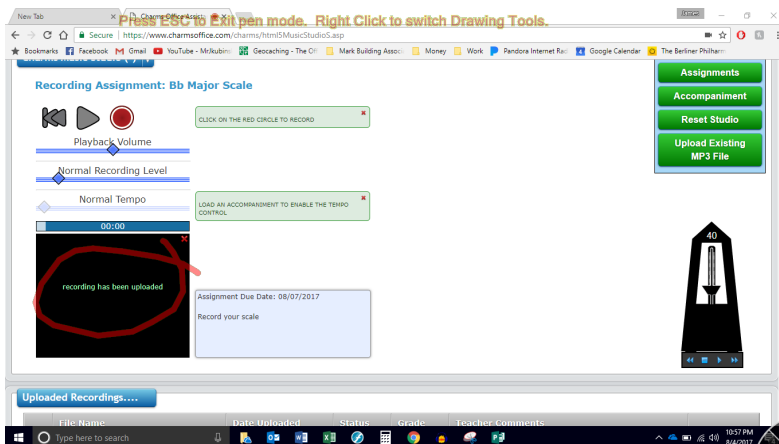
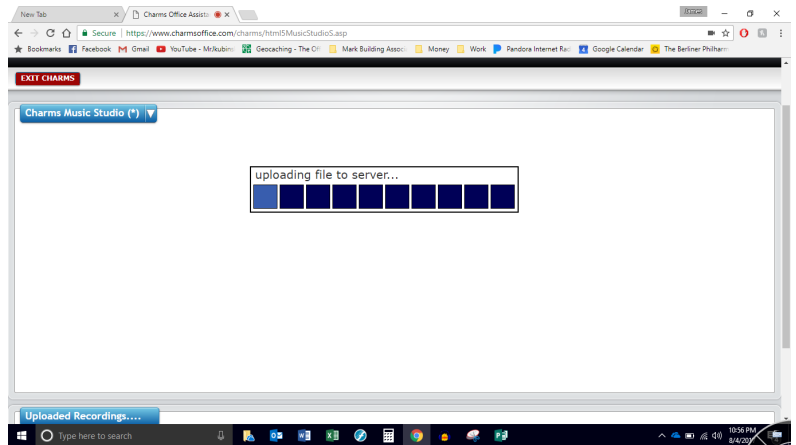


When you're satisfied with your work, click on the green "Save" button



## Recording Playing Tests-contd.

Don't close your browser if you still see this....it's still saving and uploading



Make sure that you see "recording has been updated" before closing your browser