

# Registering your 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.

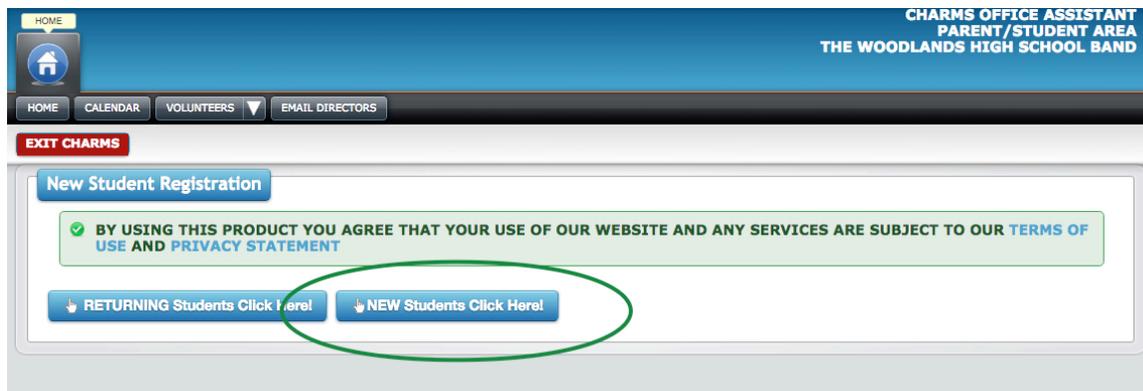
Please follow these steps to register NEW (or Transfer) students in the Charms system.

## 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 button that reads "New Students Click Here" (circled above). Once you do the screen should expand to contain the following form...

**REQUIRED FIELDS ARE BORDERED IN RED.**  
AFTER YOU REGISTER YOUR STUDENT, YOU CAN ENTER ADULT RECORDS.

<b>Student ID</b>	<input type="text" value="123456"/>	<b>Sex</b>	<input type="text" value="M"/>
<small>(if unknown, contact your teacher or director for instructions)</small>		<b>Entering Grade</b>	<input type="text" value="9"/>
<b>First Name</b>	<input type="text" value="Example"/>	<b>Birthdate</b>	<input type="text" value="5/1/2004"/> <small>(For travel purposes)</small>
<b>Middle Name</b>	<input type="text"/>	<b>Instrument/Part:</b>	<input type="text" value="Not Known Yet"/>
<b>Last Name</b>	<input type="text" value="Student"/>	<b>Shirt Size</b>	<input type="text" value="Medium"/>
<b>Address</b>	<input type="text" value="22 Somewhere Lane"/>		
<b>City, St Zip</b>	<input type="text" value="The Woodlands"/> <input type="text" value="TX"/> <input type="text" value="77380"/>	<input type="button" value="Register"/>	
<b>Home Phone</b>	<input type="text" value="8325551212"/>		
<b>Cell Phone</b>	<input type="text" value="8325551212"/> <b>Carrier</b>		
	<input type="text" value="AT&amp;T (SMS)"/>		
<b>E-mail</b>	<input type="text" value="mystudentemail@gmail.com"/>		

# Registering your TWHS Band Student

## Step 3

Enter your new student's information.

If you do not know your student's id, please send an email to [StudentIDs@TWHSBand.com](mailto:StudentIDs@TWHSBand.com) with their name, age, and grade, and their ID will be sent back to you.

Once you've completed the form press the Register button. When you do the form should change to look like the following image...

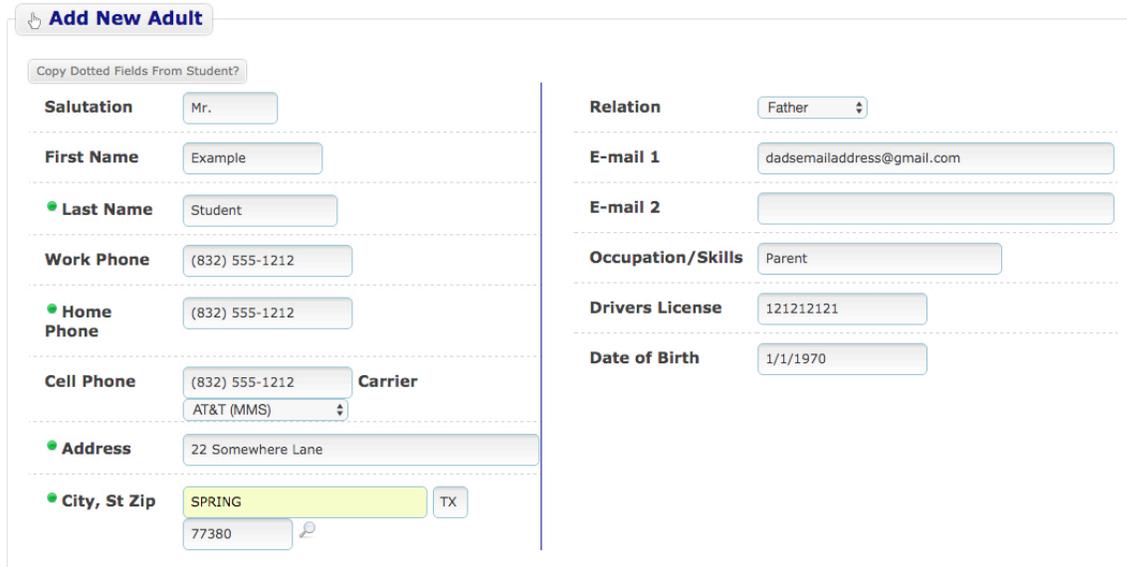
The screenshot shows a web form titled "Update Student Detail - Example Student" with a green "Update" button in the top right corner. The form is divided into two main columns. The left column contains fields for Student ID (123456), First Name (Example), Middle Name, Last Name (Student), Address (22 Somewhere Lane), City, St, Zip (The Woodlands, TX, 77380), Phone (832) 555-1212, Cell (832) 555-1212, Cell Carrier (AT&T (SMS)), and E-mail (mystudentemail@gmail.com). The right column contains fields for Sex (M), Locker (Combination), Birthdate (5/1/2004), T-Shirt Size, Primary Group (none), Other Groups (Self Registrations), Instrument/Part (Marching Inst.: Not Assigned, Reg. Band Inst.: Not Assigned, Unused Inst.: Not Assigned), Class Teacher, and Shirt Size (Medium). At the bottom left, there is a "Personal Instrument" dropdown menu set to "off" and another "Add New Adult" button.

