

How to CHARMS: a Step by Step Guide

CHARMS
A VANCO COMPANY

[Home](#)

[Contact](#) ▾

[About Charms](#) ▾

[Resources](#)

[Get Trial](#)

[Features](#) ▾

[Demo](#)

[Payments](#)

[LOGIN](#)

📍 CHARMS: The premiere management, communication, assessment, and financial system used by successful programs everywhere.



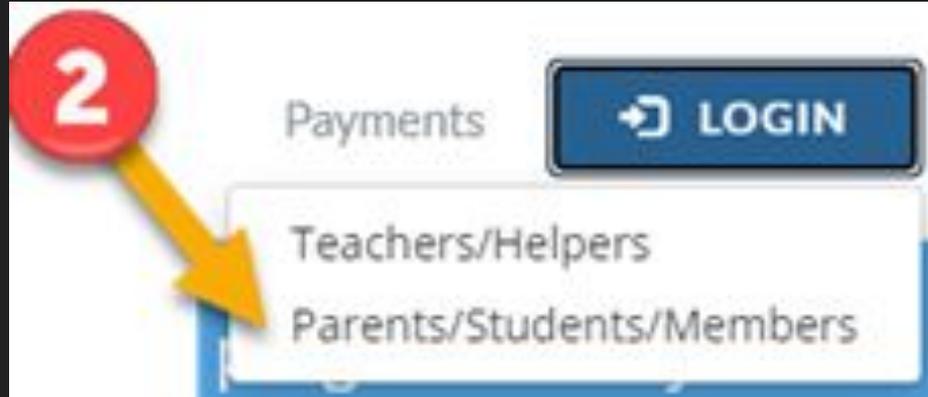
What is Charms?

Charms is our database system that helps us maintain communication, organization, and support for our band students. It is important that each family's information and records are complete and up to date. Accounts must first be created by the Boosters/Directors, but then can be updated and maintained by individual families. Once your account is created, please use the instructions below to access and explore your Charms account.



Steps 1 & 2

- 1) Go to www.charmsoffice.com
- 2) Hover over the **Login** button in the top right corner, click on **Parents/Students/Members**



Step 3

Enter our school code, **fcpschantillyhsmusic**, in the next window. Click **Enter**.

On this page you can access our public calendar, volunteer for events, contact the directors, and access certain forms/files.

Charms Office Assistant

Please enter your school code

fcpschantillyhsmusic

3

ENTER CHARMS

NOTE: By using this product you agree that your use of our website and any services are subject to our Terms of Use and Privacy Statement

To access your student's account and profile,
please continue w/the next set of directions



Steps 4 & 5

4) In the **Student Area Password**, enter your student's ID number as the initial password. Click **Enter**. If your student ID number doesn't work, please email the directors.



The image shows a login form titled "Student Area Password: (Case Sensitive!)". It features a text input field, an "Enter" button, and a "Show Hint" button. A red circle with the number "4" is positioned above the input field, with two yellow arrows pointing from it to the field and the "Enter" button. Below the form, a message reads: "If this is the first time you have logged in to Charms, your password is your ID number."

5) On the next page you will be prompted to change your password, please complete those steps.

Step 6

Once your password is updated, you will arrive on our home screen. It should look something like this:



Step 7

To update your information, click on **Student Info** from the icons in the upper left corner of the screen, then click on **Personal Information** to access your profile.



Step 8

Please update/correct the student profile information (please use a non-fcpsschools account for the email address). Once all information is entered, click **Update** in the upper right-hand corner to save everything.



The screenshot shows a web form titled "Update Student Detail". The form is divided into two columns. The left column contains fields for Student ID, First Name, Middle Name, Last Name, Address, City, St Zip, Phone, and E-mail. The right column contains fields for Sex, Locker, T-Shirt Size, Primary Group, Other Groups, and Instrument/Part. A yellow box highlights the entire form area. A red circle with the number 8 is positioned above the "Update" button in the top right corner, with two yellow arrows pointing towards the button.

Information	
Student ID	<input type="text"/>
First Name	<input type="text"/>
Middle Name	<input type="text"/>
Last Name	<input type="text"/>
Address	<input type="text"/>
City, St Zip	<input type="text"/> <input type="text"/> <input type="text"/>
Phone	<input type="text"/> Cell <input type="text"/>
E-mail	<input type="text"/>
Personal Instrument	<input type="text"/>
Sex	<input type="text"/>
Locker	Combination <input type="text"/>
T-Shirt Size	<input type="text"/>
Primary Group	Band
Other Groups	<input type="text"/>
Instrument/Part:	Part 1: <input type="text"/> Part 2: <input type="text"/> Part 3: <input type="text"/>

Step 9

To update adult information, click on the **Parent/Guardian's Information** at the bottom of the Update Student Detail page. You will either see the name of a parent/guardian to click on or you will need to click **Add New Adult**.

The screenshot shows a web form titled "Parent/Guardian's Information". The form contains several input fields: Student ID, First Name, Middle Name, Last Name, Address, City, St Zip, Phone, and E-mail. Below these fields is a "Personal Instrument" dropdown menu. At the bottom of the form, there are two buttons: "Parent/Guardian's Information" and "Add New Adult". A red circle with the number "9" is positioned over the "Add New Adult" button, and two yellow arrows point from this circle to the button and the "Personal Instrument" dropdown menu.

Step 10

Please update/correct the adult profile information (please use a non-fcpsschools account for the email address). Once all information is entered, click **Update** in the upper right-hand corner to save everything.



The screenshot displays a web application interface for updating student details. The main window title is "Update Student Detail". Below the title bar, there are two tabs labeled "Information". A section titled "Add New Adult" is highlighted with a yellow border. This section contains a "Copy Dotted Fields from Student" button and several input fields for adult information:

- Salutation
- First Name
- Last Name
- Work Phone
- Home Phone
- Cell Phone
- Address
- City, St Zip
- Relation
- E-mail 1
- E-mail 2
- Occupation/Skills

In the top right corner of the form, there is a green "Update" button. A red circle containing the number "10" is positioned above the button, with a yellow arrow pointing from the circle to the button, indicating the step number for this action.

Step 11 & 12

- 11) Repeat steps 9 & 10 to add/update information for a 2nd adult.
- 12) Double check each profile to make sure that all information saved correctly. If everything is correct, you can explore the available features or Charms or log out.

Thank you for updating your information!

