



## Charms information for everyone!

If you have been a member of the Youth Orchestra/Handbell program in the past, you should know what charms is and how we use it. You may not need to read all these directions, but this first section is for everyone. One important thing you need to know for this year is that our group name has changed.

[www.charmsoffice.com](http://www.charmsoffice.com)

Click Enter and Student/Parent

Our Group Name is now **cormusic**

Your login is the first letter of your first name and then your last name.

For example: Gwen Gepford would be **ggef**

We appreciate you keeping all your information current in charms.

## More Detailed Explanation of Charms for New Members

### What is Charms?

Charms is an online program used by many high school and middle school music programs to communicate with parents/students, keep track of financial records, calendar, volunteer opportunities and a variety of other things. It is especially designed for band/orchestra/choir programs. We use it here at the church with our youth music programs and some of the adult ones. We do not use all aspects of the program. When you log in, you may see sections such as "Points System" that we do not use. But, the parts that we use work very well for our purposes.

### Charms Database/communications

We use charms as our primary database to keep track of our student and their parent's information. We need for you to make sure this information, especially all of your emails, is up to date. These are the email addresses we will use to communicate with you. When you receive an email from us, it will probably say it is from "charms office."

All new members should log in (see directions above) and add their contact information and their parent's information.

### Financials

Charms is also very useful in tracking all of our financial information. Under the students account, it will show if you owe money for anything (ie, shirts, tour payments) and will also list the payments that you have made. You can go in at any time and check this information for yourself.