

# Paying your TWHS Band Fees

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.

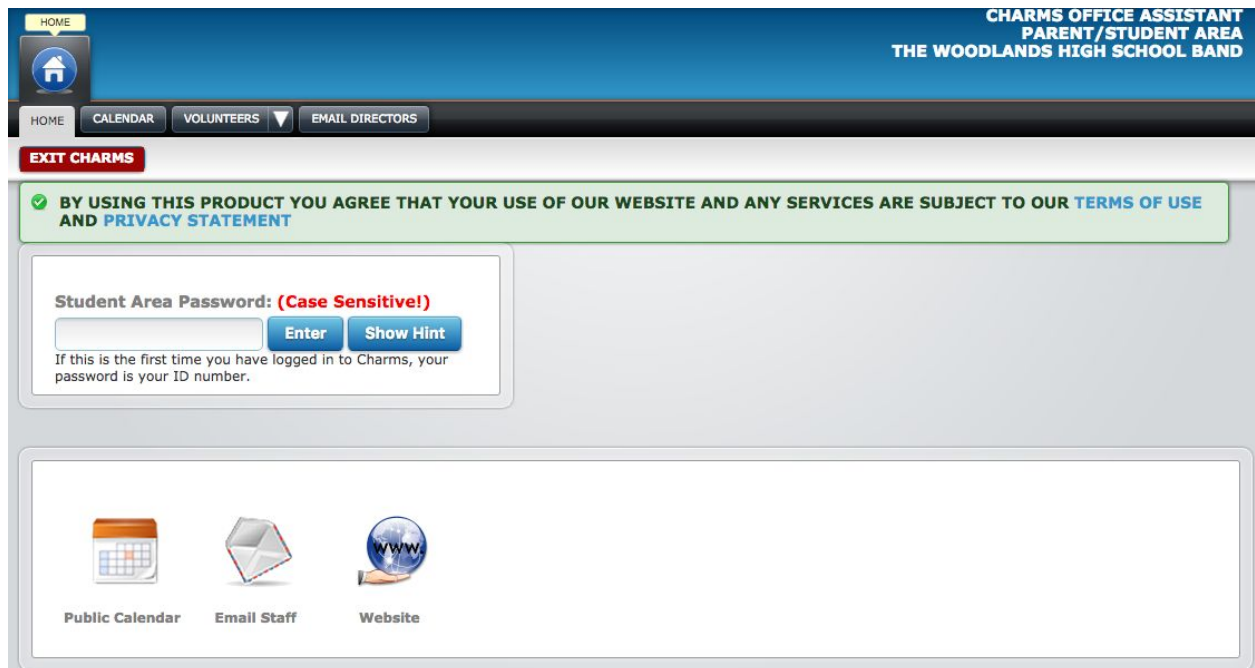
Please follow these steps to register Returning Students in the Charms system.

## Step 1

In your computer's browser navigate to...

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

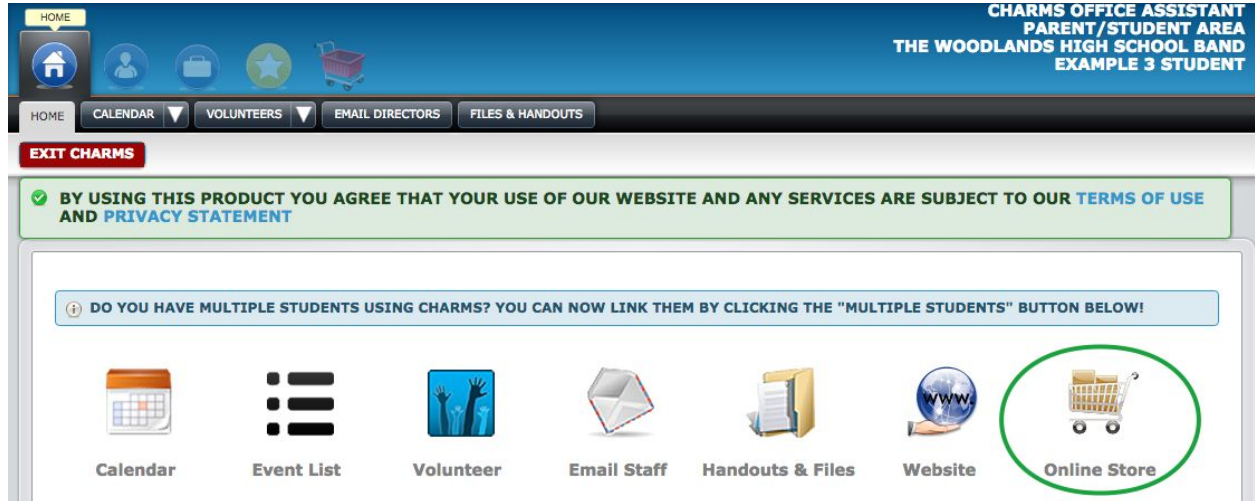
Once you do you should see a page similar to the image below...



