



Welcome to the Charms program! The Jenison Bands program is now using CHARMS, a cloud-based management system designed for bands and orchestras to manage all aspects of a school music program. We will be using this program to manage all of our student credits and marching band accounts, calendars, and eventually we plan to utilize many more features.

This program will allow parents to view their students' current accounts at any time. Parents will also soon be able to make payments online by credit card and they are now able to apply student credits toward their marching band payments.

How to get started with Charms:

1. Go to www.charmsoffice.com
2. Point to the blue LOGIN box in the upper righthand corner. Click on "Parents/Students/Members".
3. Enter our school code "jenisonbands" (all lowercase).
4. Click "Enter Charms"
5. Enter the Student Area Password. (The first time you login you will use your student's school ID number which we have provided for you on your volunteer form label just below your student's name.) Click "Enter".
6. You will be prompted to change your password. Complete the boxes and then click "Change Password".
7. You are now on your homepage. You can also get to this page by clicking the "house" icon. Click on the "Update Info" icon.
8. Update your student's name, address, phone number and email address. Then "Add Adult" for each parent or guardian. We ask that you please fill out the **name, phone number, address, relation to student and email address for at least one parent/guardian.**
9. Click on the red \$ icon to go to "Finances". This will bring you to your Student Financial Statement Page. Here you can find your student credits account "Student Misc." and your marching band account "Trip Ledger" (Your marching band account is considered a "Trip" in the CHARMS program.) Any additional fees are listed as "Fixed Payments".
10. The "Trip Ledger Balance Due" line (in red) is the remaining amount that **you owe** for the current marching band season.
 - Your **student credits** account is the amount called "Miscellaneous Balance Credit". This includes your fundraisers.

How to make payments using your student credits:

1. From your homepage, click on the "Finances" icon.
2. Click on the "Transfer Request" tab.
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 marching band payment. Click "Send Request".

How to make credit card Payments:

From your homepage, click on the “Finances” icon.

To make a ***marching band*** payment:

1. In the “Trip Ledger Detail” section select trip: “2018 Jenison Marching Band”.
2. Click “Make Trip Payment.”
3. You will see a screen that says, “Pay through Affinipay”. Fill out the form and follow instructions.

To make a ***Bowling Green Regionals*** payment:

1. Scroll down to “Student Fixed Payments Detail”.
2. In the “Paid By” column, click the box that says “Affinipay”.
3. Click “Pay Fixed Payments”.
4. Fill out the form and follow instructions.