

CHARMS INFORMATION AND INSTRUCTION SHEET

WHAT IS CHARMS?

Charms is a management, communication, assessment financial system used by Traverse City West Bands. If used properly, it can be a very useful, successful and informational tool for everyone involved.

Charms is Traverse City West Band's # 1 source of communication. It holds the calendar with all dates and times of all events, as well as records of everyone's financial status for fees, trips, fundraisers etc...

Charms also has the capabilities of allowing band staff to send emails to parents and students as well as texting capabilities if supplied with cell phone carriers. Charms also goes much further in assisting the band staff with an inventory system for music library, uniforms, instrumentation inventory and many other systems.

WHY IS IT MANDATORY THAT I USE CHARMS

All students are automatically entered in Charms by the band staff. The information entered for each student should include their name, address, phone, student ID#, birthday, gender, grade, instrument and group. The reason we need each parent to also register in charms along with their student is so you receive emails with pertinent information for you and your student, you have the capability of printing the calendar with all dates and times for all events, and you can check your student's fee status at any time to see if they have any outstanding debt for fundraisers, band fees, trip tees, etc...

All football itineraries and contest schedules will also be available each week to view and/or print for your informational purposes. As you all know, school budgets are tight and there is always a shortage of paper and this helps eliminate a lot of paper x 380 kids plus.

When registered in Charms, it also give the band staff contact information to reach you if necessary for any reason.

WHAT IF I DO NOT HAVE INTERNET ACCESS

We realize there are a few people with no internet access in their homes. If you do not have internet access, your student may always access to computers in the school library and they may log on and obtain the necessary information. If you are worried they will not get the information home to you, please contact Mr. Downer or Mr. Mielens or 231-933-8346 and they will assist in getting you the necessary information .