# Paying your TWHS Band Fees

## Step 2

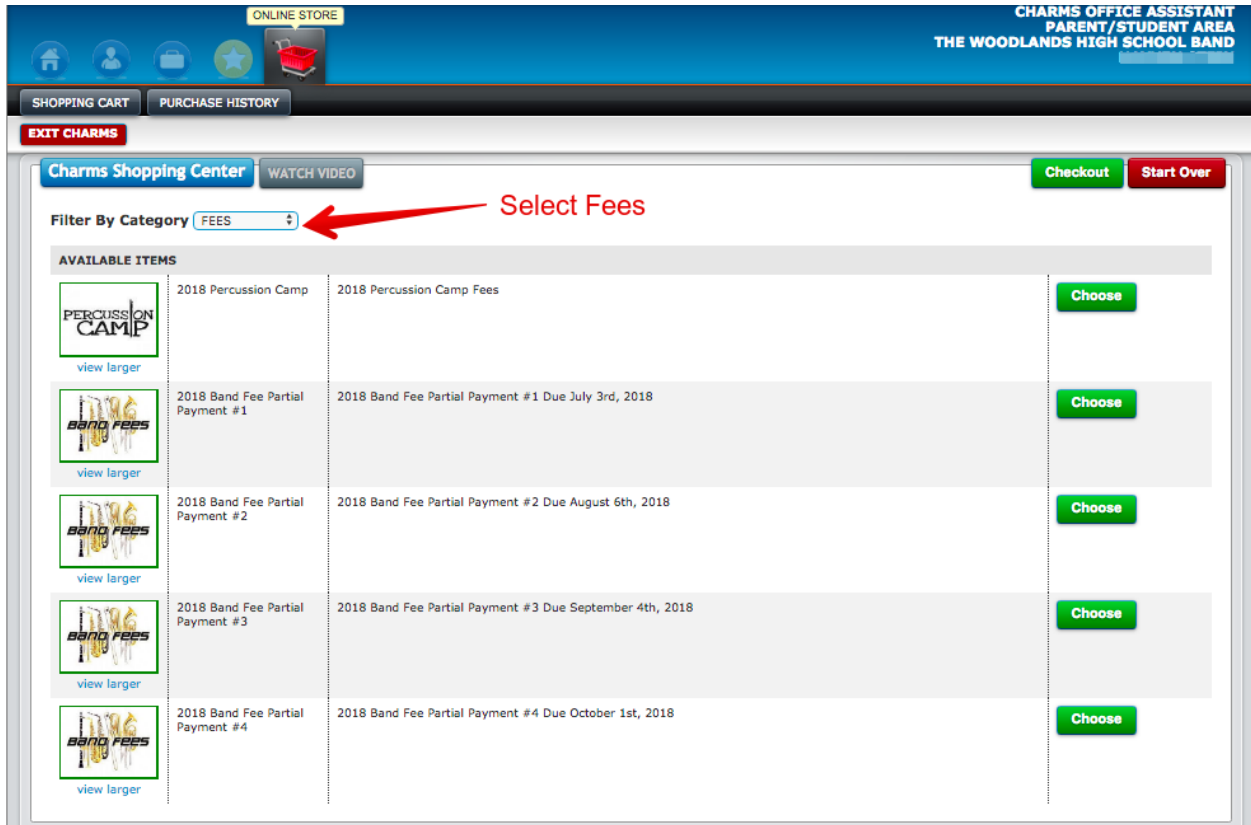
Enter your password in the field titled Student Area Password and press Enter. You should now see a menu of options that looks similar to the image below...



