

# JENISON BANDS CHARMS INSTRUCTIONS

Jenison Bands uses Charms to track student credits earned through fundraising, marching band and winter guard fees and other purchases. **Please understand that funds will not appear in your account until we have received the fundraising check. Sometimes this can take a couple of months.**

**Your Charms account will be set up when we have either received fundraising credits or when you have registered for marching band, winter guard, or chaperoning.**

## How to get started with Charms:

1. Before you log in for the first time, you will need to email Sue at [svandenberge@jpsonline.org](mailto:svandenberge@jpsonline.org). She will send you a link to your account so that you can set up a password and log in. Please check your spam if you don't see the email.
2. You will be prompted to set up your password. Make sure you write down your password.
3. On the next page, click "Enter to Charms".
4. When you click the link, you will be taken to a page where you will enter the School Code "jenisonbands" (all lowercase). Click "Enter Parent Area".
5. You will be asked to enter your password.
6. You are now on your homepage.
7. Click on the red "\$" icon at the top or on the "Finances" wallet icon below to go to the "Finances" section. This will take you to your Student Financial Statement Page. Here you can find your student credits account "Student Misc. Ledger Detail" and your marching band account "Trip Ledger". Your marching band or guard seasons are considered "Trips" in the CHARMS program. The "fixed payment" section will also be used for various fees.
8. The "Trip Ledger Balance Due" line (in red) is the remaining amount that **you owe**. *\*The "total balance due" shows how much you would owe if you applied all of your student credits which are listed as "Misc. Balance Credit".*

## How to make payments using your student credits in Charms:

1. From your homepage, click on the "Finances" icon.
2. Click on the "Transfer Request" tab at the top.
3. This will bring you to the "Misc. Ledger Transfer Request". This is your Student Credits account. Enter the amount that you would like to apply to your payment. Click "Send Request".

## How to make credit card payments:

1. From your homepage, click on the "Finances" icon.
2. Select your "trip" from the drop-down menu and click "make trip payment".
3. Follow instructions to pay via Affinipay

Please email Sue Vanden Berge at [svandenberge@jpsonline.org](mailto:svandenberge@jpsonline.org) if you need any assistance logging in, if a trip is not showing up or if you have any other questions about your Charms account.