

How to Access and Use Charms Office

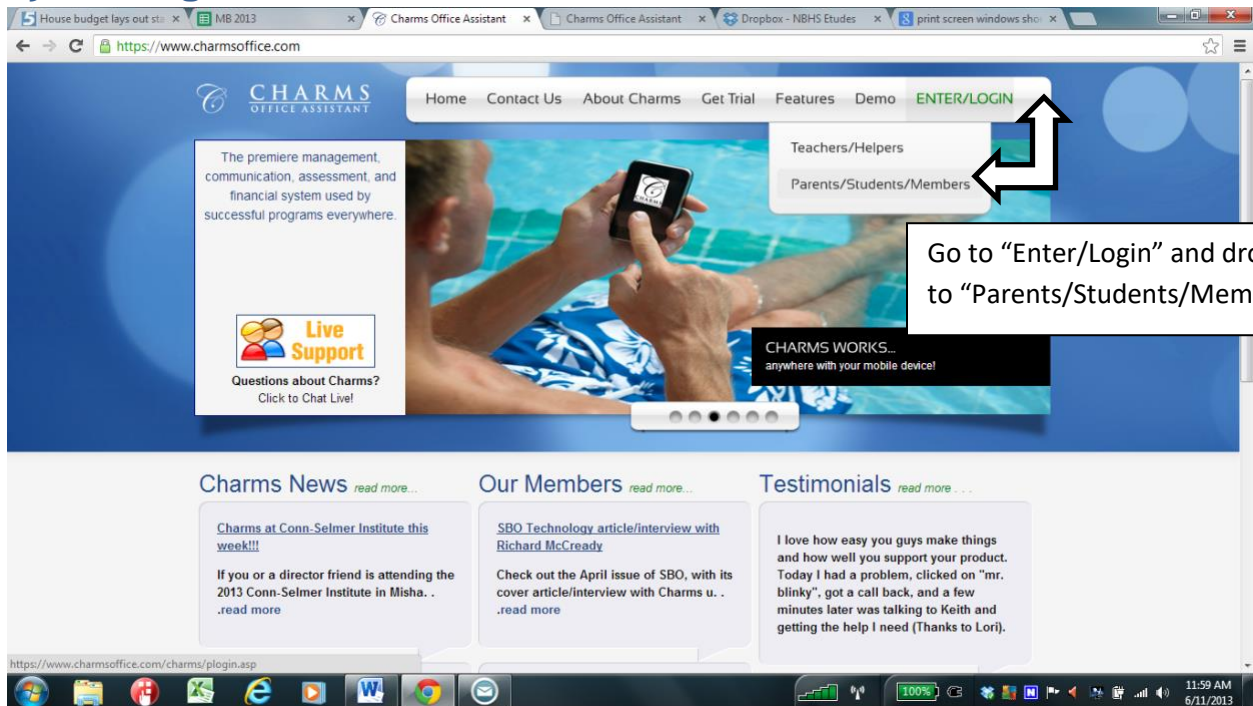
Contents

1.) Go to www.charmsoffice.com	2
2) Entering Charms	2
3.) School Code	3
4.) The School Hub-Entering your password	3
5.) Student Hub-Info, Finances, Calendar, Volunteer, etc.	4
5.) Entering/Changing Student and Family Information	5
6) Accessing Financial Information	5
7.) Reading the Financial Statement Page.....	6
Definitions of Financial Statement Page Items.....	6
A. Balance	6
B. Credit	6
C. Trip Ledger Balance	6
D. Fixed Payments Due	6
E. Fundraising Balance	6
F. Miscellaneous Balance	6
8.) Making Online Fixed Payments	7

1.) Go to www.charmsoffice.com



2) Entering Charms



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.

