



CHARMS Startup Guide for Login & Online Registration

Welcome to the Mason Band Program Charms system. Charms is a very important tool for our program and this guide will help you understand how to login for the first time and set your password as well as update your student/family information. All families are required to review/update their Charms information at least once per year. Thank you in advance for your help in providing accurate information as instructed below.

This guide is intended to help you:

- Log in for the first time if you are new to the program so that you can complete the registration process.
- Update your student/family information in Charms which is required of all families during spring registration (you may also update info throughout the year).

The data you provide to the Mason Bands program will be used for multiple purposes including:

- The staff uses Charms to support their mission as music educators (tracking marching band fees, attendance, instrument rental and collection of forms).
- The Mason Bands Boosters will use the information during the academic year for event and travel planning, volunteer sign-ups, as well as fundraisers.
- Your Student/Family information will be added to the Mason Bands Directory which will be available to Mason Band Families via Charms.
 - If you would like to opt-out of the Mason Band Directory, please send an email to charmsadmin@masonbandboosters.com to request to opt out of the directory.

LOGIN TO CHARMS - 1st Time Users Will Be Prompted for New Password

1. Go to <https://www.charmsoffice.com/charms/plogin.asp>

2. Enter the school code: 'MasonHSBand' & Click Enter Charms

3. Enter Password. **NOTE:** If this is your 1st time logging into Charms OR if you have had a password reset, your password is your student's 6-digit Mason City Schools Student ID number

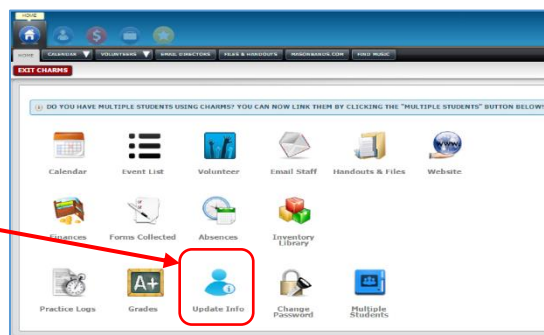
4. For 1st Time Users or Password Resets, you will be prompted to create a new Password. **NOTE:** Students and their Parents will use the same password to access their charms account.

5. **Password Resets:** If you have forgotten your password, send an email to charmsadmin@masonbandboosters.com to request a password reset. Your password will be reset to your student's 6 digit Student ID number and you will then follow steps 1-4 above.

Questions? Send an email to charmsadmin@masonbandboosters.com

ENTER or UPDATE INFORMATION IN CHARMS

1. Login to charms (following steps on page 1)
2. Select the 'Update Info' icon from the home screen



3. Enter/Update all student information in steps a-d below and parent information in step e.

a) Enter/update student's Information on this screen

b) All students must have an adult's SafeT Cell# and eMail address which will be the first contact in case of emergency.

c) If your student has a health condition, food allergy, or dietary need enter that in the safeT Concern field. Info will be shared with Staff and Band Aids.

d) Click 'Update' to save info!

e) Select each parent/guardian that has been added and review/update their contact and volunteer interests.

Note: If Student ID or Instrument information is incorrect, please send email to charmsadmin@masonbandboosters.com

4. Click 'Add New Adult' and enter **PARENT/GUARDIAN** information in steps a-d below. Repeat for each parent/guardian. ★ Each parent/guardian is required to select 3 volunteer interests.

4) Click 'Add New Adult'

a) Enter/update parent's Information on this screen

b) Each Parent/Guardian email address provided will receive regular email updates.

c) All Parent/Guardians are required to select 3 interests. Use the scroll bar to see all options.

d) Click 'Update' to save info!

Questions? Send an email to charmsadmin@masonbandboosters.com