

Charms Band Website

The THS Band Boosters would like to introduce the website that we will be using as a resource for marching band information. The website will be the most up to date source of information for dates, times, events, student fees etc. On this site you will be able to do the following:

- *Update student contact information
- *Email the directors
- *View the current calendar of events
- *View and print all handouts and schedules
- *Access student account statements and pay fees

If you do not have access to a computer, please let us know. We will gladly provide you with up to date information regarding your account.

HOW TO ACCESS THE SITE

Go to the main website address: www.charmsoffice.com

Go to the Login button at the top right. You'll then use the drop down menu and choose: student/parent login.

Our school login is: thsouthband

This will take you to the public portion of our website. You will find staff email addresses, handouts and the general calendar. You will also see the Student Area Password login box. This is to access your specific student information.

For all members, your default password is your "Student ID number". It will be this way until you go into the website and change it to something personal under the CHANGE PASSWORD tab. Please change your password so that your information cannot be accessed. For Example:

Student Name: Tim Murphy Default Password: Student ID Number (issued by the school)

Once logged in, you can view your student's attendance record, a calendar of events specific to your student's band activities, account statement, profile etc. Once logged in, all students need to update their profile information including **t-shirt size**. To find where to enter t-shirt size click on the little band member by your student's name.

Student Accounts

The finance page on the website is a great tool to keep parents up to date with what is still owed on their student's account. *Please be patient! A payment made yesterday may not appear immediately, but we will get to it soon.* Also, please look at the **TOTAL BALANCE DUE** at the top of the page to see how much is still owed. The fees ledger does not allow us to input partial payments, so until the fees are paid in full, you will see payments added to the misc. ledger until the total balance is paid. At that point, the credits will be applied and you will see a \$0 balance under fees. This is a little confusing at first but always look at the total balance due at the top of the statement.

Source of all info

The directors would like to encourage all families to view this site often. This will keep everyone informed and up to date. For marching band, each week an itinerary is handed out with details regarding the upcoming weekend's football games and contests. You also have the ability to print and sign permissions slips from the handout section. You may send those in with your student to the director as needed.

There is a YouTube video that helps explain the site. <https://www.youtube.com/watch?v=PAvoR8CgCwg>

If at any time there is a question or discrepancy, please contact the Band Booster Treasurer at
Thsbbtre2@gmail.com

Thank you,
THS Band Boosters

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