



E N O C H S

INSTRUMENTAL MUSIC and COLOR GUARD PROGRAM

CHARMS TUTORIAL

Dear Parents/Guardians,

The Band Boosters would once again like to say welcome to the Enochs High School Marching Band and Color Guard! The Booster Club and the band directors utilize an online management system, CHARMS, to manage band events and activities. As a parent, it is vital that you familiarize yourself with CHARMS and to ensure your contact information is up to date. If your contact information is not current in CHARMS, you may miss out on important information throughout the year. For your convenience, an overview of how to log into CHARMS and explanation of CHARMS menu items is provided below.

Your CHARMS account has been established, so please follow the instructions below to view your student's account. If you have any questions, please contact the Boosters at enochsbandboosters@gmail.com.

To login to CHARMS to view your student's CHARMS account:

- 1. Go to <https://www.charmsoffice.com/charms/plogin.asp>**
- 2. At the "Please Enter Your School Code:" prompt, enter "JCEHSMusic" (this is NOT case sensitive)**
- 3. In the "Student Area Password:" box, enter your student's School ID number. This IS case sensitive. This is your initial password. Once in CHARMS, you may update your password by clicking on "Change Password" menu item.**
- 4. IMPORTANT! PLEASE Verify your student's ID number is correct and that your email, phone, and address are correct under to "Update Info" menu item to ensure you receive weekly emails and mailings and so the band directors and Boosters may contact you if necessary.**
- 5. View the band and booster's calendar under the "Calendar" menu item.**
- 6. Check your student's finances, make online payments under the "Finances" menu item. Your monetary pledged amounts for the 2015-16 year will show. You can either mail payment to "EHS Eagle Foundation Music Boosters" at 3201 Sylvan Ave, Modesto,**



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CA 95355 or by clicking on the blue "pay pledged amounts" button under the fixed payment portion of your financial statement under "FINANCES" in CHARMS. You can find a monetary pledge schedule sheet under "handouts/files" in CHARMS - choose the Monetary Pledged Support Sheet.

7. Check to see if the required forms (to be given out this coming August) have been turned in under the "Forms Collected" menu item. Forms for the 2015-16 school year will be distributed at the Band Parent Meeting at the beginning of August. Forms can also be found under "Handouts and Files" for you to download to print, complete, and turn in to the Booster Mail Box inside the Band Room.

8. Sometimes the boosters and/or band directors will send home flyers or handouts which may be needed from you – copies of these will be either attached to weekly emails or can be found under the "Handouts and Files" menu item.

9. Visit the school's band website by clicking on the "Website" tab. The boosters also can be found on Facebook at <https://www.facebook.com/enochsbandboosters> or on the Boosters Facebook Page: https://www.facebook.com/Enochs-High-School-Music-Boosters-212949859051966/?ref=aymt_homepage_panel

10. Check the Online Store to purchase additional items throughout the year when they become available. Certain items students need or the Boosters sell will appear for limited times throughout the year prior to the Booster's placing orders.

11. To volunteer to help with events this next year, click on the "Volunteer" menu item. We are asking all parents to volunteer for as many functions as they can, especially football game concessions. The monies raised from concessions helps pay for items the band needs, thereby keeping your student fees low. Sign up to volunteer in CHARMS by viewing the CALENDAR and looking for the football games you wish to volunteer at. Events with volunteer opportunities will have a rainbow colored hand icon underneath them. Click on the hand to sign up.

