

## Charms Office Assistant Instructions for logging in and navigating

We use Charms Office Assistant each day to help the music program run smoothly and efficiently. Using Charms, parents may update contact information as it changes, check their child's financial balances, see the calendar of events, make credit/debit purchases and find handouts that have been given to students. We highly encourage parents to check Charms regularly to help them stay up to date. Instructions for accessing Charms are below.

1. Visit [www.charmsoffice.com](http://www.charmsoffice.com) .
2. Click the "Enter/Login" button at the top.
3. Under "Parent/Student/Members" enter the school code - canyonhighschoolgwr
4. Your child's password is their six-digit OUSD ID number (unless another code has been provided). This will take you to the area specific to your child.
5. If you are having trouble logging in, please email [info@canyonregiment.com](mailto:info@canyonregiment.com).

From the student area, you will be able to edit your contact information, as well as view the band calendar, check financial details and find handouts. We are always working to utilize Charms to its fullest potential.

<http://www.charmsoffice.com>

### Payments in Charms:

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2. Click the "Enter/Login" button at the top.
3. Under "Parent/Student/Members" enter the school code - canyonhighschoolgwr
4. Your child's password is their six-digit OUSD ID number (unless another code has been provided). This will take you to the area specific to your child.
5. Click on "Finances" at the top.
6. All payments/donations not in full will need to be made under "Miscellaneous Payments"
7. Choose the correct item and click "Pay Miscellaneous Payments"
8. You will be redirected to PayPal for processing. Please make sure you do not have pop-up blocker active on your computer.
9. Any issues or questions contact [info@canyonregiment.com](mailto:info@canyonregiment.com)

**SCREEN SHOT IMAGES ARE ON NEXT PAGE**

CHARMS: The premiere management, communication, assessment, and financial system used by successful programs



LIVE SUPPORT

EXIT CHARMS

Login to the Charms System

TEACHERS AND HELPERS ONLY

Please Enter Your User Name:

Please Enter Your Password:

(case sensitive!)

Enter Charms

[Forgot Login and/or Password?](#)

PARENTS/STUDENTS/MEMBERS

Please enter your school code:

Enter Student/Parent Area

[Need School Code? - Click Here](#)

Having Trouble Entering a School Code? [Click Here For Help!](#)

PLEASE NOTE:

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](#)

HOME

HOME CALENDAR VOLUNTEERS EMAIL DIRECTORS FILES & HANDOUTS

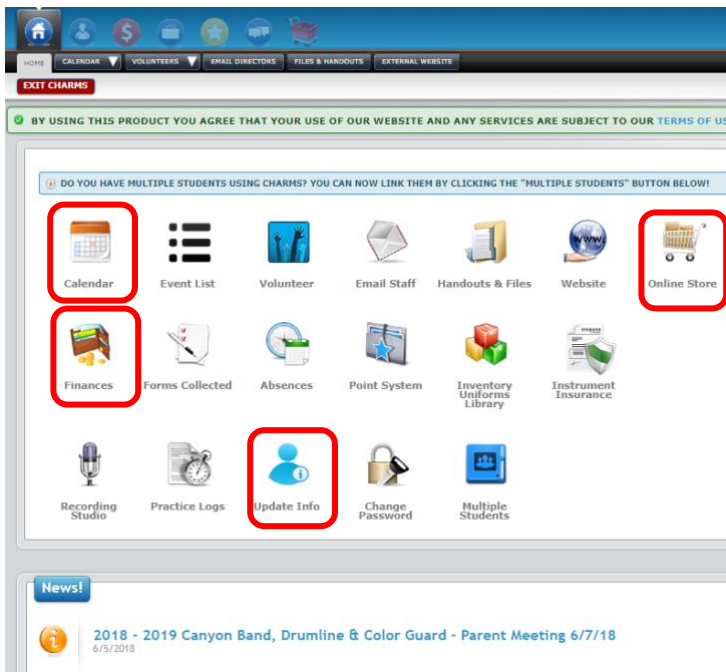
EXIT CHARMS

BY USING THIS PRODUCT YOU AGREE THAT YOUR USE OF OUR WEBSITE AND ANY SERVICES ARE S

Student Area Password: (Case Sensitive!)  
Enter Show Hint  
If this is the first time you have logged in to Charms, your password is your ID number.

