

Registering your Returning TWHS Band Student

TWHS Band uses a system called Charms Office Assistant in order to keep track of student information, publish calendars of events, communicate with band members and parents, accept payments, sell merchandise, and more.

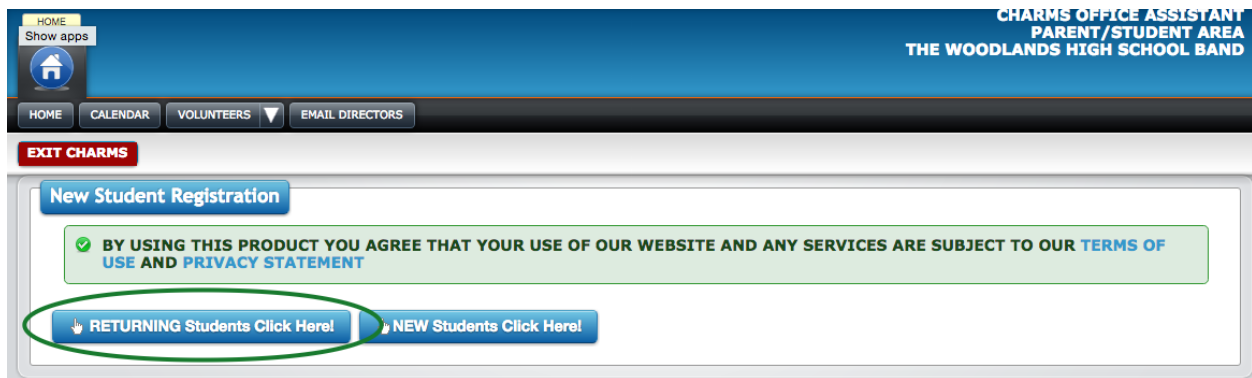
Please follow these steps to register Returning Students in the Charms system.

Step 1

In your computer's browser navigate to

<https://www.charmsoffice.com/charms/selfregister.asp?s=TWHSBand>

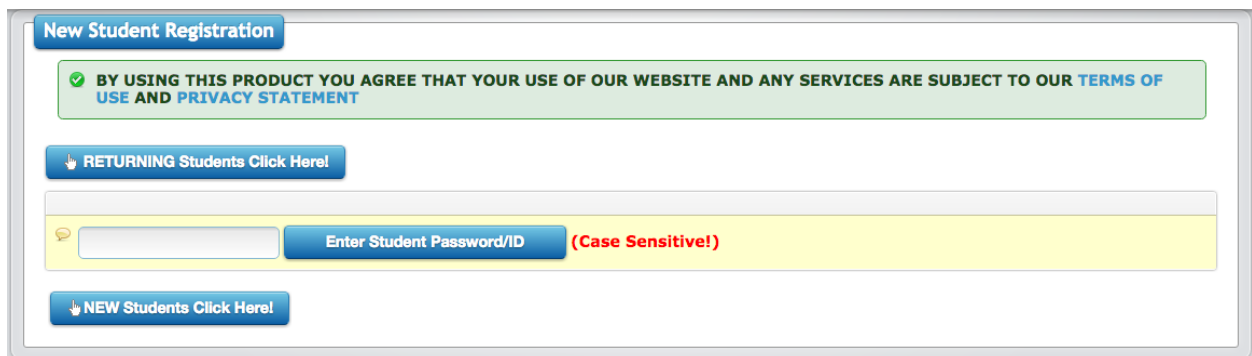
once you do you should see a page similar to the image below...



Step 2

Click on the “RETURNING Students Click Here” button (circled above) and the page should open (as shown below) to prompt you for your Student’s ID.

If you do not know your student’s id, please send an email to StudentIDs@TWHSBand.com with their name, age, and grade, and their ID will be sent back to you.



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Step 3

If this is the first time you're accessing your student's information you'll be asked to change your password. Fill out the form that appears (shown below) and press the Change Password button.

Your default password is the same as your Student ID – once you change it using this form, however, you will need to remember it in order to access your student's information in the future.

Change Student Password

PLEASE CHANGE YOUR CHARMS PASSWORD TO SOMETHING OTHER THAN YOUR ID NUMBER.

Current Password/ID:

New Password:

Confirm New Password:

New Password Hint:

Change Password

After entering your student's ID and your selection of a password (and a hint), press the Change Password

Step 4

A menu of functions available in Charms will appear. Click on the Update Info button in the bottom left to change your student's information. You can also click on the Calendar, Website, and Online Store for more information or to make specific payments.

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STUDENT PASSWORD CHANGED

DO YOU HAVE MULTIPLE STUDENTS USING CHARMS? YOU CAN NOW LINK THEM BY CLICKING THE "MULTIPLE STUDENTS" BUTTON BELOW!

Calendar Event List Volunteer Email Staff Handouts & Files Website Online Store

Forms Collected Library



Update Info Change Password Multiple Students

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Step 5

Enter your student's information.

Once you've completed entering your student's information press the Update button in the top right.

Update Student Detail - Example Student   **Update**

[Add New Adult](#)

Example's Information

Student ID	123456	Sex	M
First Name	Example	Locker	Combination none
Middle Name		Birthdate	5/1/2004
Last Name	Student	T-Shirt Size	
Address	22 Somewhere Lane		
City, St Zip	The Woodlands TX 77380	Primary Group	none
Phone	(832) 555-1212	Cell	(832) 555-1212
Cell Carrier	AT&T (SMS)		
E-mail	mystudentemail@gmail.com		
Personal Instrument	<input type="checkbox"/> OFF		
Instrument/Part:	Marching Inst.: Not Assigned Reg. Band Inst.: Not Assigned Unused Inst.: Not Assigned		
Class Teacher			
Shirt Size	Medium		

[Example Student's Information](#)

[Add New Adult](#)

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Step 6

If applicable, you should now click on the Add New Adult button and add information about the adults related to the student. Typically these are only the immediate parents, or guardians, of the student. Fill out as many fields as you can. This information is used to keep you informed of band events and, if necessary, to contact you in case of an emergency. Once you've completed the form press the Update button in the top right.

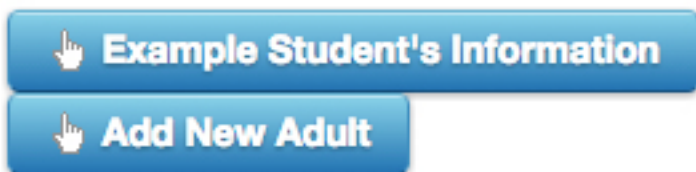
Add New Adult

Copy Dotted Fields From Student?

Salutation	Mr.	Relation	Father
First Name	Example	E-mail 1	dadsemailaddress@gmail.com
Last Name	Student	E-mail 2	
Work Phone	(832) 555-1212	Occupation/Skills	Parent
Home Phone	(832) 555-1212	Drivers License	121212121
Cell Phone	(832) 555-1212	Date of Birth	1/1/1970
Carrier	AT&T (MMS)		
Address	22 Somewhere Lane		
City, St Zip	SPRING TX		
	77380		

Step 7

If applicable, add additional adults to your student's record. Please note that each adult must have their own record in the system. For example, if you wish for two parents to be associated with your student, you will need to add two complete Adult records.



Congratulations, You're finished. Thank You for helping the TWHS Band by registering your student.