

How to Access and Use Charms Office

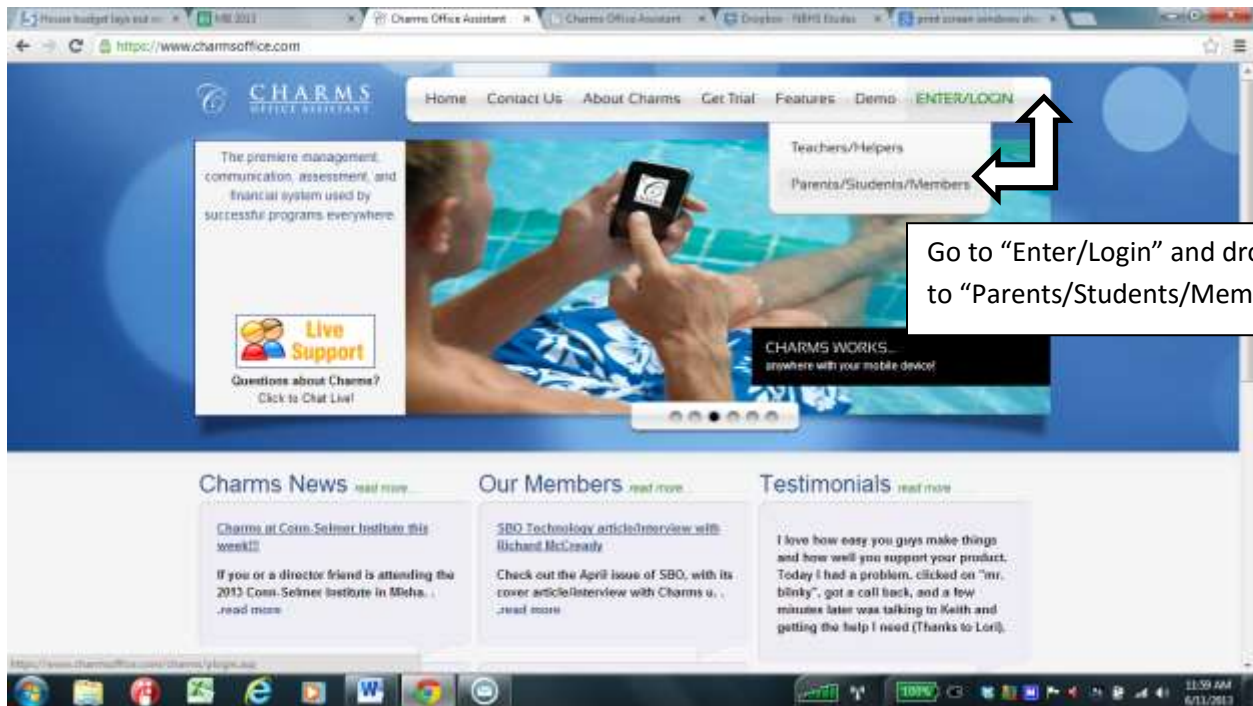
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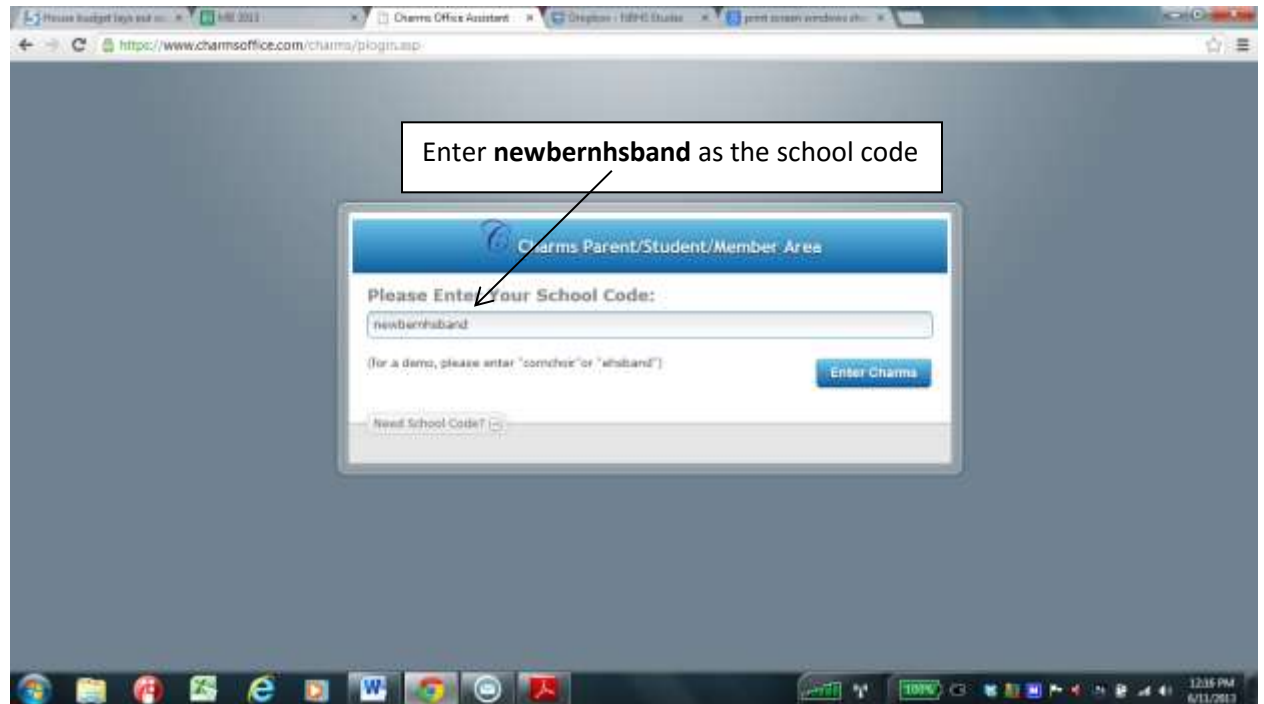
1.) Go to www.charmsoffice.com



