QMPO is proud to announce the new use of Charms software for the music department!

What is Charms?

Charms is an organizational software platform designed specifically for music programs. It efficiently manages inventory, uniforms, music library, communications, calendars, fundraising, student recordings, trips, attendance, file sharing, and much more! It will become the main way we communicate with you and your students, and the central "hub" of everything going on in the music department. It is free for you to use… and it's very intuitive and easy to use!

How will you benefit?

1. One central resource for all calendar items for any ensembles (and only the ensembles) your children are in. Rehearsals, concerts, due dates, auditions, etc. Includes full integration to your phone and other devices, along with alerts and reminders. Signing up in Charms will be the only way to view the shared calendar.

2. Much more tailored communications from QMPO. Charms allows us to group students and parents by specific ensembles and interests. So, you'll get less whole group emails from QMPO, and more emails that matter to you! We can also send text messages instead if that works better for you.

3. You will be able to login into Charms anytime and see your QMPO points balance, your points activity statement, the cost of trips (and how much you still owe), which uniform pieces and instruments you are responsible for, etc.

4. You will be able to easily download any forms, music, information that pertain to your ensembles.

5. It's necessary to become a member of QMPO, and therefore get the benefits that come with membership, **such as a QMPO Points account**, scholarships and awards, participation in fun events and fundraisers, etc.

How to login and populate your information:

1. Use the method below to determine your student login that was assigned.
2. Follow the step by step instructions on the other side of this page.

Your student ID is the first initial and **up to 10** letters of the last name of your student, followed by their 2-digit year of graduation. So, for example, if Mike Smithsonian is starting 12th grade this year, his student login in charms would be: *msmithonia18* .

A couple rules to follow…

• Logins are all lowercase

• If the last name has a space or hyphen, we only used the letters before the space or hyphen. For example, Mary Jones-Becker starting 11th grade would be mjones19.

• So you don't have to do the math, here's a list of graduation years for each grade.

12th graders: 18	9th graders: 21	7th graders: 23
11th graders: 19	8th graders: 22	6th graders: 24
10th graders: 20		

If you need help with your login, email erik@qmpo.org**. We will help you within 24 hours!**

You must update the following student and parent fields in Charms…

- Log on to www.charmsoffice.com, and click "ENTER / LOG IN" in the upper right corner.

- Locate the "PARENT/STUDENT/MEMBERS LOGIN" section of the web page.

- Login to your student's program account using the following School Code: **QMPO**

- The first time you go here, enter your child's ID NUMBER that you figured out on the other side into the ***Student Area Password*** field. You will be directed to the Change Password screen, to set a personal password different from the ID, for future use. You may also be directed to create both a unique Username and Password for the student. There are also mechanisms to recover/reset a lost Username/Password – when you create your new password, create a "hint" as well.

- Once you enter Charms using this new Username/password, another more detailed screen appears, with various button options for you to access areas in the Charms account. What appears here is partially up to the Account Administrator or Head Director.

- Click on the "Update Info" button at the bottom. Fill in all the information about the student that you can. This is THE STUDENT's contact info, not yours. If your student owns their own instrument, you can fill that out as well (so that if we find it in the band room, we'll know who to return it to). **MAKE SURE TO CLICK THE GREEN "UPDATE" button at the top right when completed.**

- Click on the Add New Adult button at the bottom. Enter the first parent's info here. See next bullet point for the interests section. You can chose to populate the last name, home phone number and address if the same as the student by clicking on the "Copy Dotted Fields from Student". Please make sure to include your relation to the student, your cell phone information, email address, and occupation information. These will be very beneficial. You only need to populate the drivers license field if you are going to be driving an equipment truck or something similar.

- In the Interests section at the right, please tell us how you'd be willing to help QMPO support the music program. Checking a box doesn't commit you to doing that. It just gets you on a list of people we can contact when we need help in that area. To remain in good standing with QMPO, every family **MUST** participate in some QMPO event at least once during the school year.

- **MAKE SURE TO CLICK THE GREEN "UPDATE" button at the top right when completed.** Repeat this process for any other adults that would be involved in your students music education.

- Feel free to click on the different icons at the top, and the different icons on the home page. It will give you a good feel for how it will be once we get everything populated and working.

- You can also download the Charms App to your smartphone – search your App Store for "Charms Parent/Student Portal" (or "Charms Blue"). It's the way to stay in touch on the go!

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