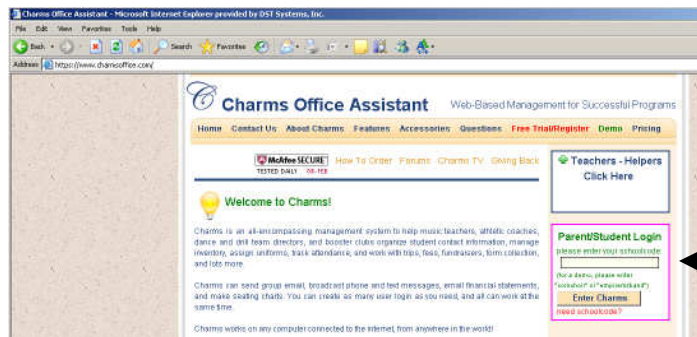


How to access parent information

CHARMS

Shawnee Mission West Band

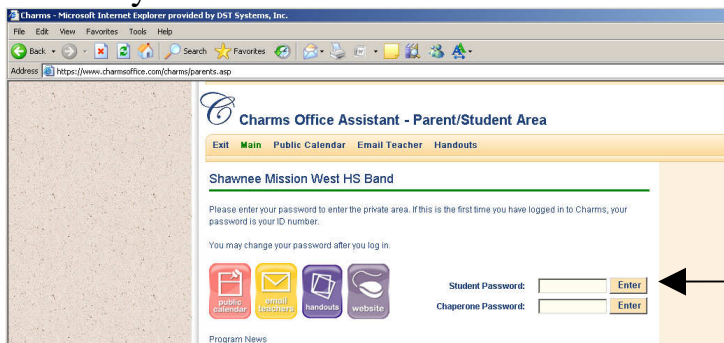
- Log on to www.charmsoffice.com



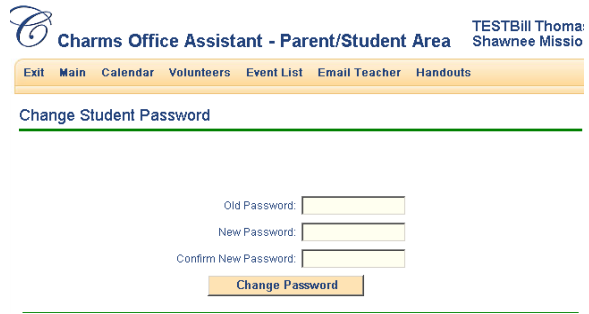
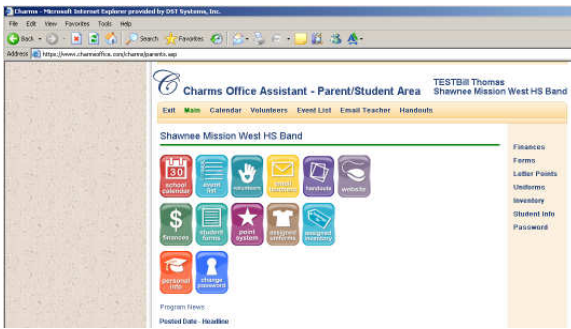
- Locate the “PARENT/STUDENT LOGIN” section of the web page.
- Log in to your child’s program account using the following login:

