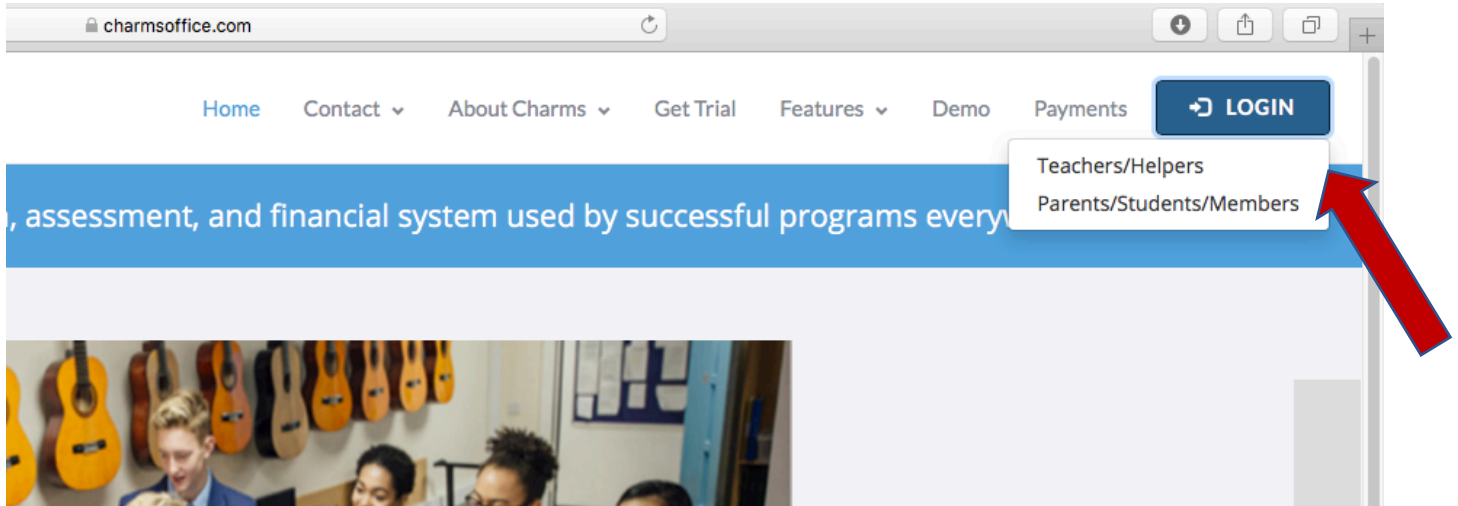


# UPDATING INFORMATION ON CHARMS

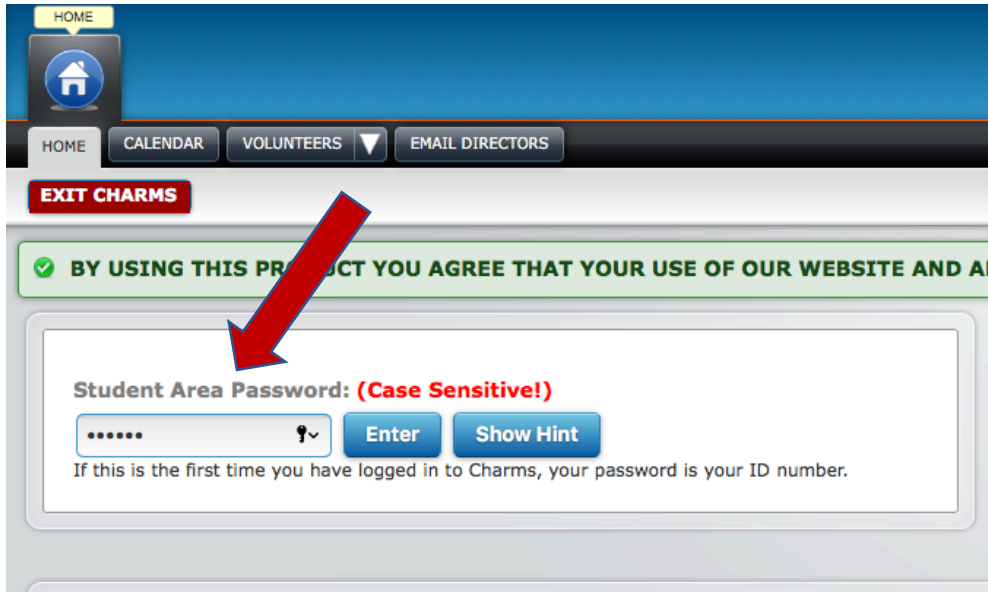
**STEP ONE:** Go to [www.charmsoffice.com](http://www.charmsoffice.com), hover your mouse over LOGIN, and select “Parents/Students/Members.”



