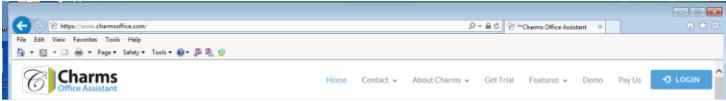


How to access parent/student information in

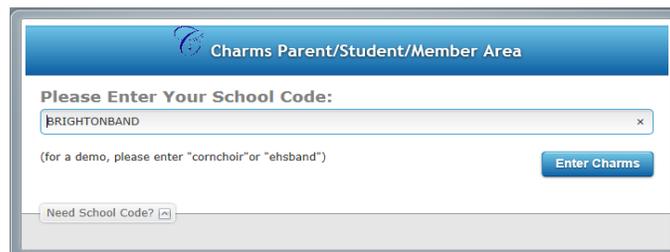
CHARMS

Mobile App Version	Computer Web Page Version
<p>1. Mobile App version for Android or iPhone from Play Store or App Store: Charms Blue – Student App.</p> 	<p>1. From your computer, log onto www.charmsoffice.com and click on the ENTER/LOGIN button on the right. Remember to make a bookmark or save as favorite.</p> 

2. Locate **Parents/Students/Members** and double click.

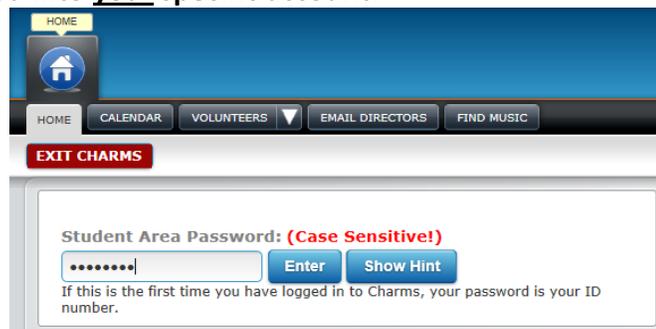


3. Use the following **School Code**: BRIGHTONBAND (all users use “BRIGHTONBAND”)

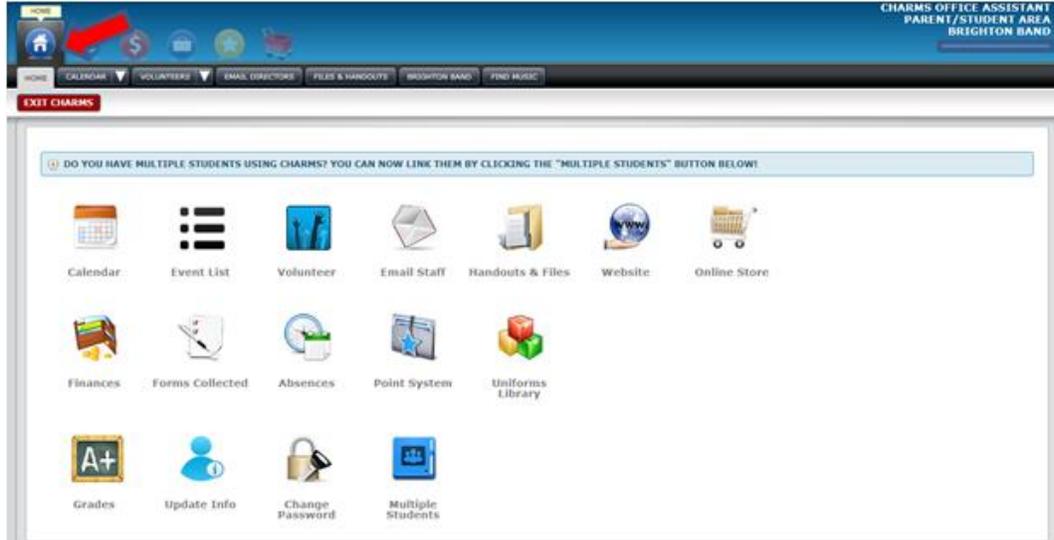


4. Enter **your** password in the **Student Area Password** box and click ENTER:
If you need a password or to have your password reset contact:
president@brightonband.com; vphighschool@brightonband.com
or vpmiddle school@brightonband.com.

Your password will log you into your specific account.



5. This will bring you to the main parent page. You will be able to view the calendar for the band, event list, handouts, and other files etc. Click the **HOME** button whenever you need to get back to this screen



6. **Calendar**- this link list events in a “Calendar” view. By clicking on an event on the calendar, details for that event will pop up, such as times, attendance requirements, and equipment/uniform necessities. These calendars can be printed, and synced to your iPhone, Android, blackberry or windows phone.
7. **Event List** - this link puts all the calendar information in the form of a list that is easy to print
8. **Volunteer link** - this link allows you to see and volunteer for upcoming events.
9. **Email the Staff** – this link allows you to email booster board, or coordinator from CHARMS.
10. **Handout and Files** - this link contains permission slips, physical forms, and other documents needed at various times. You can also upload files here as well.
11. **Website**- this button takes you to www.brightonband.com.
12. **Online store**- this does not have any items currently. But stay tuned.
13. **Finances**- **This is where you can find out fees that you band child owes and pay them online. This is your child’s account with the band.**
14. **Forms Collected**- this link allows you to see the forms collected from your child to date and those still due.
15. **Absences, Point System, Uniform Library, and Grades** are not currently being used.
16. **Update Information**- This is where you put your current information. This helps the directors stay in touch with the parents.
17. **Change Password** - This link is where you can change your password from the one set up for you by our staff.
18. **Multiple Students** – If you have more than one student in band you can combine their accounts in charms with this option.