3.) School Code

Enter **newbernhsband** as the school code

Charms Parent/Student/Member Area

Please Enter Your School Code:

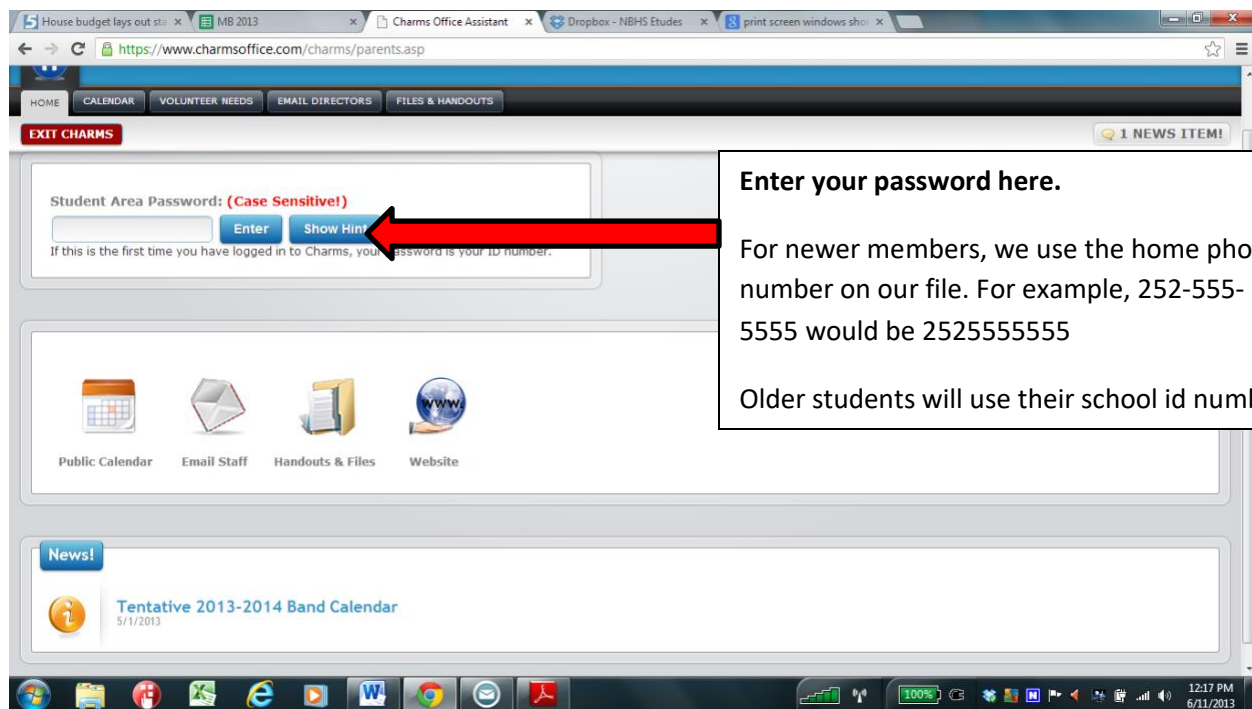
newbernhsband

(for a demo, please enter "cornchoir" or "ehsband")