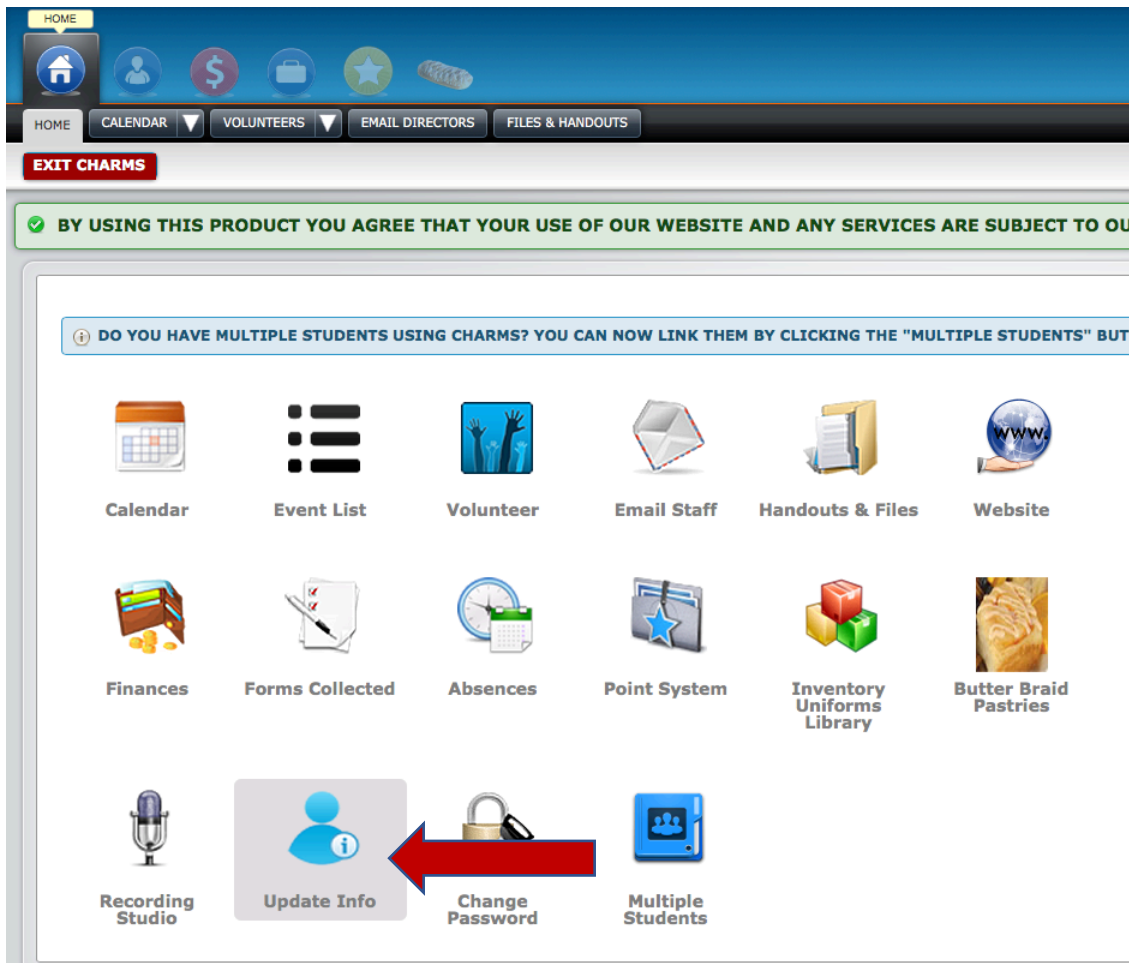
**STEP TWO:** Enter our school code **WINTERPARKHSBAND**.