SMWESTBAND

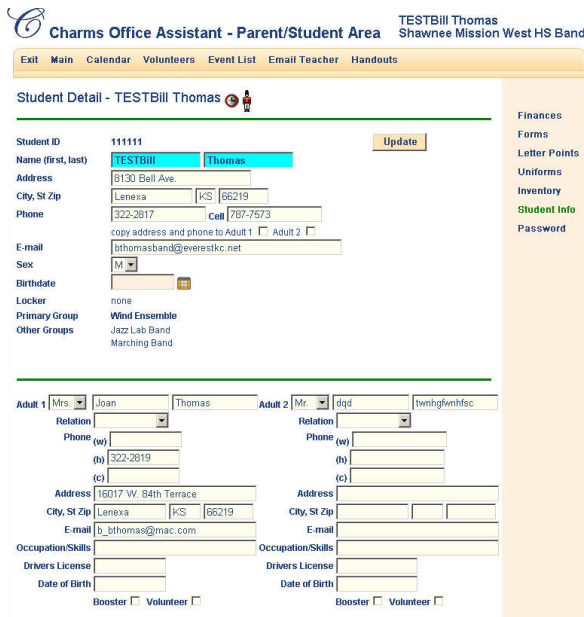
- This will bring up the main parent page. This will allow you to look at your child’s program’s **public calendar, event list, handouts and other files**.
- When you enter your child’s ID NUMBER, which is their student id number, another more detailed screen appears with even more options to view your student’s uniform assignments, music assignments, financial records, forms and inventory.



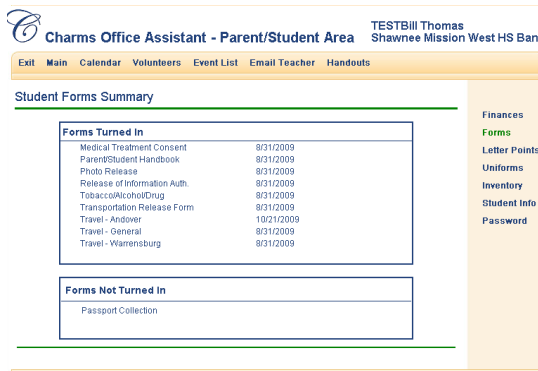
- Enter your child’s ID FIRST – then you may create your own, unique password by clicking on the “**Password**” link which is located on the right hand side menu. We recommend you keep it your student’s ID. If you change your child’s password and forget it, email the director or charms administrator and they can reset it for you.



- The area in which you can help the director maintain his/her records:
 - **Student information form** – you may help make changes to your child's **student information page** (such as updating phone numbers and email addresses if they change) to help the teacher communicate with you more effectively. This area also has adult contact information. To see this page, the main area, select personal information.



- Most importantly, the parent section of this page assists both you and the teacher to communicate with each other.
- To see if your student's forms have been turned in, select Forms from the right hand side menu.



- To find out what your student has earned, from the main area, select personal information, then on that page, select Finances from the right hand side menu. All Fees, Fundraisers, and Miscellaneous Ledger amounts will be listed here. This is a snapshot of your students account with Band Aides!

Charms Office Assistant - Parent/Student Area TESTBill Thomas
Shawnee Mission West HS Band

Exit Main Calendar Volunteers Event List Email Teacher Handouts

Student Financial Summary

TOTAL BALANCE DUE \$29.00

There are no scheduled trips for this student.

Fee	Paid Date	Fee Amt	Paid By	Dep. Nam	Groups
Band Fee	not paid	90.00			Concert Band, Marching Band
Total Fees Paid		\$0.00			
Total Fees Due		\$90.00			

Trans Date	Activity	Value Given	Amt Rec'd	Amt Profit	Profit To
2/11/2010	Test Fundraiser	5.00	25.00	20.00	Stu Misc Ledger
2/11/2010	Test Carwash	0.00	0.00	21.00	Stu Misc Ledger
Total		5.00	25.00	41.00	
Amount Due		-20.00			

Trans Date	Notes	Amt	Paid By	Dep. Nam	Paid To	From
2/11/2010	Fundraising: Test Fundraiser	20.00	Cash	0211	Activity Fund	FR
2/11/2010	Fundraising: Test Carwash	21.00	N/A	0211	N/A	FR
Total		41.00				

TOTAL BALANCE DUE \$29.00

Finances
Forms
Letter Points
Uniforms
Inventory
Student Info
Password

- Selecting points will display the lettering points that have been applied to your student.

