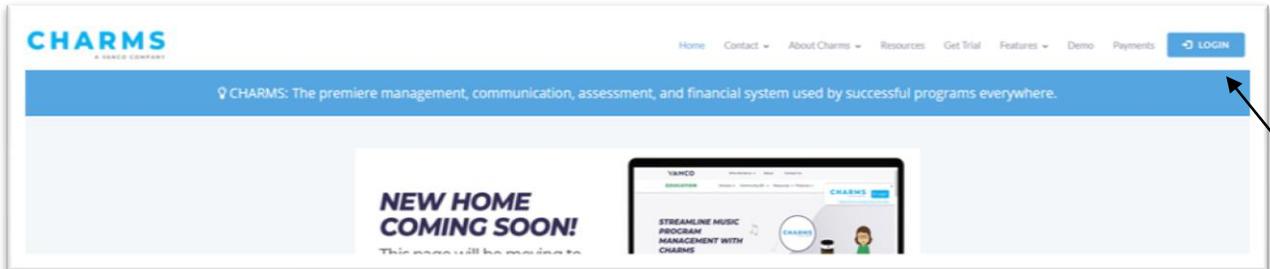


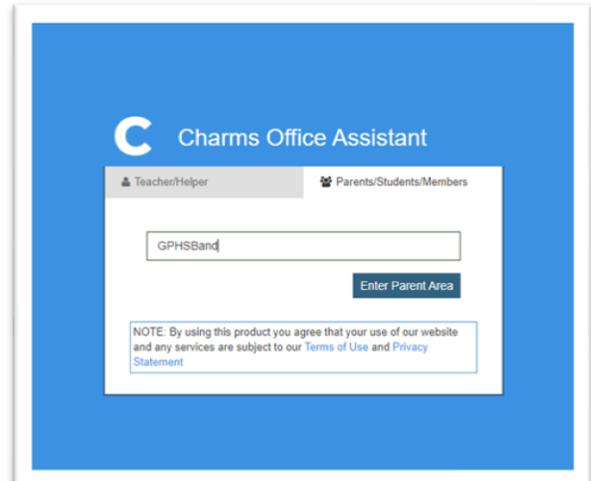
STUDENT CHARMS LOGON INSTRUCTIONS

Go to www.charmsoffice.com

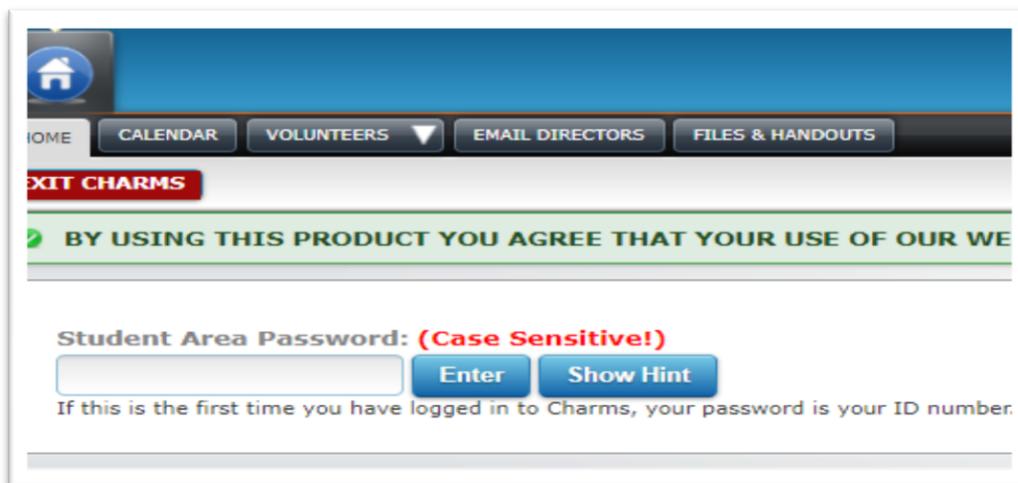
In the upper right corner click on ENTER/LOGIN and select PARENT/STUDENT/MEMBERS



Select PARENT/STUDENT/MEMBERS and enter school code GPHSBand and click on the ENTER PARENT AREA button.



In the Student Area Password box, type in your student's password. (See below picture for password instructions.)



If your student is a prior Charms user, his/her student password will remain the same as it was for the prior school year.

If the student or adult does not remember their password, they can follow these instructions to reset their password.

1. Log in to Charm's public portal.

a. On the Charms home page, click .

b. Select the **Parents/Students/Members** tab.

c. Enter your school code and click enter.

