

CHS Choir Assignment

Every year, choir students are required to have their parents read and sign their Choir Handbook. This year, **the handbook is online** at CHARMS, our choir management program. (We use CHARMS to coordinate email communication with students and parents, track fees and fundraising for each student, and maintain an accurate inventory of uniforms.)

Assignment:

Log onto CHARMS, print the last page of the Choir Handbook, have it signed by a parent or guardian and turn it in to Mr. Spalding by the assigned due date.

- 1) Go to www.charmsoffice.com.
- 2) Click the blue **“LOGIN”** link at upper right.
- 3) Click on **“PARENT/STUDENT/MEMBERS LOGIN”**.
- 4) A small box will pop up. Enter your school code: **CentervilleHSChoir**
- 5) On the next screen, enter your password in the field labeled **“Student Area Password.”**
 - a) Password=your CHS student id
 - b) Press the blue **“Enter”** button.
- 6) Click on the folder labeled **“Handouts & Files.”**
- 7) Click on the pdf file labeled **“CHS CHOIR HANDBOOK.”**
 - a) Download or view the CHS Choir Handbook.
 - b) Print the last page after you have **read everything.**
 - c) Students and parent/guardian(s) should print and sign this page.
 - d) Student must turn this form in to Mr. Spalding by the assigned date.
- 8) Update the Student Information
 - a) Click on the second button from the left with a “person” in it.
 - b) Click on **Personal Information.**
 - c) Enter or correct the student information that appears
 - Student Name
 - Address
 - Phone
 - Student Email
- 9) Update the Adult Information
 - a) Click on **“Add Adult”** to enter parent/guardian information or click on adults’ name if this information is already present.
 - Name
 - Address
 - Phone
 - Email
 - Adults *do not* need to fill out occupation, drivers license or date of birth.
 - b) **Be sure to get Email addresses correct as we’ll be using this to communicate with you.**
- 10) OPTIONAL:
 - a) Create your own, unique password by clicking on the blue “keyhole” button labeled **“CHANGE PASSWORD.”** This password takes the place of your student id.
 - b) Remember to write this new password down.