Letter Points

Event	Points	Date Earned
HiVee Match-Up Mania	5	10/12/2009
HiVee Sacking	5	10/12/2009
Spaghetti Dinner Worker	10	10/21/2009
College Band camp - Prev Summer	20	10/21/2009
Honor Ens KUKC youth Sym etc	40	10/21/2009
Honor Ens KUKC youth Sym etc	40	10/21/2009
Honor Ens KUKC youth Sym etc	40	10/21/2009
Spaghetti Dinner Second Shift	10	10/21/2009
Andover loading	5	10/27/2009
Spaghetti Dinner Worker	10	11/2/2009
Spaghetti Dinner Second Shift	10	11/2/2009
Spaghetti Dinner Second Shift	10	11/2/2009
Letter Points Points Earned	205	

Finances
Forms
Letter Points
Uniforms
Inventory
Student Info
Password

- Selecting uniforms will display all uniform parts that are assigned to your student.

Student Uniform Assignments

Uniform Part	Item Number	Date Assigned	Condition	Size
Hat No.	125	8/15/2009	New	7 3/8
Jacket No.	033	10/1/2008	New	36L
Pants No.	014	10/1/2008	New	W26x33

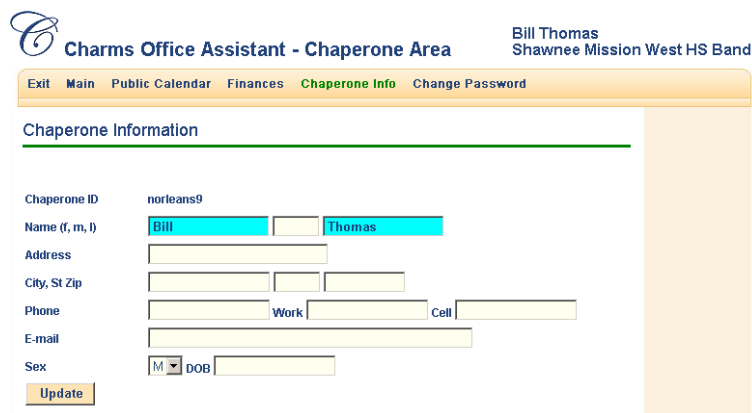
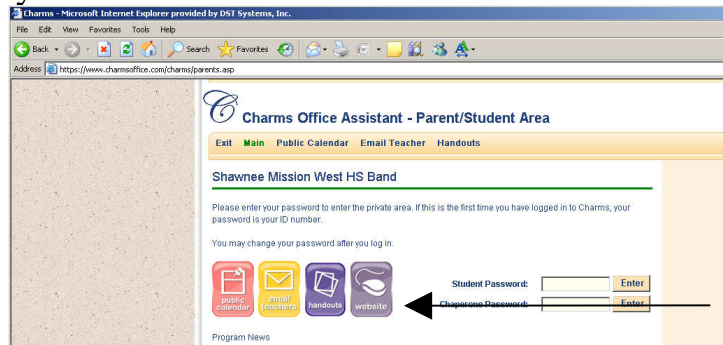
Finances
Forms
Letter Points
Uniforms
Inventory
Student Info
Password

- Selecting inventory will display all inventory that is assigned to your student.

Student Inventory

Category	Brand	Description	Model	Item No	Condition	Date Assigned
Oboe	Fox	Oboe		21227	Good	1/14/2010
English Horn	Leblanc	English Horn		43	Good	1/14/2010
Sax Tenor	Selmer	Sax Tenor	Super Action 2	540709	Good	1/14/2010
Sax Tenor	Yamaha	Sax Tenor		1889	Good	1/14/2010

- Clicking on an event on the calendar brings up the details for that event, such as times, attendance requirements and equipment/uniform necessities. Clicking on “event list” puts all of the calendar information in a list form for easy printing.
- Chaperones can update their information as well. Use the same process to get in. Chaperone passwords will be assigned and you will be notified. This information is stored separately from the students.



Questions or problems? Email charms@bandides.org