12. Email the Music Staff by clicking on the "Email Staff" menu item.



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13. Select the top left icon, Calendar to view the scheduled events for each given month. If you use a smartphone, you can follow the instructions given on CHARMS to sync the CHARMS Calendar to your calendar on your smartphone. There will be instructions on how to sync your calendar depending on your type of smartphone being used. As seen in the next example:

The screenshot shows a web browser interface for the CHARMS website. At the top right, it identifies the user as 'CHARMS OFFICE ASSISTANT PARENT/STUDENT AREA JAMES C ENOCHS HIGH SCHOOL MUSIC'. The navigation menu includes 'HOME', 'CALENDAR', 'VOLUNTEERS', 'EMAIL DIRECTORS', 'FILES & HANDOUTS', and 'FIND MUSIC'. The 'CALENDAR' tab is active, and a sub-menu shows 'EXIT CHARMS' and 'SYNC Calendar'. A notification bar indicates '1 NEWS ITEM!'. Below this, a note states: 'NOTE: YOU CAN ONLY SYNC THE PUBLIC CALENDAR WITH YOUR MOBILE DEVICES, NOT YOUR PRIVATE CALENDAR!'. The main content area is titled 'SYNC Charms Public Calendar with Your Mobile Devices' and includes the following text: 'With modern mobile devices and calendars, you can keep all your calendars in sync with a few simple settings. (Note - these steps will only sync the public calendar for now). Select your device and follow the listed steps:'. There are three expandable sections: 'For iPhones:', 'For Android Phones:', and 'For Blackberry Phones:'. The 'For iPhones:' section is expanded, showing a list of 9 steps: 1. Go into the Settings app; 2. Touch "Mail, Contacts, Calendars"; 3. Under Accounts, touch "Add Account"; 4. On the Add Account screen, touch "Other"; 5. Under Calendars, touch "Add Subscribed Calendar"; 6. For the Server value, enter the URL of the public calendar: <https://www.charmsoffice.com/charms/calsync.asp?s=jcehsmusic>; 7. Touch "Next" in the upper right corner; 8. It will verify the server then show a subscription page. Change the description if you like; 9. Touch "Save" to save the subscription.



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14. Below is another screen capture image that outlines the functions of what can be accessed on the CHARMS Hub. However, some icons may not be available to all users.

WHAT CAN YOU DO IN CHARMS?

From the Home/Main Menu in CHARMS, also called THE HUB

The screenshot shows the CHARMS Hub interface with the following callouts and functions:

- STUDENT INFO** (top left)
- FINANCES** (top left)
- HOME** (top left)
- CALENDAR** (top left)
- VOLUNTEER NEEDS** (top left)
- EMAIL DIRECTORS** (top left)
- FILES & HANDOUTS** (top left)
- EXIT CHARMS** (top left)
- CHARMS OFFICE ASSISTANT PARENT/STUDENT AREA JAMES C ENOCHS HIGH SCHOOL MUSIC** (top right)
- 1 NEWS ITEM!** (top right)
- See where the Band/Boosters need help** (center)
- List of Band/Booster Events** (center)
- Sign Up to Volunteer for Specific Events** (center)
- Download copies of Band/Booster Forms** (center)
- Calendar of Band & Booster Events** (center)
- Calendar** (center)
- Event List** (center)
- Volunteer** (center)
- Email Staff** (center)
- Handouts & Files** (center)
- Website** (center)
- Online Store** (center)
- Buy tickets and other items that may be for sale** (center)
- Check to see student's account balance** (center)
- Finances** (center)
- Forms Collected** (center)
- Absences** (center)
- Uniforms** (center)
- Check which forms your student has turned in** (center)
- Email Band Directors** (center)
- Go to the school's band** (center)
- Accidentally deleted your weekly news email from the band? Not sure what is going on currently? Read the NEWS.** (right)
- Coming Soon: See if your student has any uniform items checked out** (center)
- Look at your student's band attendance** (center)
- Update Info** (bottom left)
- Change Password** (bottom left)
- Change your CHARMS login password** (bottom left)

IMPORTANT! Update your student & parent/guardian information as soon as possible! Without correct mailing addresses, email information & phone numbers, Band Directors and the Booster Club will not be able to contact you & your student. CHARMS is used to send weekly emails, make labels to send out invitations for the annual Band Banquet and other forms, and to contact families in emergency. There are too many band students to carry around paper contact sheets, so please take time to update you and your student's contact information.



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If you have any questions or concerns, feel free to contact the Boosters via email at enochsbandbooster@gmail.com