

How to access parent information

CHARMS

BAND * ORCHESTRA * CHOIR

- Log on to www.charmsmusic.com
- Click on the “Parents” button in the upper left-hand corner
- Login to your child’s program account using the following login:

See Teacher or Student for login information

- This will bring up the main parent page. This will allow you to look at your child’s program **calendar, event list, handouts and SmartMusic files.**
- 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.
- When you enter your child’s 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 “keys.”
- Two areas in which you can help the director maintain his/her records:
 - **Student information form** – if the director has allowed it, 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.
 - **Credit card payments for fees, trips and deposits to your student’s account.** If the director has created a **PayPal account** for the booster club or school activity account, you may pay for your child’s fees or trips easily with a credit card.
- Most importantly, the parent page assists both you and the teacher to communicate with each other. .