# Paying your TWHS Band Fees

## Step 3

Click on the Online Store icon and you should be presented with screen similar to this....

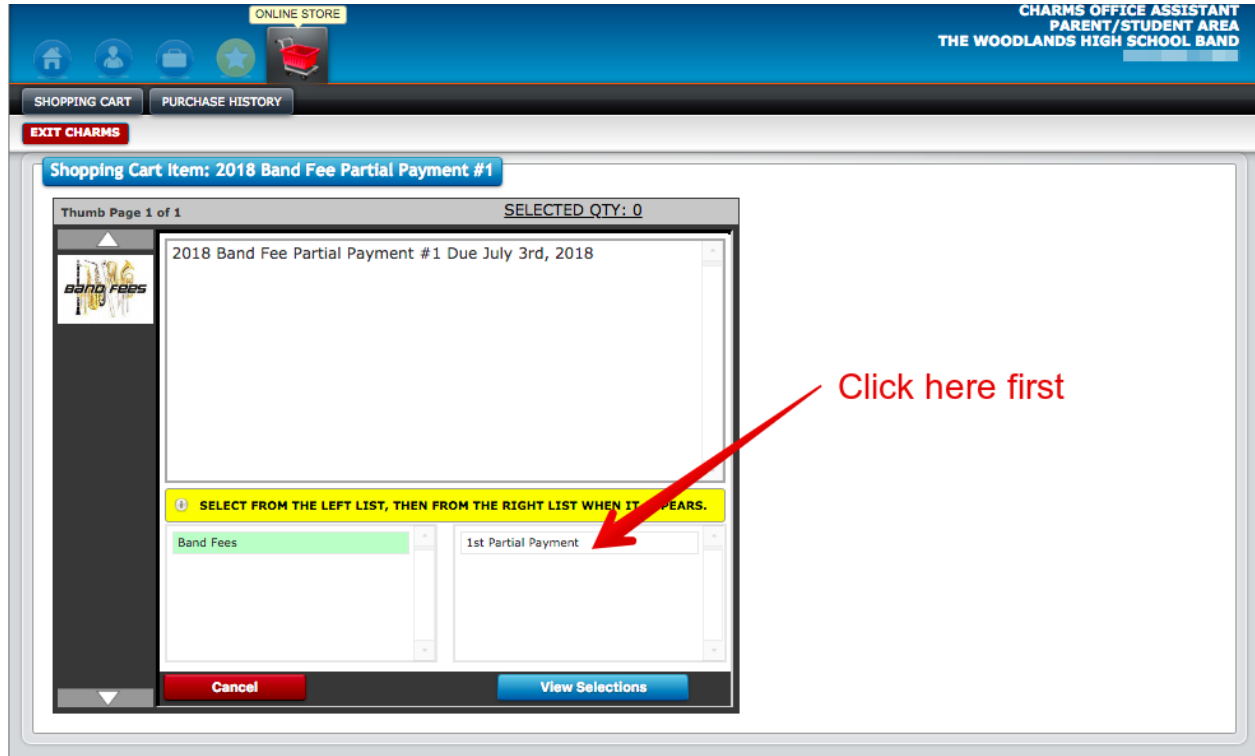


In the Filter By Category dropdown find the entry for “FEES” and select it. In some cases the first items you’ll see in the store are the band fees but selecting the FEES category limits the items you see to just the Band fee items which might be easier to review.

