

## **CHARMS Office Assistant: Our Next Step in Record Keeping & Fee Payment!**

The Lakewood Lancer Bands manage all student contact and financial information through a web-based management program called Charms Office Assistant.

The Charms Office system, already in use by Lakewood Drama, is a program which allows Parents, Students, and Directors to manage their information, fees, and payments more easily. Charms is a web based management program where students and parents can keep track of and update all contact information, see fee information online, and make payments for band fees ONLINE via PayPal!

Though I already have the contact information included in the intent form, I need every parent/student to add their information into the Charms Program. You can access this information and update it at any time, a very convenient feature as addresses and phone numbers change often.

For your convenience, I have already entered all **high school band students'** names (incoming freshman included) into the program and assigned each a basic password. Please follow the steps below to UPDATE STUDENT INFORMATION in Charms. As an administrator of the program, I can see when parents and students log on. **All updates MUST be completed by May 27<sup>th</sup>!** ☺

**Please complete the steps listed on the next page  
no later than May 27<sup>th</sup>, 2011!**

**Information MUST BE UPDATED BY THIS TIME!**

***\*\*\*I will be using this information to send you  
important band camp information over the  
summer!\*\*\****

## Steps to update student information:

- 1) Go to [www.charmsoffice.com](http://www.charmsoffice.com)
- 2) Locate the green ENTER tab on the top right side of the screen
- 3) Click it or drop down to Parent/Students/Members section.
- 4) The Schoolcode is: **LakewoodLancerBand** (all one word)
- 5) When prompted for a password, enter the following:  
\_\_\_\_\_. This password can be changed.
- 6) On the next page, click the icon in the bottom row named “Personal Info”
- 7) Complete **ALL blanks** in the Personal Info portion then hit the green Update button in the top right corner to save information. Click the blue tabs at the bottom to enter ADULT information (also needed).
- 8) **\*\*\*So we can be sure you updated your info, enter the word LANCERS in Adult 1’s “Occupation” tab\*\*\***
- 9) *Be sure to click the green “Update” button often to make sure your changes are saved!*
- 10) Locate the Password tab at the top left of the page. **CHANGE YOUR PASSWORD** from the one I provided to whatever you choose. If you need it re-set in the future, I can do that.
- 11) Use the round, multi colored buttons on the top left of the screen to explore the features of Charms! There’s an online Calendar, a list of files and handouts, volunteer needs, and a Finances tab to manage and pay band fees online.
- 12) See attached sheet for how to pay fees online!

**\*\*\*FEES FOR 2011-2012 WILL BE ADDED IN JUNE!!!**

**\*\*\***

Feel free to e-mail me with any questions or concerns!

Thanks!

*Miss Houck*

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