

## The Charms App

Charms parent/student-side Mobile App is up, for both Android and Apple! Visit your particular App Store, and search for "Charms Blue" to download it. It has all the features they're used to, but with simpler navigation -- and the HTML-5 version Recording Studio!

Android: <https://play.google.com/store/apps/details?id=com.charmsmusic.charmsapp&hl=en>

Apple: just search for "Charms Blue" if you're an apple user!

### What can you do in the app?

Check financial balance

View the calendar

Email leaders

Update Info

Change password

Sign up to volunteer

View uploaded handouts/files

### Access the Charms app:

1. Click the app
2. Type your school code: CommerceBand
3. Enter password (either the student id or the password you chose)
4. Click enter Charms
5. To access help for the app, click the question mark (?) icon at the top right
6. To access main menu, click the 3 line icon at the top right
  - a. Click calendar for calendar of events
  - b. Email leaders to send an email to the directors
  - c. Click handouts to view handouts and files (such as early release form in the CHS band folder)
  - d. Click finances to see student financial statement with total credit applied to account
  - e. Click volunteer to sign up for available volunteer opportunities
  - f. Click profile to edit student personal info (click edit adult icon at top right of the student profile screen to edit adult personal contact info)
  - g. Click password to change password
7. To log out, click the 3 line icon at the top right and select logout

**To sync the Charms calendar (can only be used for the public calendar at this time):**

## **IPHONES**

1. Go into the Settings app
2. Touch "Mail, Contacts, Calendars"
3. Under Accounts, touch "Add Account"
4. On the Add Account screen, touch "Other"
5. Under Calendars, touch "Add Subscribed Calendar"
6. For the Server value, enter the URL of the public calendar:  
<https://www.charmsoffice.com/charms/calsynct.asp?s=CommerceBand>
7. Touch "Next" in the upper right corner.
8. It will verify the server then show a subscription page. Change the description if you like.
9. Touch "Save" to save the subscription

## **ANDROIDS**

To sync with Android devices, you will need to use your Google account and have a Google calendar created.

In your Google calendar on a real computer:

1. Under "Other Calendars" click the Add link.
2. Select "Add by URL"
3. Enter the following URL:  
<https://www.charmsoffice.com/charms/calsynct.asp?s=CommerceBand>
4. Click "Add Calendar"
5. Google will begin to sync your calendar, and it will appear on the screen.
6. Click "Settings"
7. Change the long name of the new calendar to something you will remember such as "Charms Calendar"
8. Your phone should automatically be set to sync with your Google calendar.
9. On your phone: Click on "Calendar", then bring up the settings for the calendar. Click on Calendar Sync. You should see your google account listed already. Make sure Auto-Sync is checked.

## **BLACKBERRY**

To sync with Blackberry, you must first download the "google sync" and install it on your phone.

1. Log into your Google calendar on the computer.
2. Under "Other Calendars" click the Add link.
3. Select "Add by URL"
4. Enter the following URL:  
<https://www.charmsoffice.com/charms/calsynct.asp?s=CommerceBand>
5. Click "Add Calendar"
6. Google will begin to sync your calendar, and it will appear on the screen.
7. Click "Settings"
8. Change the long name of the new calendar to something you will remember such as "Charms Calendar"
9. Your phone should automatically be set to sync with your Google calendar.
10. On your phone: Click on "Calendar", then bring up the settings for the calendar. Click on Calendar Sync. You should see your google account listed already. Make sure Auto-Sync is checked.

## **WINDOWS**

For Windows Phones with the new "Mango" upgrade you can now sync your Charms calendar:

1. On your PC, open the Windows Live Calendar site for the account your phone uses.
2. Click the **Subscribe** link (between **New** and **Share**).
3. Make sure **Subscribe to a public calendar** is selected
4. Enter <https://www.charmsoffice.com/charms/calsynct.asp?s=CommerceBand> as the Calendar URL
5. Enter "Charms" for the Calendar Name. The color and charm don't apply to the phone.
6. Click **Subscribe to calendar**.

Now the calendar from Charms is associated with your Windows Live calendar and will appear on your Windows Phone the next time you sync! Thanks David for the instructions!