I strongly urge you to login to "Charms" today (see directions below) and enter your address, email address, phone numbers, etc. That way you won't miss any important information!

How to access student & parent information using

CHARMS

- Go to this website: www.charmsoffice.com
- Note: This system is for the WK BAND PROGRAM INFORMATION ONLY and is not connected with other Waterford Schools online information areas like "Blackboard Connect" and "MiStar." The WK Orchestras use Charms also, but these are all SEPARATE accounts that do not share information.
- Place the mouse cursor over the word "Enter" (upper right) and select "Parents/Students/Member" on the drop-down menu.
- At the next prompt, enter "WKBands" where it asks for the school code.
- You will be directed to a screen with a box that asks for "Student Area Password." Login to your child's program account using the following login information:
    > Use the student's full last name, followed by the first letter of the student's legal first name, followed by their graduation year.
    > Example➜ Joe C. Schmoe, who is a freshman in 2013-14, will have this login:
    > SchmoeJ2017
- This will bring up the main information page. This will allow you to look at our program's **public calendar, event list, handouts and other files**. We are ending a school year and starting a new one, so there may not be much info there now.
- **Once you log on, here is what you should do FIRST:**
    - **Click on the UPDATE INFO square on the bottom (2nd square from the left)**
    - **Make sure all of the boxes are filled in for your child (as many as you are able). Some will be filled in by the Director (such as "Primary Group," etc).**
    - **Then click on ADD NEW ADULT at the bottom left of the screen to make a new adult for each person you want on this list who needs to receive information (Mom, Dad, Grandma?, etc.). Please fill out as much information as you can. If you want to leave "Occupation/Skills," "Date of Birth," and "Driver's License" blank, that is fine…we don't need that info. Parents who anticipate driving students to Band events (besides their own child) should go ahead and put in Driver's License information, however.**
    - **Don't forget to click "Update" at the top right of the screen (green button) when you have entered all information**
    - **Remember, if information changes (email, home address, etc.) you can always return to this screen any time and make your own updates**
- Clicking on an event on the calendar brings up the details for that event, such as times, attendance requirements and equipment/uniform necessities.
- Now that you are enrolled, you will start seeing email messages from our Band Booster President (Mrs. Halls) and some from the Director (Mr. Adkins). Some of these will not be relevant to you yet, but it's always good to have all the information that is being sent.
- If you have trouble using this system, let me know.

NEW! Charms is not available as an app on your Apple or Android smartphone! Look up "Charms Office, download, and enjoy the convenience of accessing WK Band info on your phone!

- *Mr Adkins   AdkinR01@wsdmi.org*