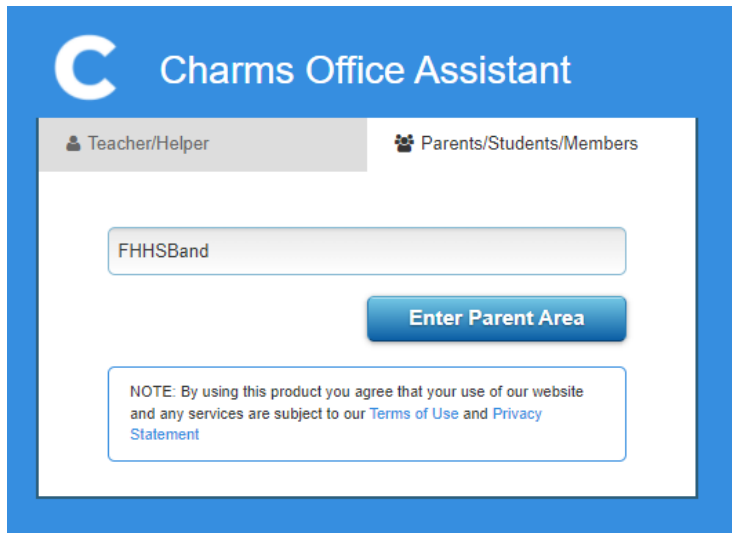
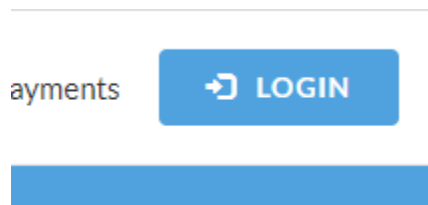


# Charms Login Instructions

The Francis Howell Band Boosters use the Charms Office system to track all dues accounting. Monthly statements should be sent out via email, but in order to check balances and identify if expected credits have been applied, it is necessary to have a login set up in this system. This system may also be used for volunteer sign-ups, document sharing, and other functions. It is therefore imperative that families know how to log in to this system.

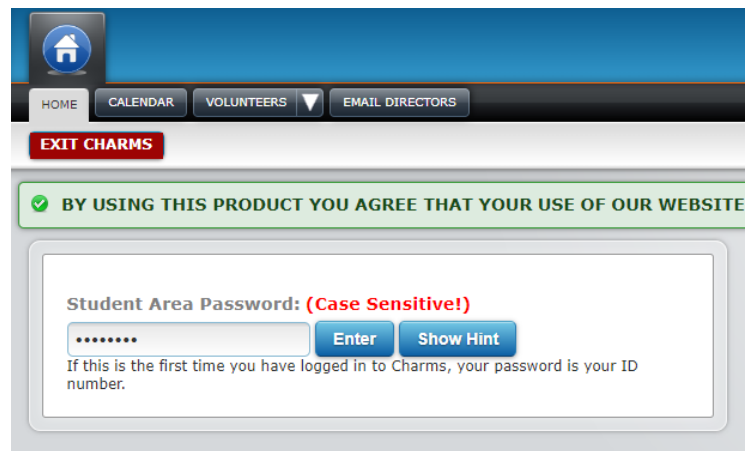
Navigate to <https://charmsoffice.com>, and click the Login button in the upper right corner of the screen.

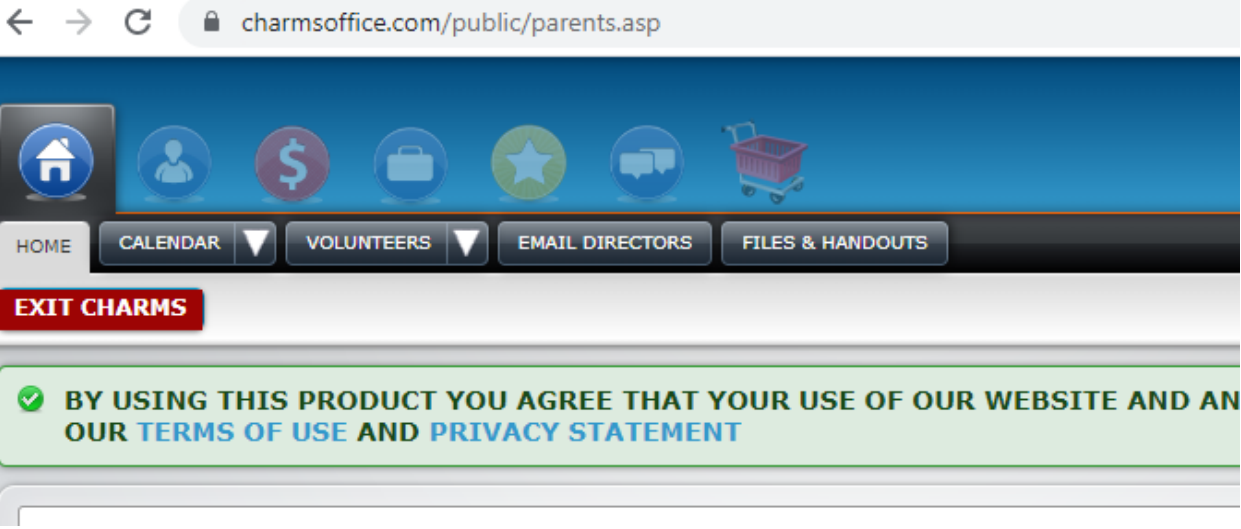


Be sure to click the tab that reads Parents/Students/Members, and type FHHSBand in the box, and click the Enter Parent Area button.

Enter the Student Area Password (you will need to contact Mr Miller for this information, but for new students, it is typically the student ID).

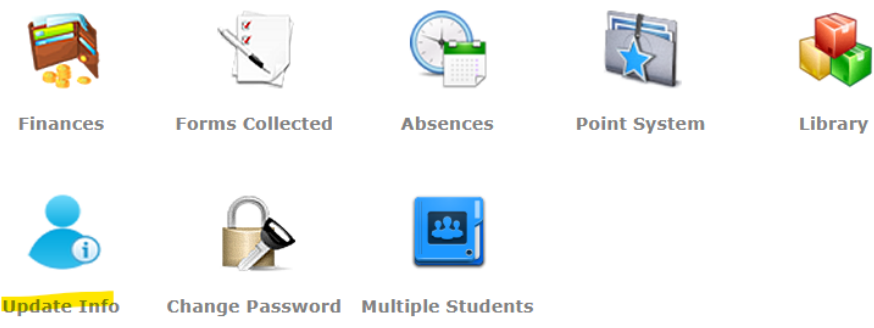
Once logged in, you will have access to review the finance area, the volunteer opportunities, and update your personal contact information, if needed. You should also consider changing your password.





In the above screen, click the red \$ icon to access financial information. Explore volunteer opportunities by clicking the Volunteers drop-down.

To update your contact information or change your password, use the Update Info icon towards the bottom of the home screen.



In addition to the web interface, there is also an app available that has a few limited features available. It is not recommended to use the app to sign up for volunteer opportunities, for example, but to get a quick look at where your finances stand, it's a handy app to have.