# Paying your TWHS Band Fees

## Step 4

Press the “Choose” button next to the Band Fee you wish to pay and the screen will change to something like this:

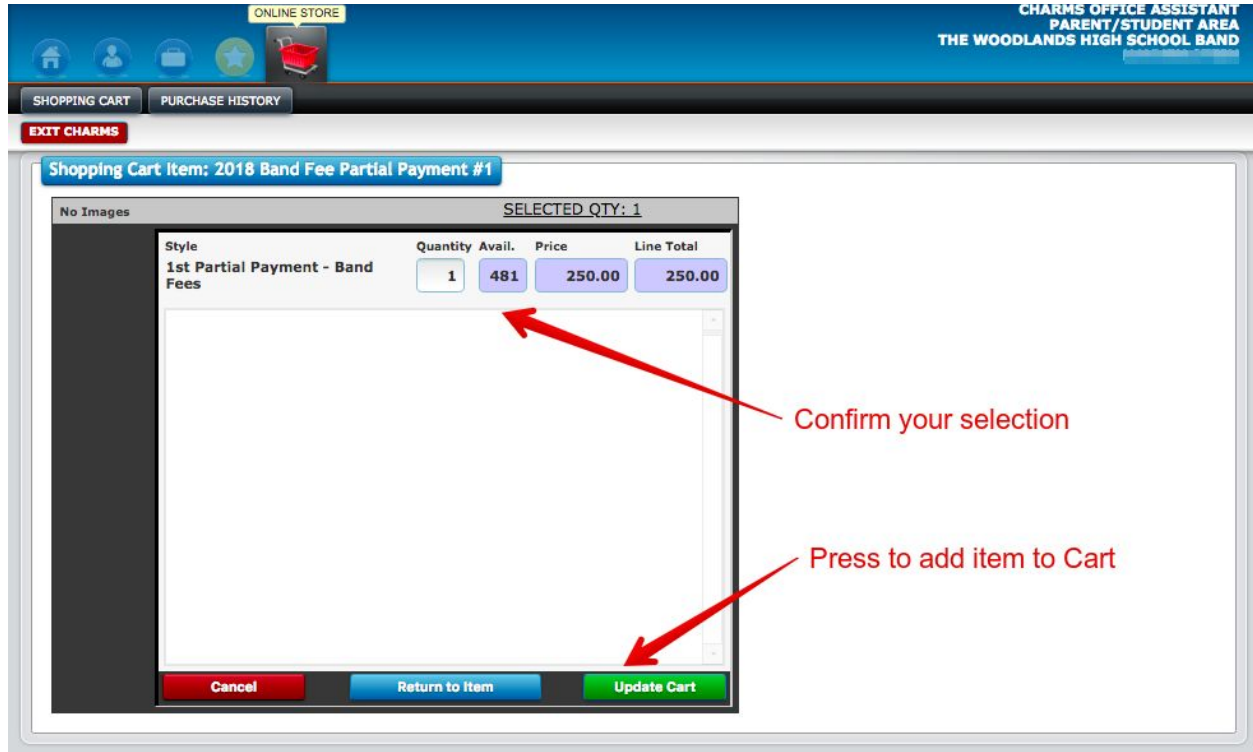


This screen describes the item you've selected and lets you choose between multiple options. In the case of fees there is only one option so click on the only item in the lower right column.

# Paying your TWHS Band Fees

## Step 5

As soon as you click on the item in the lower right column the screen will switch to something like this...