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

# Registering your TWHS Band Student

## Step 4

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?

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

## Step 5

Once you've pressed Update to add an adult you will see two buttons at the bottom of the screen that will allow you to update your student's information or add another adult to your student's record.



If you don't wish to change any information, or add an additional adult...you're done.

Congratulations. And Thank You for helping the TWHS Band by registering your student.

Please review the information on the following pages.

# Registering your TWHs Band Student

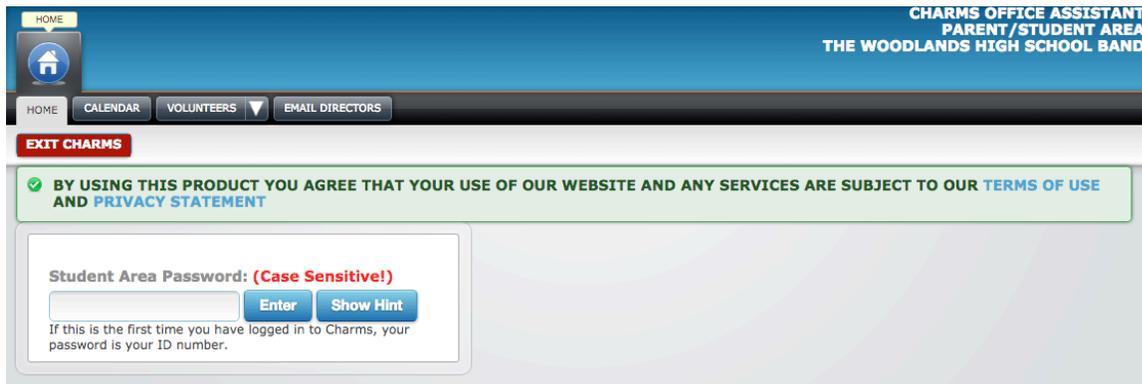
## Logging into Charms to change your student's information (or for other functions)

### Step 1

Navigate to

<https://www.charmsoffice.com/charms/parents.asp?username=TWHsBand>

.and you should see a screen that looks like this:

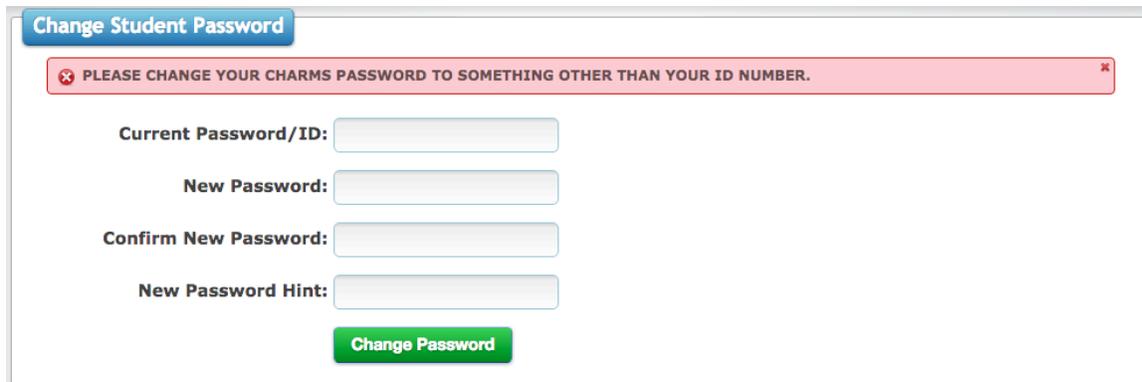


The screenshot shows the Charms Office Assistant Parent/Student Area login page. At the top right, it says "CHARMS OFFICE ASSISTANT PARENT/STUDENT AREA THE WOODLANDS HIGH SCHOOL BAND". Below this is a navigation bar with "HOME", "CALENDAR", "VOLUNTEERS", and "EMAIL DIRECTORS". A red "EXIT CHARMS" button is visible. A green banner states: "BY USING THIS PRODUCT YOU AGREE THAT YOUR USE OF OUR WEBSITE AND ANY SERVICES ARE SUBJECT TO OUR TERMS OF USE AND PRIVACY STATEMENT". The main form area has a title "Student Area Password: (Case Sensitive!)" and a text input field. Below the input field are "Enter" and "Show Hint" buttons. A note below the input field reads: "If this is the first time you have logged in to Charms, your password is your ID number."

*If this is the first time you're coming to this page enter the ID you used when you registered your student.*

### Step 2

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.



The screenshot shows the "Change Student Password" form. At the top, there is a red error message: "PLEASE CHANGE YOUR CHARMS PASSWORD TO SOMETHING OTHER THAN YOUR ID NUMBER." Below this are four input fields: "Current Password/ID:", "New Password:", "Confirm New Password:", and "New Password Hint:". At the bottom of the form is a green "Change Password" button.

If this is the first time you're accessing your student's information you'll be asked to change your password

# Registering your TWHS Band Student

## Step 3

Click on the Update Info button in the menu that appears after you've logged in 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.

