

CHARMS LOG IN AND REGISTRATION INFO

Logging into Charms and registering your account is easy! Just follow the instructions below.

When you do, please update your contact information. Charms gives us the capability to send text messages to all cell phone numbers provided to us. We can use it to send messages if there is a change in schedules or return times from a performance. Additionally it is used to complete the MLBB Family Directory. Also if you plan on using trip credit or a credit card to pay for your student's band trip, you must do this through Charms.

Here is how to access your child's account:

- Log on to www.charmsoffice.com and click "ENTER / LOG IN" in the upper right corner.
- Locate the "PARENT/STUDENT/MEMBERS LOGIN" section of the web page.
- Log in to your student's program account using the following School Code: leboband
- This will bring up the main "public" page. This will allow you to look at the "public" calendar for your organization, event list, and handouts and other "publicly shared" files, as well as a few other options.
- The first time you go here, enter your child's ID NUMBER into the Student Area Password field.
- You will be directed to the Change Password screen, to set a personal password different from the ID, for future use.
- There are also mechanisms to recover/reset a lost Username/Password – when you create your new password, create a "hint" as well.
- Parents and students will share the same login/password, so make sure that you coordinate your choices.

Whenever you enter using your student's username/password, another more detailed screen appears, with various button options for you to access areas in the Charms account:

- Complete Personal Information – Please complete your child's student information page, as well as the parent/guardian pages. Click "Update Info" to save changes.
- The Calendar lists events, rehearsals, and volunteer/RSVP opportunities. Anything marked with an "R" is required, "O" is optional, "E" is extra-curricular and anything showing a hand logo is an event that requires volunteers. Your calendar will only show events for groups that you are assigned to. For example, non-auxiliary members will not see the auxiliary-only rehearsals.
- Make sure you check the news on the home screen for important updates. There will also be a notification in the upper right corner of the screen telling you when you have news to read.

You can also download the Charms App to your smartphone – search your App Store for "Charms Parent/Student Portal" (or "Charms Blue"). It's the way to stay in touch on the go!