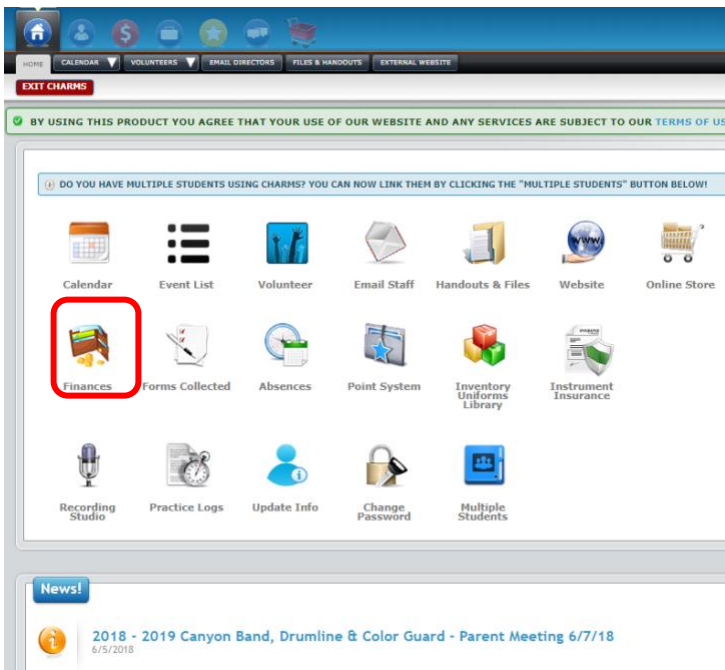
Public Calendar Email Staff Handouts & Files Website Guest Shopping

News!  
2018 - 2019 Canyon Band, Drumline & Color Guard - Parent Meeting 6/7/18  
6/5/2018



## HOW TO MAKE A PAYMENT IN CHARMs

Using the above steps, navigate to the home screen and click on Finances



If you are paying in-full, click on the toggle box for the item you are paying. Then click on Pay Fixed Payments

Student Fixed Payment Detail		Pay Fixed Payments		
Paid Date	Item	Amt.	Paid By	
9/8/2018	DL Fall Fair Share Contribution Payment-DL Fall Fair Share	400.00	Check-1414	
8/15/2018	Band Camp Payment	150.00	Check-1409	
7/11/2018	Summer Camp	150.00	txfr	
<b>not paid</b>	DL Winter Fair Share Contribution	400.00	<input type="checkbox"/> PayPal	
<b>not paid</b>	Fundraising Opt-Out Donation	200.00	<input checked="" type="checkbox"/> PayPal	
		<b>Total Fixed Payments Due</b>	<b>\$1,300.00</b>	
		<b>Total Fixed Payments Paid</b>	<b>\$700.00</b>	
		<b>Total Unpaid Fixed Payments</b>	<b>\$600.00</b>	

You will be redirected to PayPal for processing. Please make sure you do not have pop-up blocker active on your computer.

All payments/donations **not** in full will need to made under "Miscellaneous Payments". Choose the item you want to pay, and then click on Make Miscellaneous Payment.

<b>not paid</b>	Fundraising Opt-Out Donation	200.00	<input checked="" type="checkbox"/> PayPal	
		<b>Total Fixed Payments Due</b>	<b>\$1,300.00</b>	
		<b>Total Fixed Payments Paid</b>	<b>\$700.00</b>	
		<b>Total Unpaid Fixed Payments</b>	<b>\$600.00</b>	

**There is no Fundraising Activity**

Student Miscellaneous Ledger Detail		Make Miscellaneous Payment			
Date	Notes	Amt	Running Balance	Paid By	
7/11/2018	Txfer to fps - Summer Camp	-150.00	0.00	txfr	
7/10/2018	balance due for Summer Program - CC Payment	100.00	150.00	Credit	
7/10/2018	Pre-Registration Payment	50.00	50.00	Check-1398	
<b>Total</b>		<b>0.00</b>			

You will be redirected to PayPal for processing. Please make sure you do not have pop-up blocker active on your computer.

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