2) Entering Charms



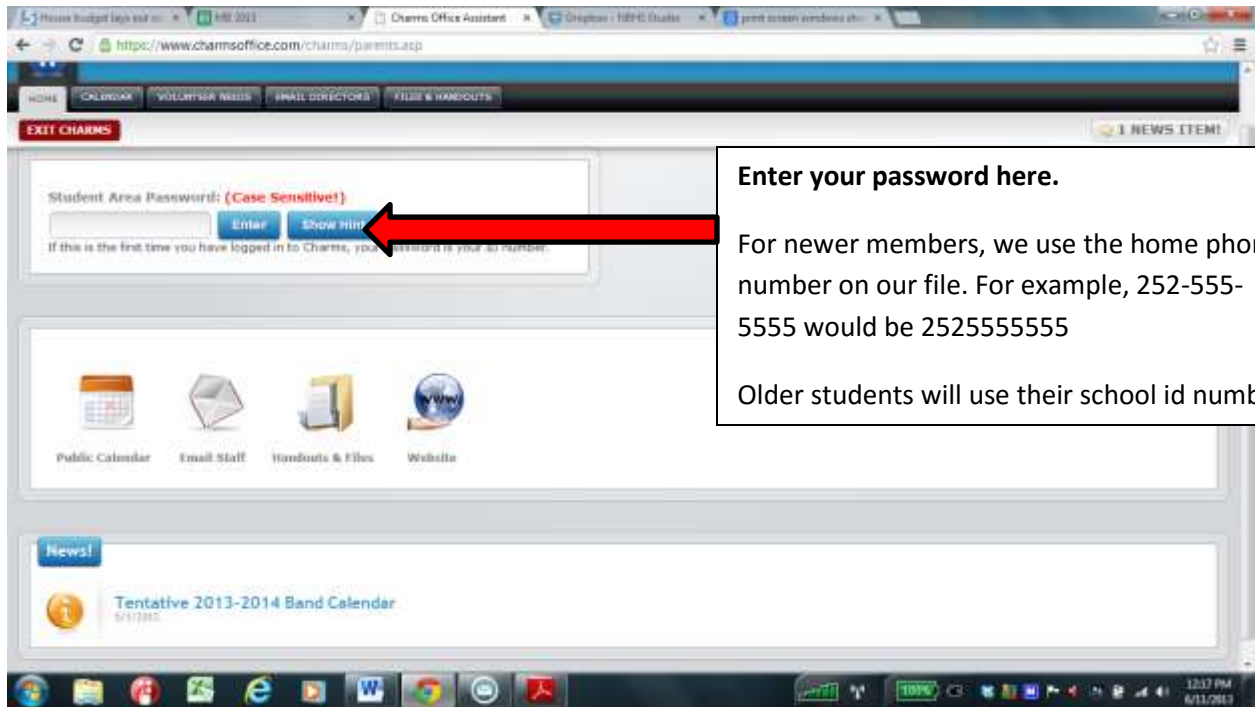
3.) School Code



The Hub is your portal for everything that you need.

You have access to volunteer sign-ups, personal