

BRIARHILL CHOIR

Parents can personally access and edit student choir roster information
and fee payment status using

CHARMS

HERE'S HOW:

1. Enter www.charmsoffice.com into your internet browser
2. Locate the "STUDENT/PARENT LOGIN" section on the right side.
3. Enter School Code ("BriarhillMSChoir") in the block provided (case doesn't matter) and click "Enter Charms".
4. This will bring up a login page for your Student ID.
5. 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.
6. 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. (PLEASE enter all your contact information!)
8. Click the "Update" button after making any changes, and give your browser enough time to reload after clicking "Update".

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. (NOTE: The checkmarks in the check boxes will disappear after clicking "Update")
- c. Please enter the student's cell phone number if they have one.
- d. Please enter the student's date of birth (DOB) in the block indicated.
- e. Please enter an e-mail address under the student's info. There may be situations where the director wishes 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. (NOTE: Please be patient with the duplicate e-mails this will cause in a choir-wide group e-mail blast.)
- f. 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.
- g. Please enter any additional phone numbers or emergency contacts at the bottom left under "Other Phone", and enter any medical info or notes the director 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. Again, DO NOT use commas in any of the fields.
- h. Please check the boxes under "Booster Club" and "Volunteer". You are a member of the Briarhill Choir Booster Club simply by having a child in the Briarhill Choir. Welcome!
- i. **Be sure to click the "UPDATE" button at the top right corner of the page to save any changes.**
- j. When done, click on "Exit" on the top left.
- k. Contact Jennifer Griffin at pitviolin@me.com with questions or problems.
- l. Please check and verify all your info as soon as possible. Currently, Charms does not remove duplicate e-mail addresses.
- m. Those with more than one child in choir 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.