2. For **Student Area Password**, type 12345678, and click .

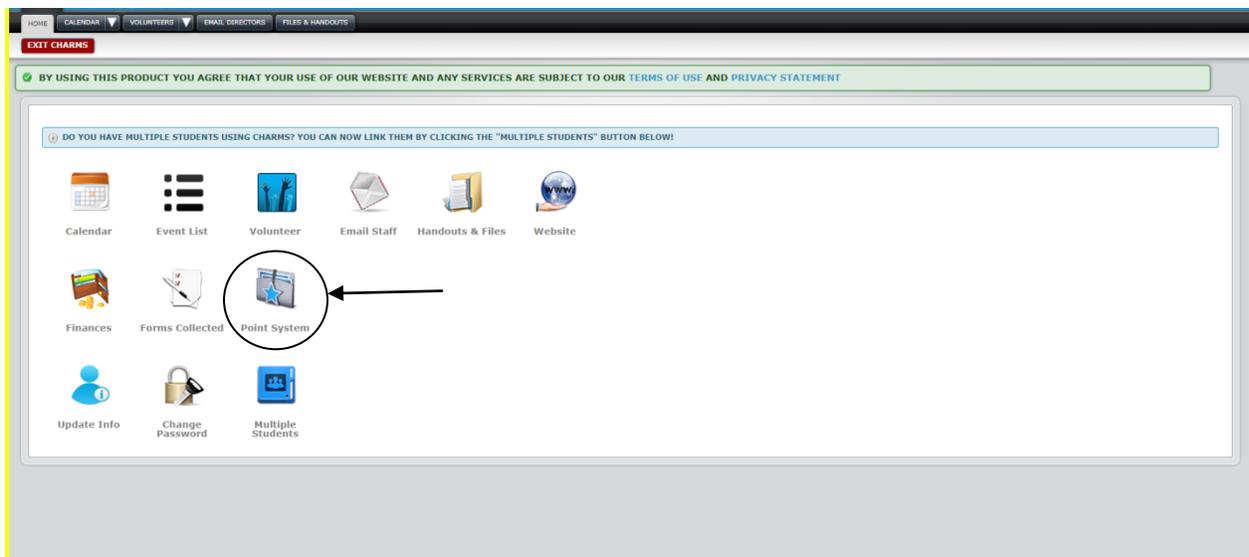
3. Fill in the name, address, and cell phone information and then click **Find my Password**.

TIP: The information entered here needs to match the information we have in Charms.

A reset link is emailed or texted to address or phone provided.

If your student is an incoming freshman or new to Glacier Peak, your student's temporary password will be their student ID number (from Skyward) preceded with a zero. After typing it in, your student will be prompted to change their password. We recommend students share passwords with parents and make note of the password and keep or store it in a safe place for reference as needed.

Through Charms, students can access various areas that are currently used in the Band Program including the areas of Calendar, Finance, Volunteer, Handouts and Files and most importantly the Point System.



The Point System is where students can check to see if they received the correct points for each of the Grizzly Band events they attended. The points are important if the student wishes to Letter in Band. Lettering in band requires a total of 150 points AND playing at 5 of the 10 basketball games Grizzly Band is scheduled to attend.

The screenshot shows a web interface for the 'Student Point System'. At the top, there are navigation tabs for 'FORMS' and 'POINT SYSTEM', and a red 'EXIT CHARMS' button. Below this is a blue header for 'Student Point System'. The main content is a table with three columns: 'Event', 'Points', and 'Date Earned'. The table lists various band events and their corresponding point values and dates. A final row shows the 'Total Points Earned' as 70.

Event	Points	Date Earned
Grizzly Band Rehearsal 9-16-2021	5	9/16/2021
Grizzly Band Rehearsal 9-2-2021	5	9/6/2021
Grizzly Band Rehearsal 8-26-2021	5	8/30/2021
Grizzly Band Rehearsal 8-19-2021	5	8/19/2021
Band Camp - Thursday	10	8/16/2021
Band Camp - Friday	10	8/16/2021
Band Camp - Monday	10	8/11/2021
Band Camp - Wednesday	10	8/11/2021
Band Camp - Tuesday	10	8/11/2021
Total Points Earned	70	

NOTE: If a student participates in fundraisers for trips or other events, the finance area allows students to see and track funds that he/she has earned.

Funds a student earns by fundraising can be used for trips, field trips and/or festivals, but it is up to you and your student to notify the Band Boosters via e-mail at gphsbandboosters@gmail.com that you wish to use funds earned for those events. Funds earned through fundraising will rollover to the next school year, however, funds earned through fundraisers cannot be cashed out. Any funds earned through fundraising that a student does not use by the time they graduate will either be rolled over to a sibling who will/is participate in band or be rolled over to the Booster Scholarship account that is used to help students in need.