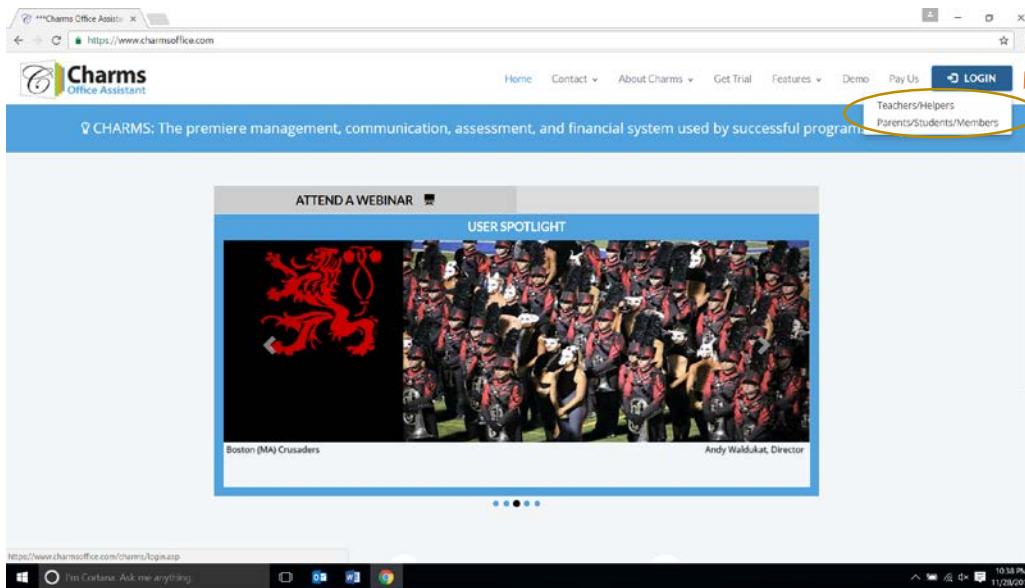
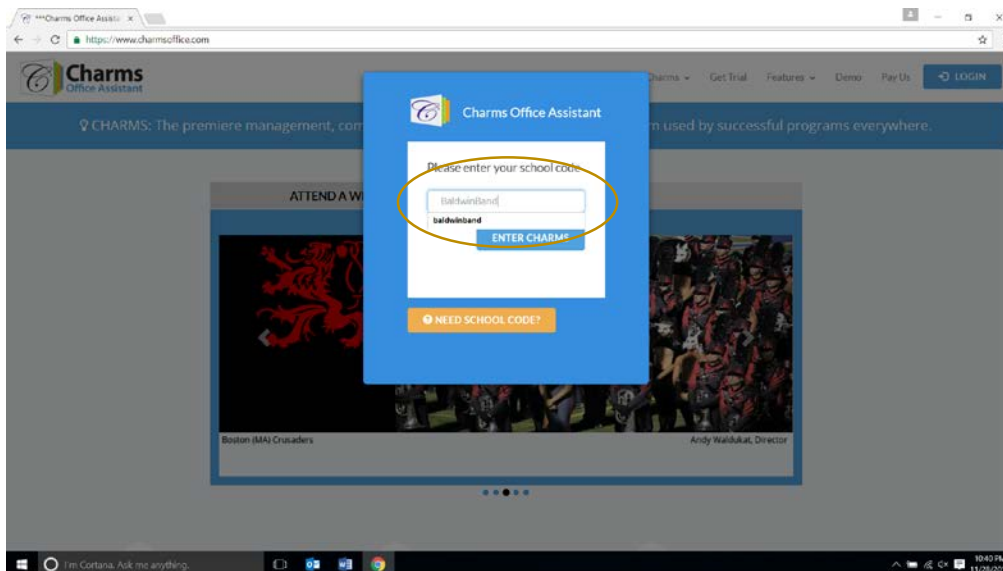


CHARMS - STEP BY STEP DIRECTIONS

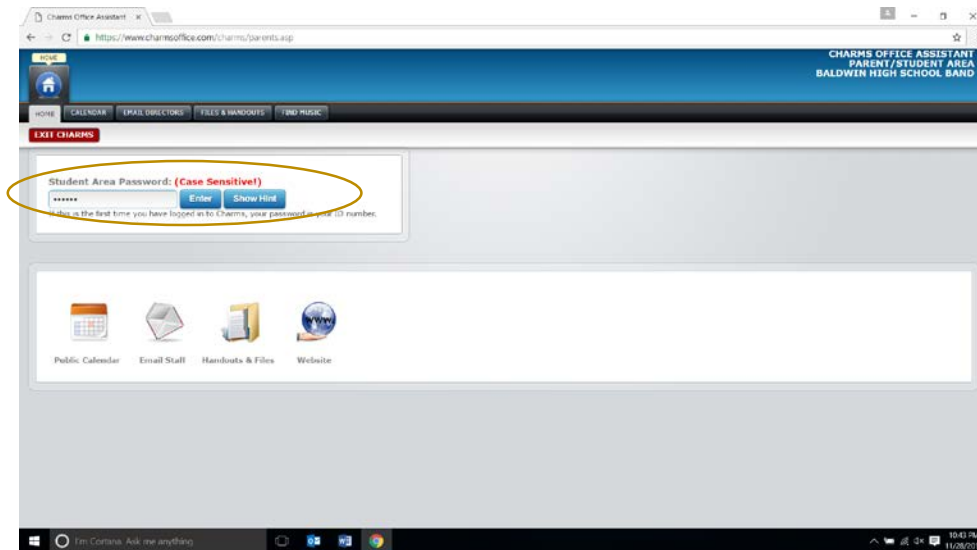
1. Visit www.charmsoffice.com. Click on “Login”, then select “Parents/Students/Members”.