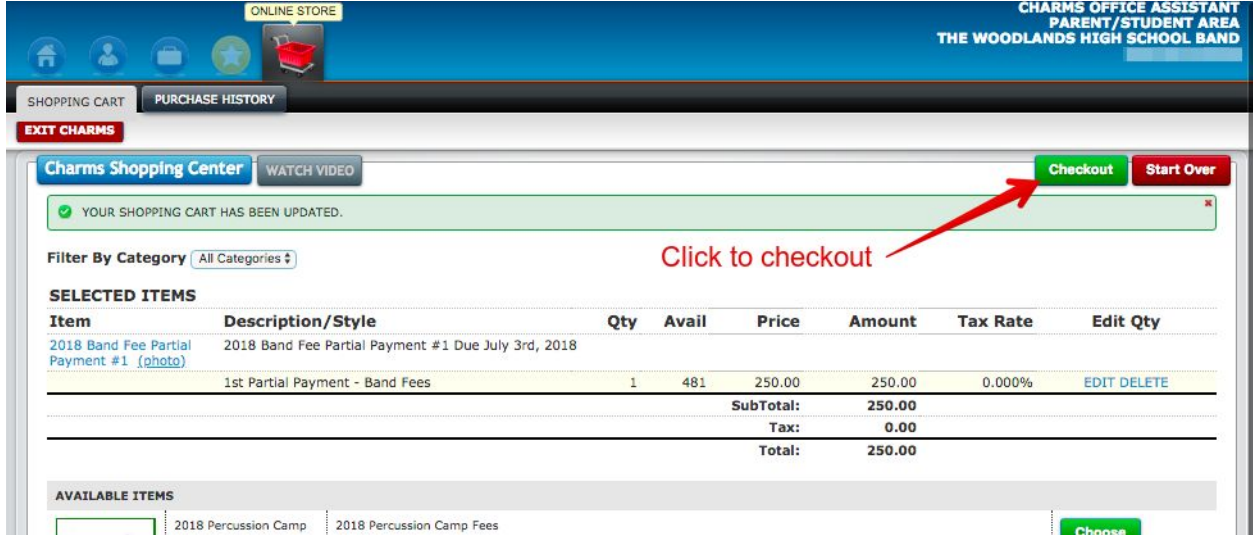


On this screen you can review the item you have selected and, if it looks correct, press the green Update Cart button to add the item to your shopping cart in order to check out.

# Paying your TWHS Band Fees

## Step 6

You will be returned to the online store and your current cart items will be shown at the top of the screen similar to the image below...

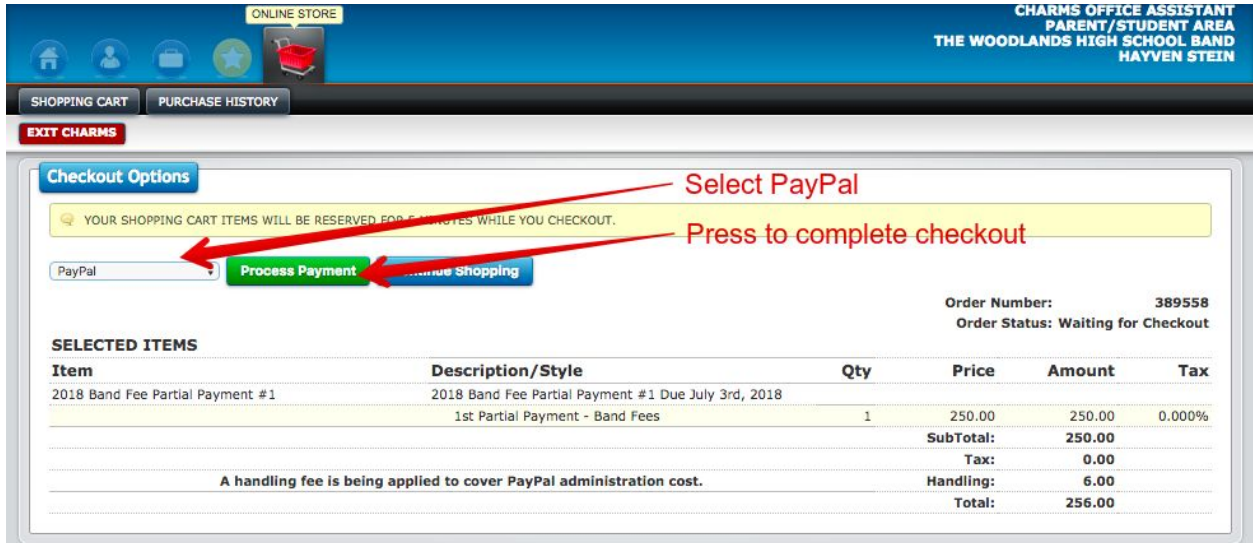


Click on the Checkout button to complete payment for this fee item.

# Paying your TWHS Band Fees

## Step 7

Once you've pressed Checkout you'll see the Checkout Options screen shown below.



On this screen press "Choose a Payment Option" dropdown and select PayPal (currently the only payment processor available). And then press the Process Payment button.

## Step 8

At this point you'll be taken to the PayPal web site where you'll need to log in to your PayPal account in order to complete the payment process.