A screenshot of the Charms Office Assistant login interface. The page has a blue background. At the top left is the Charms Office Assistant logo. Below it is a white box containing the text "Please enter your school code". A text input field contains the school code "winterparkhsband". A red arrow points to this input field. Below the input field is a blue button labeled "ENTER CHARMS". At the bottom of the white box is a note: "NOTE: By using this product you agree that your use of our website and any services are subject to our Terms of Use and Privacy Statement". At the bottom of the blue background is an orange button labeled "NEED SCHOOL CODE?".

**STEP THREE:** Enter your password. If you have forgotten your password, e-mail Mr. Blackmer to have it re-set to the student's OCPS ID number.



**STEP FOUR:** On the HOME screen, click on the "Update Info" icon.



**STEP FIVE:** Double check all of the information on the Student Detail page. Make sure that the e-mail address is correct and up-to-date (**Charms will not allow you to use the OCPS student ID e-mail address – it must be a regular e-mail system such as Gmail or Yahoo**). While you are there, double check and update all demographic information including address, phone number, cell number, cell carrier, etc. **Be sure to click the green UPDATE at the top right corner to save your information!** To update adult parent/guardian information, select the blue tab at the bottom left corner and update all demographic information. To add a new adult, click on the “Add New Adult” blue button.

The screenshot shows a web application interface for updating student information. At the top right, it identifies the user as 'CHARMS OFFICE ASSISTANT' in the 'PARENT/STUDENT AREA' for 'WINTER PARK HIGH SCHOOL BAND' and 'CHARLES BROWN'. The main heading is 'Update Student Detail - CHARLES BROWN'. A green 'Update' button is in the top right corner. A red arrow points to this button. Below the heading is a blue 'Add New Adult' button. The main form is titled 'CHARLES's Information' and contains two columns of fields. The left column includes: Student ID (2487615531), First Name (CHARLES), Middle Name (SCHULTZ), Last Name (BROWN), Address, City, St Zip, Phone ((555) 123-4567), Cell ((555) 123-5678), Cell Carrier (AT&T (SMS)), and E-mail (charliebrown@yahoo.com). A red arrow points to the E-mail field. The right column includes: Sex (M), Locker (405) | Combination (03-14-32), Birthdate (03/10/2007), T-Shirt Size (L), Primary Group (none), Other Groups (ALL STUDENTS, Concert Band), and Instrument/Part (Marching: Not Assigned, Concert: Not Assigned, Jazz: Not Assigned). Below the main form is a blue tab for 'Joe Schuster's Information' and another blue 'Add New Adult' button. A red arrow points to the 'Joe Schuster's Information' tab.

<b>Student ID</b>	2487615531	<b>Sex</b>	M
<b>First Name</b>	CHARLES	<b>Locker</b>	405   <b>Combination</b> 03-14-32
<b>Middle Name</b>	SCHULTZ	<b>Birthdate</b>	03/10/2007
<b>Last Name</b>	BROWN	<b>T-Shirt Size</b>	L
<b>Address</b>		<b>Primary Group</b>	none
<b>City, St Zip</b>		<b>Other Groups</b>	ALL STUDENTS Concert Band
<b>Phone</b>	(555) 123-4567   <b>Cell</b> (555) 123-5678	<b>Instrument/Part:</b>	<b>Marching:</b> Not Assigned <b>Concert:</b> Not Assigned <b>Jazz:</b> Not Assigned
<b>Cell Carrier</b>	AT&T (SMS)		
<b>E-mail</b>	charliebrown@yahoo.com		

**Personal Instrument**

<b>Instrument Type</b>	Trombone
<b>Brand</b>	Yamaha
<b>Serial Number</b>	123454321