

How to access parent/student information in Charms

- Log on to <u>www.charmsoffice.com</u>, and click "ENTER / LOG IN" in the upper right corner.
- Locate the "PARENT/STUDENT/MEMBERS LOGIN" section of the web page.
- Login to your student's program account using the following School Code:

____Marcustheatre_____

- This will bring up the main "Public" page. This will allow you to look at the "public" calendar for your organization, event list, and handouts and other "publicly shared" files, as well as a few other options.
- The first time you go here, enter your child's ID NUMBER into the *Student Area Password* field. You will be directed to the Change Password screen, to set a personal password different from the ID, for future use. You may also be directed to create both a unique Username and Password for the student. There are also mechanisms to recover/reset a lost Username/Password when you create your new password, create a "hint" as well.
- Whenever you enter using this Username/password, another more detailed screen appears, with various button options for you to access areas in the Charms account.
- Two areas in which you can help the director/administrator maintain his/her records:
 - **Update Personal Information** –help make changes to your and your child's student information page (such as updating phone numbers / cell carriers and email addresses if they change) to help them communicate with you more effectively. Click *Update Info* to save changes.
 - If your program has set up online credit card payments, you can make credit card payments for fees, trips and deposits to your student's account. Click *Finances* -- will see blue buttons in the four main areas of the financial statement indicating your ability to make online payments. Follow these visual prompts to make a payment in CHARMS:

PAYING FIXED FEES SUCH AS BOOSTER OR SHOW FEES:

1. After logging on, you will see the following screen. Click on the Finances icon.

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HOME	E CALENDAR	VOLUNTEERS V EMAIL D	IRECTORS FILES & HA	NDOUTS				-
_		RODUCT YOU AGRE	E THAT YOUR USE	OF OUR WEBSIT	E AND ANY SERVICES	ARE SUBJECT 1	O OUR TERMS OF USE	AND
	() DO YOU HAVE N	ULTIPLE STUDENTS US	SING CHARMS? YOU	CAN NOW LINK THE	M BY CLICKING THE "MUL	TIPLE STUDENTS	BUTTON BELOW!	
		≔	Ť		J			
	Calendar	Event List	Volunteer	Email Staff	Handouts & Files	Website		
	1							
	Finances	Forms Collected	Point System	Library				
	-							
	Update Info	Change Password	Multiple Students					

2. You will see Booster Club fee is already set up as a Fixed Payment. Click the gray toggle beside PayPal until it turns blue then click Pay Fixed Payments.

STATEMENT			_		
ent Financial S	Statement				
	Trip Ledger Balance Credit	0.00			
	Fixed Payments Due	60.00			
	Fundraising Balance Credit	0.00			
	Miscellaneous Balance Credit	0.00			
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3. The next screen will show the amount you will Pay and then connect to your personal PayPal account to complete payment. *Please note: there is a 3% convenience fee for online purchase.

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ANCIAL STATEMENT	
IT CHARMS	
Fixed Paymen	ts
	A SECURITY, CLOSE THE WEB BROWSER AFTER MAKING YOUR PAYPAL PAYMENT.
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	60.00 Early Booster Membership
	Fixed Payments to Pay
	Total to Pay: \$ 60.00
	Additional Donation: 3%
	5 Start Payment
Se NOTE: /	A CONVENIENCE FEE HAS BEEN ADDED TO THIS CHARGE.

4. After you have completed and authorized PayPal to make your payment, you will be directed back to CHARMS with a confirmation statement.

FINANCIAL STATEMENT
EXIT CHARMS
Paid: Fixed Payment Items
PAYPAL PAYMENT SUCCESSFUL
Thank you for your Fixed Payment Items of \$60.00 for Regan Rodgers at Marcus HS Drama.
A receipt for your payment has been emailed to you and the payment has been posted to the student's Fixed Payment Ledger.

PURCHASING SHOW SHIRTS, EXTRA THEATRE SHIRTS, AND CAR DECALS:

1. On your students home screen, click on the ONLINE STORE icon.



2. You will be given a list of current items for sale. Show shirts will ONLY be sold prior to current shows so order ASAP. NO REORDERS will be made.

A & 6 = 6		MARCUS HS DRAMA REGAN RODGERS
SHOPPING CART PURCHASE HISTORY		
EXIT CHARMS		
Charms Shopping Center WATCH VID	0	Checkout Start Over
Filter By Category All Categories \$		
AVAILABLE ITEMS		
Car Decal	NEW Harrus Theatre Logo Car Decall	Choose
12 - 18 Theatre Dept Shirts View larger	These shifts will be som by students in the department throughout the year. ONE student shirt is included in Booster Membership. This item is for ExTRA purchase	Choose
DAL shit	This shirt is NOT included in show fee.	Choose

3. Follow the directions in YELLOW. First click on the right column (sizes for shirts) then left (default – dept. determined color), then View Selections. * Car Decal right column will "no size."

Shopping Cart Item: 17 -18 Theatre I	Dept Shirts		
Thumb Page 1 of 1		SELECTED QTY: 1	
		ts in the department throug led in Booster Membership. Difference in the second s	×
Adult Small Adult Medium Adult Large		Dept Determined Color	×.
Adult Extra Large			
Adult XX Large			
Cancel		View Selections	

4. Choose the quantity you would like to purchase then click Update Cart.



5. Your shopping cart will be updated and you will be allowed to shop more or click Checkout in top right corner.

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Charms Shopping Cer	BEEN UPDATED.							Checkout Start Over
Filter By Category All SELECTED ITEMS Item	Description		Qty	Avail	Price	Amount	Tax Rate	Edit Qty
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17-18 12-18 view larger	Theatre Dept Shirts	These shirts will be worn by students in the depart purchase	ment throughout the ye	ear. ONE studen	t shirt is included in E	looster Membership. Th	is item is for EXTRA	Choose

6. On Checkout options page, click Paypal in the Choose a Payment pull down then Process payment. **Please remember there is a small convenience fee for online payments*.

886				PARENT MAI R	STUDENT AR
PPING CART PURCHASE HISTORY					
CHARMS					
Checkout Options					
YOUR SHOPPING CART ITEMS W	ILL BE RESERVED FOR 5 MINUTES WHILE YOU CHECKOUT.				
choose a payment option \$	Process Payment Continue Shopping				
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	Description/Style	Qty	Price		for Checkout
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7. You will then be directed to your Paypal page to complete payment, then returned to CHARMS for your confirmation of purchase.

SELECTED ITEMS Item Description/Style Amount the department throughout the year. ONE student shift is included in Booster Membership. This item is for EXTRA purchase	PPING CART PURCHASE HISTORY		www.charmsoffice.com says: This will direct you to PayPal. Once there y click the "Continue" button to return to Cha		nd then		MA	STUDENT AF				
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• You can also download the Charms App to your smartphone – search your App Store for "Charms Parent/Student Portal" (or "Charms Blue"). It's the way to stay in touch on the go!

IF YOU HAVE ANY QUESTION REGARDING CHARMS please contact Jennifer Rodgers at rodgersj@lisd.net.