

Hello, Marching Band Families!

I want to thank those who have logged into Charms and have started to utilize the features that are available to you. If you have not done so already, please log in and update your contact information so that we can best communicate with you. Take a few minutes to peruse the information section, the financial section, the handouts and files (“show in list” is visually easier than “show with icons”), and the store. The logon information was included on and in the folders that were handed out at the parent meeting in May. Screen shots of the login and information updating process can be found in the “Charms” section of the band web page ([www.marsband.com](http://www.marsband.com)).

Below are some tips and additional Charms information as we move forward with our season.

1. If you are ever prompted for the school code, it is: **marsband**
2. If you have more than one student, you can merge them together so that you only need to access through one logon. Use the “multiple students” feature on the Charms home screen to merge your student accounts.
3. Your students will be accessing all of their music and drill through Charms. Please make sure that they know how to log in, view, and print their music/drill. These can be found in the “handouts and files” section. (“Show in list” is suggested)
4. Store—Shirts: We will be utilizing the store to order the season shirts. This year, each student will receive (1) show shirt and new instrumentalists will receive (1) compression shirt. All student shirts MUST be “ordered” through the store, even though the cost is included in their fees. Returning students who need a replacement compression shirt must order through the store. Parents/family members also have the option of ordering extra shows shirts to wear in support of the band. Please see the attached file for ordering instructions.
5. Store—Backpacks: We will be utilizing the store to order the Band backpacks. The backpacks will be similar to the black and blue ones from the past few seasons. A band backpack is mandatory for all students and will be carried into football games and competitions, holding their raincoats in addition to personal items. Returning students do NOT need to order a new backpack unless theirs needs replacement. Please see the attached file for ordering instructions.
6. Miscellaneous items: At this time, I do not have a way to accept student account payments for miscellaneous item (such as candy grams and yard signs) through Charms. If you would like to use student account funds for these purchases, please note on your order form and/or drop me an email ([treasurer@marsband.com](mailto:treasurer@marsband.com)). Miscellaneous items maybe be paid for via PayPal; please note what item(s) you are paying for in the description section.
7. Fixed Payments: If you have at least the necessary amount in your student account for a full payment, you can request a transfer from the student account to pay for a fixed payment. (screenshots provided in an additional document). If you do not have the full amount available in your student account, please pay the difference with either a check or a PayPal payment FIRST and then make a transfer request.
8. Any Charms-specific questions should be emailed to [charms@marsband.com](mailto:charms@marsband.com). Thank you to those who have utilized this method, and for understanding that this is a work in progress.
9. Any financial-specific questions should be emailed to [treasurer@marsband.com](mailto:treasurer@marsband.com). If your question involves both Charms and finances, please use the treasurer email address. Thank you!

10. Any merchandise-specific questions should be emailed to [president@marsband.com](mailto:president@marsband.com). Thank you!