information change, financial records, on-line payments and other tools.

4.) The School Hub-Entering your password

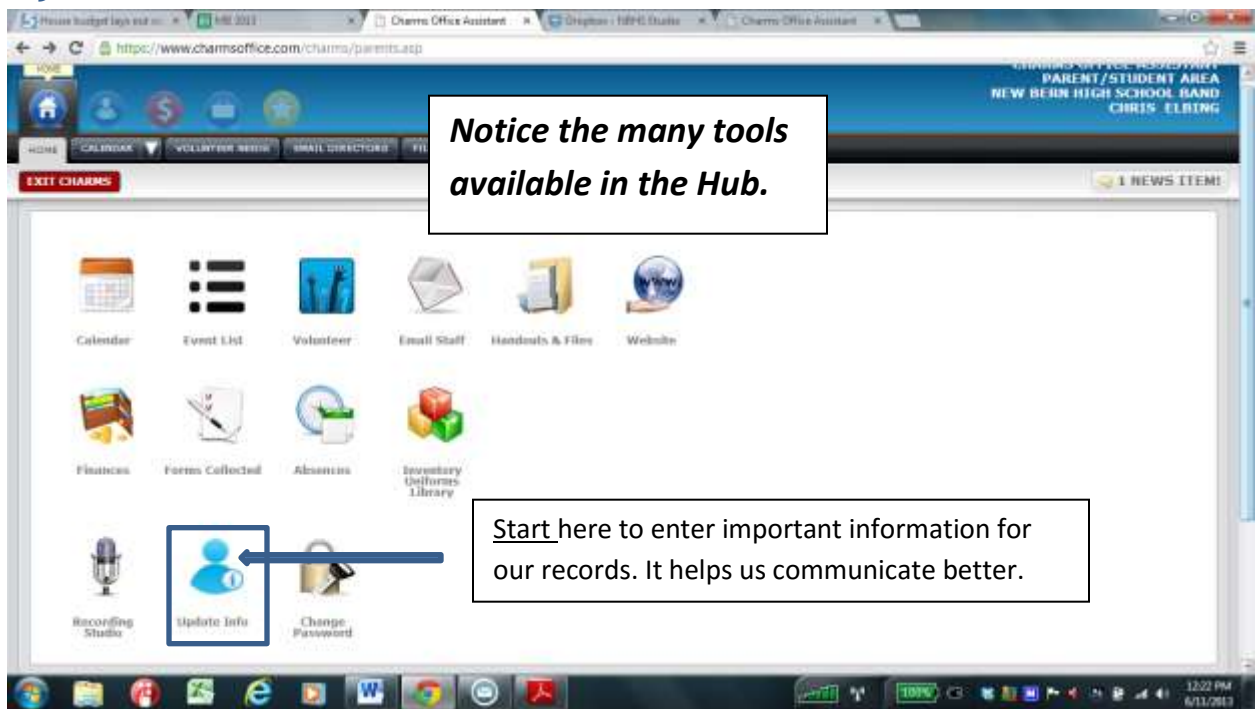


Enter your password here.