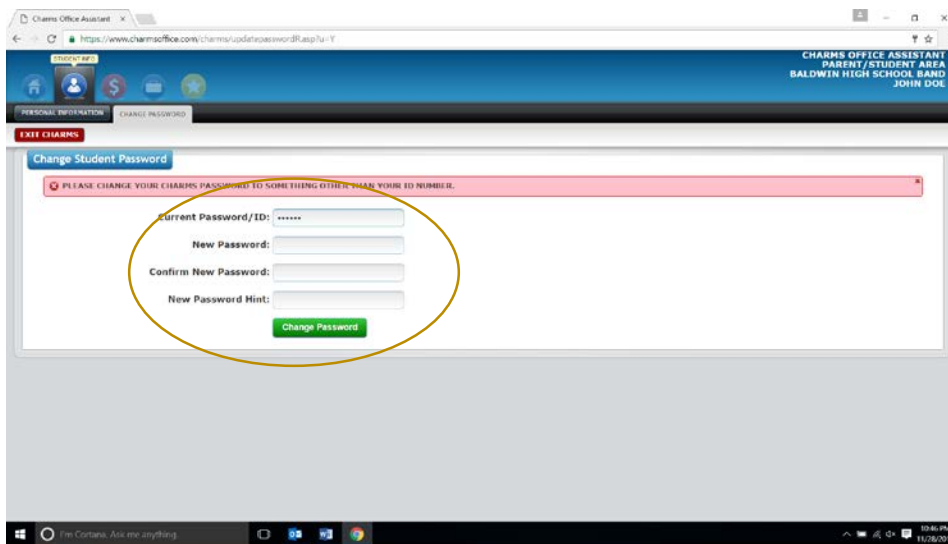
2. On the next screen, enter our school code: “BaldwinBand”, then press enter.



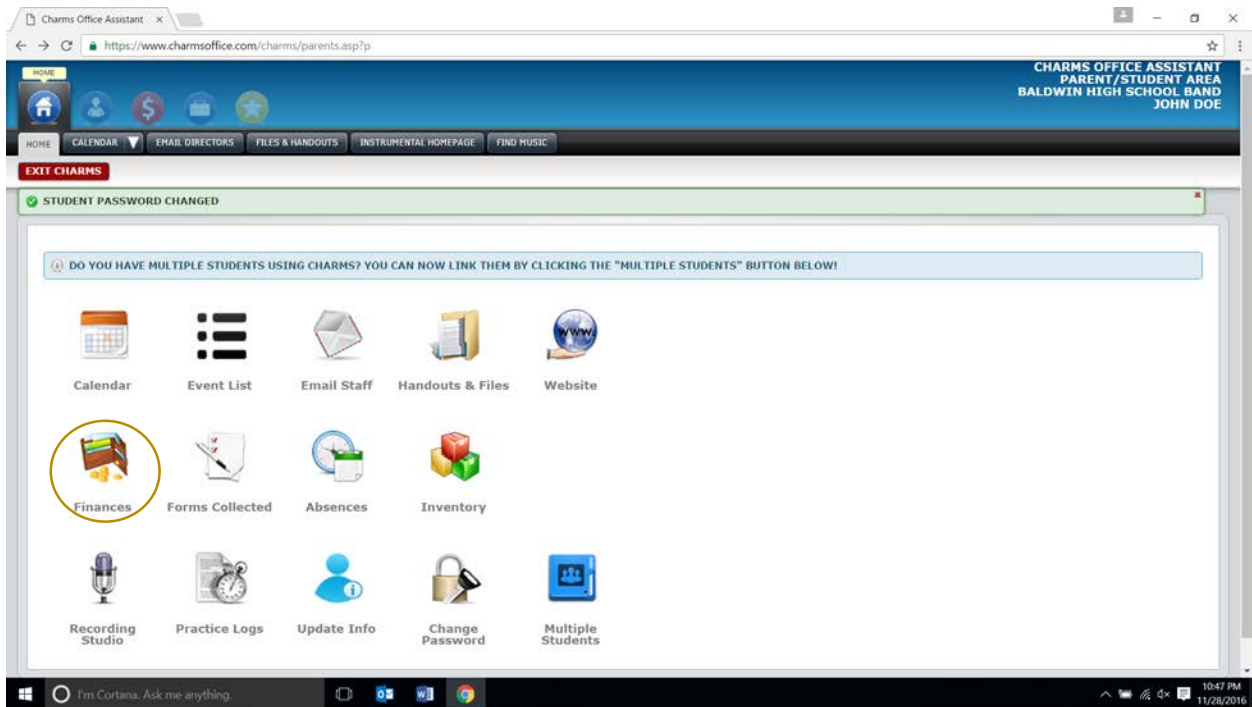
3. If this is your first time logging in, enter your child's BWSB student ID. If this you have logged on before, enter your chosen password.



4. If this is your first time logging into Charms, you will be asked to enter your student ID again, then a new password and password hint. This password will be used on all future log-ins.



5. Once logged in, click on "Finances" to view trip/fundraising/account info.



6. If, after following the steps above, you are still unable to log onto to Charms, please fill out an online help ticket at <http://hsband.bwmusic.net/help.html>.