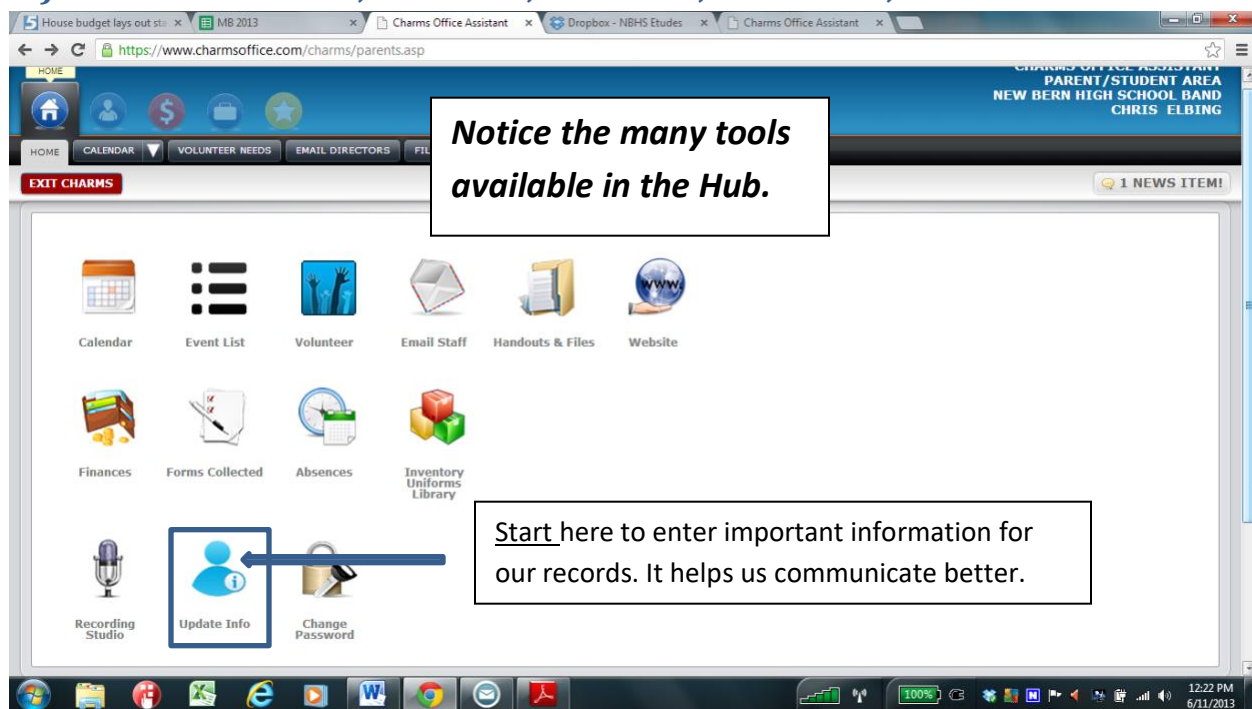
Enter Charms

Need School Code? [a]

4.) The School Hub-Entering your password



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



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 Carrier: Select Carrier

E-mail:

Personal Instrument: OFF

Sex: M

Locker: Combination

Birthdate: Use Calendar

Primary Group: none

Other Groups: Marching Band

Instrument/Part: Part 1: Not Assigned, Part 2: Not Assigned, Part 3: 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, Volunteer Needs, Email Directors, Files & Handouts

Finances, Forms Collected, Absences, Inventory Uniforms Library

Recording Studio, Update Info, Change Password

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 window with the URL <https://www.charmsoffice.com/charms/stufinancesR.asp>. The page title is "Student Financial Statement". It contains a table with the following items:

Item	Amount
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:

- A red arrow points to the "Fixed Payments Due" value of 275.00, which is in red text. A text box explains: "If an item is RED, that means it is still unpaid or items have not been turned in. (negative)".
- A green arrow points to the "Fundraising Balance Credit" and "Miscellaneous Balance Credit" values of 0.00, which are in green text. A text box explains: "If an item is GREEN, it is either paid off or a positive credit".
- A red circle highlights the "TOTAL BALANCE DUE" of \$ 275.00.
- A text box explains: "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 table, there is a section titled "Student Fixed Payment Detail" with a "Pay Fixed Payment" button. It shows a list of payments with the following details:

Paid Date	Item	Amount	Status
6/11/2013	Marching Band Deposit		
not paid	Marching Band Camp-July 29th		
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 5th	50.00	
Total Fixed Payments Due		\$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		Amt.	Paid By	Dep. Num
6/11/2013	Marching Band	50.00	G-Check 50	
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 5th	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.

The screenshot shows a web browser window with a PayPal payment page. The browser's address bar shows a URL ending in "en=EC-3VH197889W1415328". The page has a "way to pay" header. On the left, a summary table lists the item details and total amount. On the right, the payment method is "Credit Card", and the user is prompted to enter their card details, including card number, expiration date, CSC, and name and address.

Item number: Band	
Item price:	\$125.00
Quantity:	1
<hr/>	
Item total	\$125.00
Shipping and handling:	\$3.75
<hr/>	
Total	\$128.75 USD

Pay with a debit or credit card, or Bill Me Later
Pay with your debit or credit card, or with Bill Me Later®

Country:

☐ Bill Me Later®, a PayPal service
No Payments + No Interest if paid in full in 6 months on purchases of \$99+ [See terms](#)

☒ Credit Card

Card number:

Payment Types:

Expiration date: mm / yy

CSC:

What is this? [What is this?](#)

First name:

Last name:

Address line 1:

Address line 2:

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