

Briarhill MS Band

Access and edit student roster information using

CHARMS

1. Enter www.charmsmusic.com into your internet browser (or click on this link).
2. Locate the "STUDENT/PARENT LOGIN" section on the left side.
3. Enter the School ID ("briarhillmsband") in the block provided and click "Enter Parent's Area".
4. If it asks for the School ID a second time, just reenter it.
5. This will bring up an initial page for your Student ID.
NOTE: At this time, the Charms calendar function is not in use - please see www.briarhillband.com for the latest calendar information, or click on the "Handouts" icon after logging in.
6. Enter your child's LISD Student ID number under "Student ID/Password". If you don't know it, ask your child, or check a report card or schedule. CHARMS uses the last 6 digits of the ID on the report card, and requires leading zero's, if applicable. CHARMS is not compatible with Microsoft's "Content Advisor" due to a bug – you may have to disable it. After you log in to the main Student page (you will see your child's name), you can create a new and unique password by clicking on the "Change Password" icon, if desired.
7. Click on the "Student Info" icon to view all student and parent info. Be sure to click the "Update" button after making any changes.

PLEASE FOLLOW THESE GUIDELINES WHEN CHECKING, ENTERING OR CHANGING INFO:

- a. Please do not use a comma (,) in any of the blocks.
 - b. Please enter mailing address and phone numbers (work and cell phones) under both parents, if applicable. You can automatically transfer home address and home phone number by simply clicking in the box next to "Copy to Mother" and "Copy to Father" found at the bottom of the student's info. This will not copy cell phone numbers or e-mail addresses. If one parent has a different home address, you can enter it manually.
 - c. Please enter the student's cell phone number if they have one.
 - d. Please enter an e-mail address under the student's info. There may be situations where the directors wish to e-mail reminders or other e-mails only to the students. If this is missing, your child will not receive these e-mails. If your child does not have his/her own unique e-mail address, please copy and paste one of the parent's e-mail addresses into the student's e-mail address block. Use the one that is checked frequently enough for the student to get the information. Please be patient with the duplicate e-mails this will cause in a band-wide group e-mail blast.
 - e. You may enter more than one e-mail address in the e-mail blocks, but they MUST be separated with a semi-colon (;) or the system will generate an error when sending e-mails.
 - f. Please enter any additional phone numbers or emergency contacts at the bottom left under "Other Phone", and enter any medical info or notes the directors and band nurse should be aware of under "Notes". These will be used only in case of emergency. These two boxes are limited to 30 characters each, so abbreviate if necessary.
 - g. Please leave the boxes under "Booster Club" and "Volunteer" checked. You are a member of the Briarhill Band Booster Club simply by having a child in the Marcus Band. Welcome!
8. **Be sure to click the "UPDATE" button at the top right corner of the page to save any changes.**
 9. When done, click on "Exit" on the top left.

Please check and verify all your info as soon as possible. Currently, Charms does not remove duplicate e-mail addresses. Those with more than one child in band will have e-mails sent to the same parent's e-mail address listed under both students. And those families whose child uses a parent's e-mail address in the student's e-mail block will also receive duplicate e-mails. Please be patient with duplicate e-mails from Charms.