



2023 - 2024 Limestone Bands Charms Office

The Limestone Band program uses **Charms Office Assistant** to track your student's account activity, including current balance, payments, 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.

Requesting an Account

If you need the login information for your Charms account, please email the Band Booster Secretary at Secretary@LimestoneBands.com. You can request an account even if you are not yet a high school student (e.g., an incoming freshman), so that you can start making payments towards your future Marching Band and other event fees.

Logging in via the website

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

Click **Login** in the upper right hand corner of the screen, 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 where it says **Student Area Password** and click **Enter**. (There is not a separate username.)

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 additional features, including the Calendar, Event List, Handouts & Files, Participation, and Volunteer Info.

Charms Account Finances

If you have any questions about how to use the financial piece of Charms or about your student account, you can contact the Band Booster Treasurer at Treasurer@LimestoneBands.com or the Assistant Treasurer at assistanttreasurer@limestonebands.com.



Charms 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. If you have any needs regarding updating or changing your password, please contact the Band Booster Secretary at secretary@limestonestonebands.com.

- From the Charms homepage, click **Change Password**.



Personal Information

The band program uses Charms to send important information regarding band events, updates, fundraisers, etc., 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**.



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 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.



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.