



Charms Start-up Guide

Welcome to Charms for the Vista Murrieta Instrumental Program. This guide is intended to help you log on for the first time and understand how your personal data is used.

The data you provide when you complete a commitment to a Mason Band group of event will be used for multiple purposes.

- The staff currently uses Charms to support their mission as music educators (for example, they track attendance, instrument rental and collection of forms).
- Band Boosters will use it during the academic year for event planning, volunteer sign-ups and fundraisers.

Thank you in advance for your help in providing accurate information as instructed below.

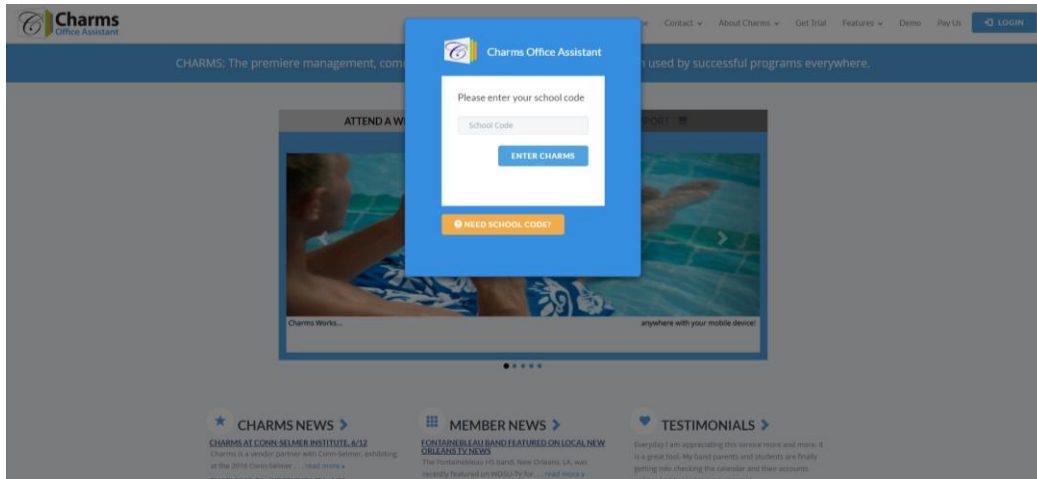
Student/Parent Login Instructions

1. Go to www.charmsoffice.com
2. Click Login – select Parents/Students/Members

A screenshot of the Charms Office Assistant website homepage. The top navigation bar includes links for Home, Contact, About Charms, Get Trial, Features, Demo, Pay Us, and a blue 'LOGIN' button with a right-pointing arrow. A red arrow points to the 'LOGIN' button. Below the navigation bar is a blue banner with the text 'CHARMS: The premiere management, communication, assessment, and financial system used by successful programs everywhere.' The main content area features a 'USER SPOTLIGHT' section with a photo of a school band and two captions: 'Seale MS Choir, Midlothian, Tx' and 'Six Flags spring festival photo – Nyadia Thorpe, Director'. Below the spotlight are three news sections: 'CHARMS NEWS', 'MEMBER NEWS', and 'TESTIMONIALS', each with a right-pointing arrow and a brief news item.

VISTA MURRIETA INSTRUMENTAL MUSIC PROGRAM

3. Enter the school code: vmhsband



4. Enter you Charms Login Information (For New Students - this is your band student ID number that can be found on the “Audition Results” page, not your school ID number. Returning Members – Use your existing login information.)



5. Click on “Update Info” and enter your information.
6. Go back to the “Home” screen and click on the “Handouts and Files” tab.
7. Click on the “2015-2016 Registration Forms” link under the tab.
8. Complete the on-line electronic forms.
9. **Print the completed forms.**
10. Turn in the completed registration forms at Band Registration Night with your donation.

Any questions regarding registration or Charms can be sent to Misty Mecham, the band secretary, at mmecham@murrieta.k12.ca.us