For newer members, we use the home phone number on our file. For example, 252-555-5555 would be 2525555555

Older students will use their school id number

5.) Student Hub-Info, Finances, Calendar, Volunteer, etc.



Start here to enter important information for our records. It helps us communicate better.

5.) Entering/Changing Student and Family Information

Update Student Detail - Chris Elbing

Chris 's Information

Student ID: 010101

First Name: Chris

Middle Name:

Last Name: Elbing

Address:

City, St Zip:

Phone: Cell:

Cell Carrier: Select Carrier

E-mail:

Personal Instrument:

Sex: M

Locker: Combination

Birthdate: Use Calendar

Primary Group: none

Other Groups: Marching Band

Instrument/Part: Part 1: Not Assigned, Part 2: Not Assigned

Please fill in any missing information.
Adults can be added down below

6) Accessing Financial Information

Go back to the home page by clicking the House icon.

CHARMS OFFICE ASSISTANT
PARENT/STUDENT AREA
NEW BERN HIGH SCHOOL BAND
CHRIS ELBING

Calendar

Home

Mail

Web

Finance

News

Library

Click on either the Wallet or \$ sign to access the Financial page.

7.) Reading the Financial Statement Page

Definitions of Financial Statement Page Items

A. Balance: How much is owed

B. Credit: Either a zero balance or extra money credits in an account (positive)

C. Trip Ledger Balance: How much is owed on major trip

D. Fixed Payments Due: The total of the several payments linked together. A fixed payment is when a charge is split into different payment amounts. For example, the \$325 for marching band is split into a Deposit, Camp fess, and 3 monthly payments

E. Fundraising Balance: How much is owed or has been raised for a fundraiser.

If items such as tickets have not been turned in, **a Balance will show up**. If money/tickets have been turned in, **a Credit will show**.

F. Miscellaneous Balance: This can be several items, such as:

- Extra charges from throughout the year (All-District registration, Concert Uniforms, shoes, extra gloves, etc.)
- Unpaid band fees from the previous year
- Scholarships or Credits (such as sibling discounts)

The screenshot shows a web browser displaying a "Student Financial Statement" page. The page has a header with "FINANCIAL STATEMENT" and "TRANSFER REQUEST" tabs, and a "EXIT CHARMS" button. The main content area is titled "Student Financial Statement" and contains a table with the following items:

Trip Ledger Balance Credit	0.00
Fixed Payments Due	275.00
Fundraising Balance Credit	0.00
Miscellaneous Balance Credit	0.00
TOTAL BALANCE DUE	\$ 275.00

Annotations on the screenshot include:

- A red arrow points from a text box to the "Fixed Payments Due" value of 275.00. The text box says: "If an item is RED, that means is still unpaid or items have not been turned in. (negative)".
- A green arrow points from a text box to the "TOTAL BALANCE DUE" value of \$ 275.00. The text box says: "If an item is GREEN, it is either paid off or a positive credit".
- A red circle highlights the "TOTAL BALANCE DUE" value.
- A text box at the bottom says: "This is the **TOTAL** amount Due or Credits available. A Credit will look like this: - \$0.50. This example has a **Balance Due** of \$275.00".

Below the main table, there is a section titled "There are no scheduled trips for this student" and a "Statement of Total Payment Detail" table with columns for "Paid Date" and "Item". The "Statement of Total Payment Detail" table shows the following items:

Paid Date	Item
6/11/2013	Marching Band Deposit
not paid	Marching Band Camp-July 2013
not paid	Marching Band No. 1-September 3
not paid	Marching Band No. 2-October 1st
not paid	Marching Band No. 3-November 3rd

The "Total Fixed Payments Due" is listed as \$325.00.

