



CHARMS
OFFICE ASSISTANT

CHARMS!

The East View HS Choir will be using the online music database called “CHARMS.” Through CHARMS, parents and students can track all financial transactions, letter jacket points, uniforms, and music/materials checked out to the choir student.

The East View HS Choir program will also use CHARMS to communicate with students and parents via email and text messaging. It is a very user-friendly, convenient system that provides the directors with a streamlined method of sending reminder emails and/or texts regarding rehearsals, performances, competitions, and other special choir events. CHARMS also gives the directors the ability to access parent contact information from any computer! (This is especially helpful on choir trips.)

The student and parent personal information you enter into CHARMS is stored on the official CHARMS database, stored in a separate, protected location from the website. We realize the importance of keeping your personal information personal and private and want to ensure you of its safety and protection in our CHARMS system. Only an authorized user (you, the choir directors, and their authorized assistants) can gain access to your student and program records. Your information will NEVER be sold or used for commercial purposes.

To access the CHARMS website for student/parent information updates, use the following steps:

- Go to: <https://www.charmsoffice.com>
- Enter your child’s school ID number (which can be found on any progress report, report card, or class schedule) to access their information form.
- Click on the “Student Info” icon at the top of the page and update your information!

Please feel free to submit questions or concerns to the directors.

Trish Douglas, Choir Director
douglasp@georgetownisd.org

Courtney Neva, Assistant Choir Director
nevac@georgetownisd.org

How to Log In to your CHARMS Account

Visit CHARMS: www.charmsoffice.com

1. Click the green “**ENTER**” at the top right hand corner
2. Select “Parents/Students/Members”
3. Enter the school code: “**EVCHOIR**” (all one word)
4. Use your child’s LUNCH ID to log in. Don’t know it? Email Mrs. Douglas or Ms. Neva for help!
5. First time logging in? UPDATE PERSONAL INFORMATION UNDER THE **RED UPDATE INFO ICON!**
 - a. Tips: After your first log-in, change your password! Keep it safe!
 - b. Updating your contact information helps us to get you set up for text messagin or group email options.

To access music and/or handouts:

1. Click on the purple “**Handouts & Files**” icon on the home screen
2. Select the appropriate folder to access the files.

To sign up for volunteer spots:

1. Click on the teal “**Volunteer**” icon on the home screen.
2. Select an event from the drop down menu.
3. Click on the “Show Volunteer Needs” button.
4. You can also click on the Volunteer Icon within the calendar (see below)
5. Enter required information for the position in which you are interested!

To access the choir calendar:

1. Click on the red “**Calendar**” icon on the home screen.
2. Click on the blue “**Sync Calendar**” at the top of the screen to find instructions on putting choir dates directly into your personal phone calendar!
3. There are some dates with a **Volunteer Icon**... you can click on this icon to volunteer for specific events as well!

The **Volunteer Icon** on the calendar looks like this →



(a little multi-color hand... kind of looks like a turkey?)

CHARMS Data Sheet

Please take time to fill out as much information as possible. This will be updated in CHARMS in order to get correct and up-to-date communications to parents and students throughout the school year.

CHOIR STUDENT Data Sheet

Name (first, middle, last)	
Student ID#	
Address	
City, State, Zip Code	
Home Phone #	
STUDENT Cell Phone	
Cell Phone Carrier <i>(for texting capabilities; standard messaging rates apply!)</i>	
STUDENT E-Mail (please write legibly)	
STUDENT Grade	
STUDENT Gender	
Voice Part	
Part 2	
Birth Date	
Shirt/Polo Size	

ADULT #1 Information

ADULT Name (First & Last)	
Address (if different from student)	
City, State, Zip Code (if different)	
Home Phone # (if different)	
Work Phone #	
Cell Phone #	
Cell Phone Carrier <i>(for texting capabilities; standard messaging rates apply!)</i>	
ADULT E-Mail (please write legibly)	
ADULT E-Mail 2 (please write legibly)	
Relationship to student	
Occupation/Hobbies	

ADULT #2 Information

ADULT Name (First & Last)	
Address (if different from student)	
City, State, Zip Code (if different)	
Home Phone # (if different)	
Work Phone #	
Cell Phone #	
Cell Phone Carrier <i>(for texting capabilities; standard messaging rates apply!)</i>	
ADULT E-Mail (please write legibly)	
ADULT E-Mail 2 (please write legibly)	
Relationship to student	
Occupation/Hobbies	