

COMMUNICATION

There are two primary methods of communication with the Winter Park Band families. The first is our Band website found at:

WinterParkHSBand.com

The Winter Park Band website includes important information that is updated weekly, the Band Calendar, and access to downloads and resources for both students and parents.

The second method is our Band's central database which is stored online in Charms. In addition to allowing direct communication between the directors and Band families (through e-mail and text messaging), students and parents can also access their financial ledgers through this service.

CharmsOffice.com

For new students, access to CharmsOffice.com does not become fully active until the start of the school year when names and information are loaded into the database.

To access Charms, follow these steps.

- Click on "Enter/Login" at top right.
- Click on "Parents/Students/Members"
- Enter school code: **WINTERPARKHSBAND**

You are now on the public area of the site, where you can access our **calendar** and **handouts and files**. If you wish to view your private financial ledger or change your contact information:

- Student Area password: **Student's SCHOOL ID NUMBER**
- Click on "Enter"

Click "**Update Info**" tab to input or update contact information. Don't forget to click "Update" when you are finished. Click the "**Finances**" tab to view financial statements. You can also submit a recording at the "**Recording Studio**" or "**Change Password**" to change your password.

For questions concerning general Band inquiries, Band financial obligations, or to request a payment plan, contact Michael Clemente, at **Michael.Clemente@ocps.net**.

For questions regarding your Charms account or statement, contact the Band Booster Treasurer, Mary Beth Johnston, at **mbkjohnston@gmail.com**.