

How to Update Student and Parent Information

CHARMS

The Downing Band is using Charms Office Assistant to help manage student and parent contact information. Charms will also be used to manage our Instrument Inventory, Uniform Inventory, and the Band Music Library.

- Log on to www.charmsoffice.com
- Locate the “**PARENT/STUDENT LOGIN**” section of the web page.
- Login to your child’s program account using the following login:

Program: DowningMSBand

Password: Student ID

(If you cannot get into student account, email me to reset the password)

- This will bring up the main parent page. This will allow you view the following:
- **Update Info** - Update information below. Be sure to click the **Update** Button to save changes.

Update Student information including:

- **Address**
- **Home Phone Number or (Parent Cell)**
 - *Student personal cell phone # is optional*
- **School email address**
- **T-shirt Size (Have parent verify)**
- **Serial Number of Instrument (School or Personal)**

Add Parent (click on tab) or Update Parent information

- **Address**
- **Home Phone Number (Parent Cell)**
- **Email**
 - Please only list email addresses where you would like to receive emails regarding band.
 - If you list the same email address in multiple fields, you will receive duplicate emails.
- **Please Verify Student T-shirt Size**

Email Teachers – click to send email to Mrs. Clardy

Website – go to the Downing Band Website,
www.downingmsband.com
Password: member2021

Public Calendar – we will NOT use this calendar, we are using the posted calendar on the band website as well as Google Calendar