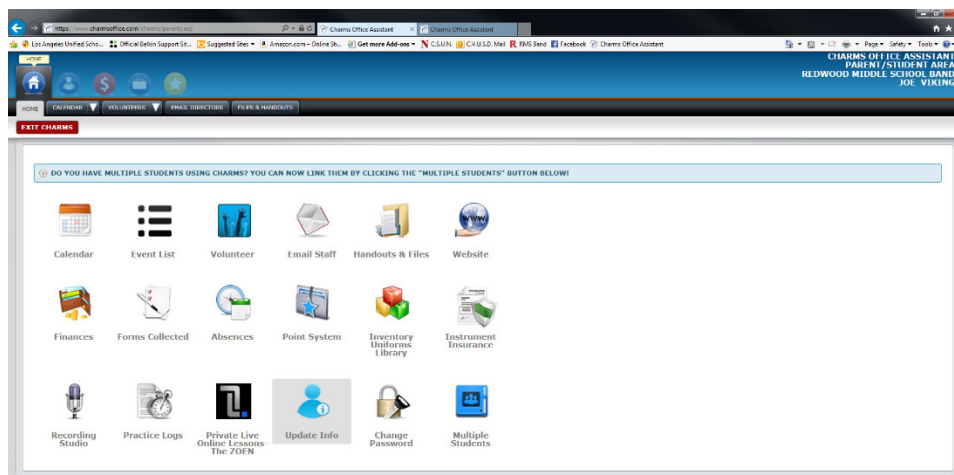


Redwood Band Parent and Student Info (Mandatory Assignment)

The Redwood Band uses a system for communication, information, uniforms, instruments, music library and record keeping called Charms Office Assistant. Parents & students will learn more about this in the coming weeks.

Assignment Instructions: Due no later than Friday, October 30, 2021

- Go to the website www.charmsoffice.com and click on the green “ENTER/LOGIN” link at the upper right corner.
- Where it says “PARENTS/STUDENTS/MEMBERS” enter the school code: **redwoodmsband**
- This will bring up the main parent page. You will be able to view the Public Calendar, Email Staff, see any handouts & files available and follow the link to our Website.
- Where it says “STUDENT AREA PASSWORD” enter your Redwood Student ID Number (this is located on all Student ID Cards as well as class schedules).
- Charms will say “PLEASE CHANGE YOUR CHARMS PASSWORD TO SOMETHING OTHER THAN YOUR ID NUMBER”. Pick something you will remember and a hint that will remind you if you forget. **Write your password down!**



- Click the link that says “UPDATE INFO”. Your student name should already be filled in. This is the students’ information, not the parents’ information. Returning students may also have their address and phone number filled in as well. **FILL IN NAME, ADDRESS, CITY, ST, ZIP, PHONE, CELL CARRIER (what company is your cell phone service) and EMAIL.** All other information is optional. When you are done, **MAKE SURE TO HIT THE GREEN “UPDATE” BUTTON ON THE TOP RIGHT**
- In the upper left you will see a blue button that says, “ADD NEW ADULT”. Click this link. Here you will fill in your parent/guardian’s information. **FILL IN SALUTATION (Mr., Mrs., Miss etc...), FIRST NAME, LAST NAME, HOME PHONE, CELL PHONE, ADDRESS, CITY, ST, ZIP, RELATION, and EMAIL.** We do not need Work phone, Driver’s license or date of birth. **MAKE SURE TO HIT THE GREEN “UPDATE” BUTTON ON THE TOP RIGHT**

- **REPEAT THE “ADD NEW ADULT” STEP for each parent/guardian.**