8.) Making Online Fixed Payments

Go down to fixed payments and click on the ones that you want to pay.
Then click Pay Fixed Payments

Step 2

Step 1

Paid Date	Account	Amount	Paid by	Dep. Num
6/11/2013	Marching Band	50.00	G-Check	4000
not paid	Marching Band	125.00		
not paid	Marching Band No. 1-September 3	50.00		
not paid	Marching Band No. 2-October 1st	50.00		
not paid	Marching Band No. 3-November 3th	50.00		

Total Fixed Payments Due \$325.00

FOR EXTRA SECURITY, CLOSE THE WEB BROWSER AFTER MAKING YOUR PAYPAL PAYMENT.

Fixed Payments to Pay 125.00 - Marching Band Camp-July 29th

Total to Pay: \$ 125.00

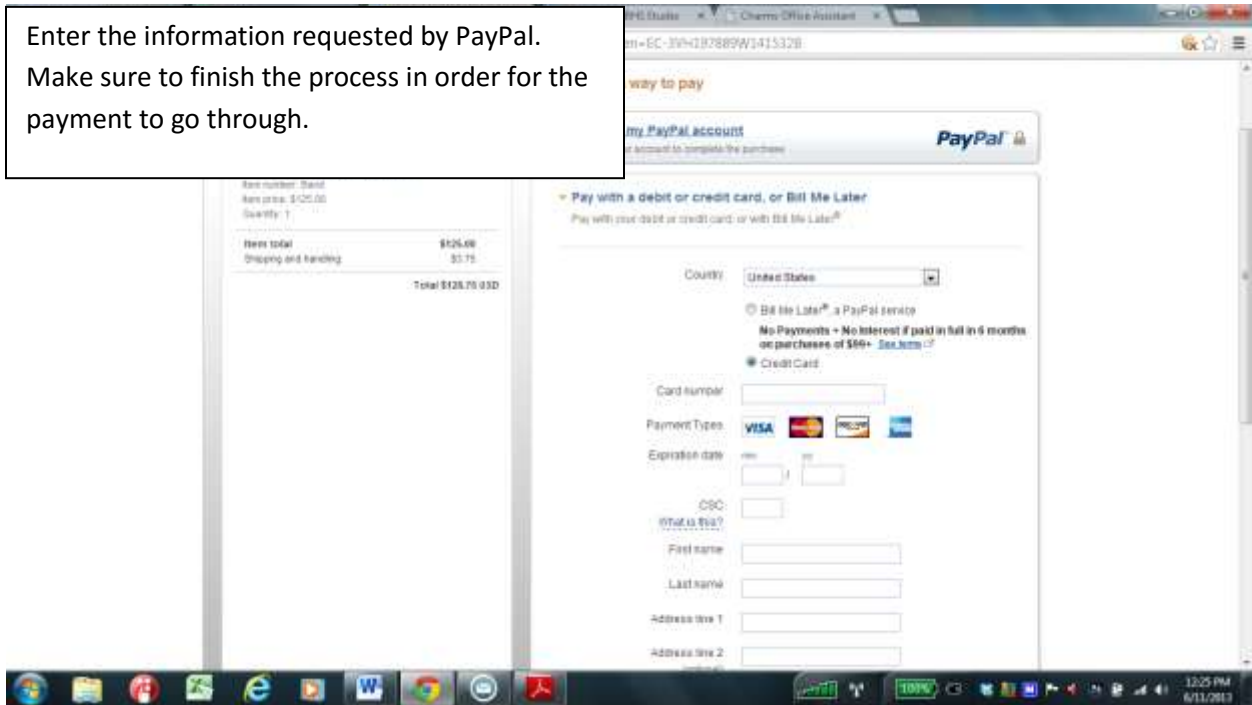
Convenience Charge: 3%

Start Payment

NOTE: 3%

This is where you will be taken.
Notice that there will be a 3% convenience charge (PayPal charge)

Enter the information requested by PayPal.
Make sure to finish the process in order for the
payment to go through.



If you need any more help or have questions, please email or call Mr. Elbing.