Limestone Bands
Charms Office

Dear LCHS Band Students and Parents,

The Limestone Band program uses **Charms Office Assistant** to track your student's account activity, including current balance, payments, fundraiser income, and expenses. Once your account is set up, you can log in at any time to review your account, add money to the account, and update your contact information.

You can use Charms via their website (www.CharmsOffice.com). Or, you can download the Charms App from your smartphone's App Store. Search for "Charms Parent/Student Portal" or "Charms Blue".

Requesting an Account

If you need the login information for your Charms account, email the Band Booster Secretary at Secretary@LimestoneBands.com. You can request an account as soon as you are interested in Limestone Bands, even if you are not yet a high school student (e.g., an incoming freshman), so that you can start saving towards your future band and trip fees.

Logging in via the website

In your favorite web browser, navigate to http://www.CharmsOffice.com.

Click the Enter/Login menu, and select Parents/Students/Members.

Enter **LCHS Marching Rockets** (not case sensitive) as the School Code and click Enter Charms.

Enter your student's Charms password, and click Enter. (There is not a separate username.)

Helpful Hint: After your first successful login, you should change your Charms password, using the instructions below.

Charms has many features. These are the three most important. See more information on the following page.

- Change Password
- Personal Information – update phone and email info
- Finances – check your student account and make credit card payments via PayPal

Note: We use the band website (www.LimestoneBands.com) and other tools instead of Charms for several features, including the Calendar, Event List, Handouts & Files, Participation, and Volunteer Info.

Questions?

If you have any questions about how to use Charms or about your student account, contact the Band Booster Treasurer at Treasurer@LimestoneBands.com or one of the other Booster officers.

Change Password

If this is your first time logging in, or if you feel that your account may have been compromised, it is highly recommended that you change your password immediately.

- From the Charms homepage, click `Change Password`.
- Click the `Student Info` icon at the top of the page and then click `Change Password`.

Personal Information

The band program uses Charms to send update emails regarding band events, fundraisers, et cetera, so it is important to keep your contact information up to date. You can get to your student and parent/guardian information two ways:

- From the Charms homepage, click `Update Info`.
- Click the `Student Info` icon at the top of the page and then click `Personal Information`.

Please Note: Updating your information in Charms does not update your information with Limestone Community High School. Please also contact the school office with any changes.

Finances

Your student account is made up of Band Fees, trip fees, other expenses (such as reeds or extra gloves) and deposits that you make from a personal check, fundraising, or credit card payments (via PayPal). Access your account by clicking the `Finances` menu item and then clicking `Financial Statement`.

Account Balance

Your account balance is displayed at the bottom of the first section. A "Credit Balance" means that you have money in the account available for whatever expenses arise. A "Debit Balance" means that you need to deposit funds to pay outstanding expenses.

Note: Each student's account balance rolls over from year to year, and then to younger siblings, and then to the general band fund.

P **PayPal**

To make a deposit with a credit card via PayPal, scroll down to the appropriate section and click the button:

- Pay Fixed Payments – the normal band and trip fees
- Make Fundraising Payment – deposit funds to pay for items ordered during a fundraiser
- Make Miscellaneous Payment – pay for extra gloves, reeds, and other expenses

Important! A surcharge of 3% applies to each credit card transaction to cover the additional cost of using PayPal.