

How To Use Charms (the GOHS office assistance program)

What is Charms? Charms is a music office assistance database program. Everything that helps us run our program is run through Charms. It contains: student/parent database, our yearly calendar, our inventory, our library, our student accounts, our emailing system.

Why Charms is important to you: Charms contains all the information you need to know that will help keep you informed regarding our band program.

#1 - You will receive weekly email communications from the band staff.

#2- Our calendar of Events is the official Band Calendar and is updated often.

#3- It will contain your student's financial account information You are able to access Charms 24/7!!!!!!!

How to access Charms:

#1- Browse to Charms Office at <http://www.charmsoffice.com>

#2 - Hover your mouse over the Green Enter button at the top right of the screen and select Parents/Students/Members from the drop down menu.

#3- On the next screen, enter "GOHSband" for the school code and Click "enter charms" button.

#4- On the next screen, enter your child's 6 digit student ID # in the student "password" window....then hit "enter"

#5- On the next screen, check to make sure that your child's name is correct at the top of the screen, then click the RED "Personal Info" or "Update Info" button.

#6 - Click the "Add Adult" button at the bottom of the screen to add an adult's information to the system. Please be sure to add both parents, step-parents, or anyone that would benefit from being on the email list. It is important that the first two adults that you add are MOM and DAD.

#7 - Update all information on this screen and hit the "Update" button at the top.

Note....an "UPDATED" message will appear when it goes through.

Once you have updated all information, you can log on anytime to:

#1- check the calendar

#2- check financial status and make PAYPAL payments to Booster Club.

If you have any questions please contact the GOHS band staff.