CENTRAL DAUPHIN BAND BOOSTERS ASSOCIATION

CHARMS HANDBOOK

REV. AUGUST 19, 2012

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ABOUT CHARMS OFFICE ASSISTANT

OVERVIEW

Charms Office Assistant aids music teachers and booster clubs organize student contact information, manage inventory, assign uniforms, track attendance, and work with trips, fees, fundraisers, form collection, and lots more. Charms can send group email, broadcast phone and text messages, email financial statements and much more.

Because it can unify much of the diverse information needed by Mr. Ceresini and the Central Dauphin Band Boosters, we decided to invest in and begin to implement in 2010-11 this all-encompassing management system, which works on any computer connected to the internet, from anywhere in the world!

CHARMS SECURITY

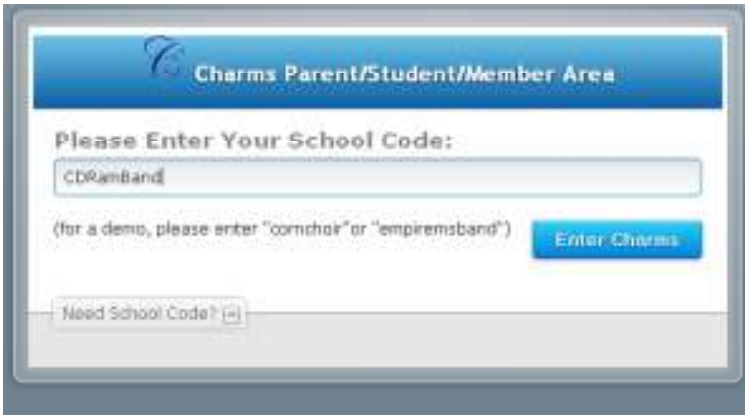
CHARMS is fully secure. You connect only via an HTTPS connection and your unique password allows access to your child's protected information only to you. Full access to the information stored on Charms is restricted viewable only to the Band Director and the Band Booster Officers that require access to Booster financial information.

GETTING STARTED WITH CHARMS

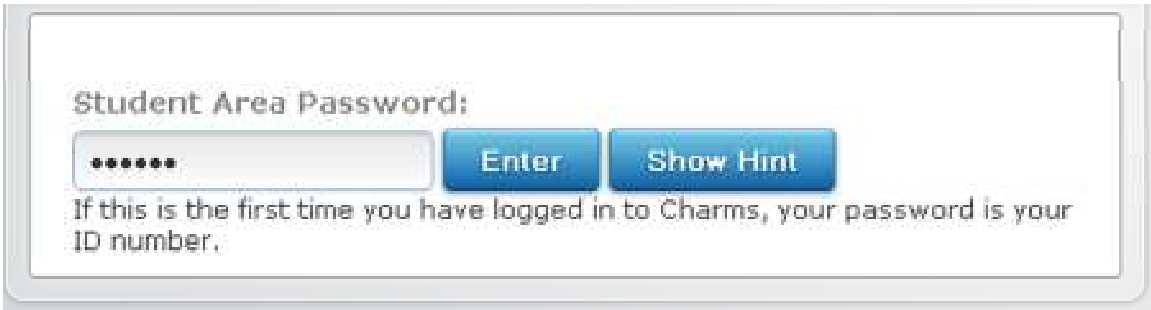
LOG IN WITH JUST THREE EASY STEPS

1. Open a web browser and enter the following URL: http://www.charmsoffice.com.

2. Enter our school code "CDRamBand" under the "Charms Parents/Students/ Member Area," then click "Enter Charms"



3. Enter your "Student Password." If this is the first time you have logged in to Charms, your password is your RamBand ID number. Because of School District's strict rules regarding the confidentiality, your Band ID Number is different from your Central Dauphin Student ID number.



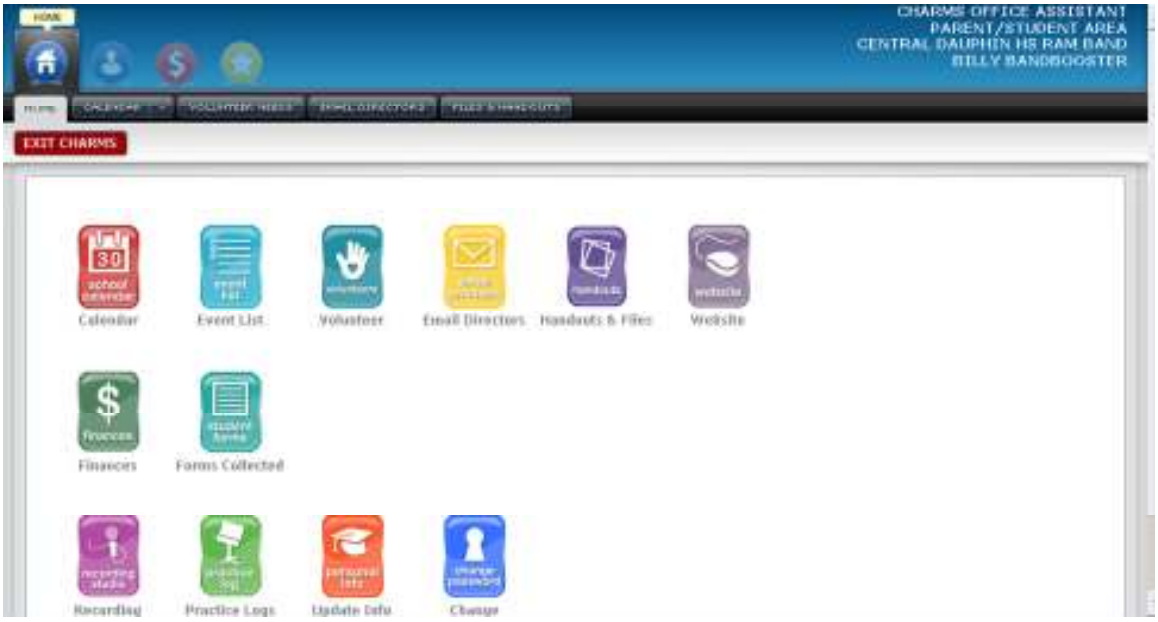
We provided information containing your RamBand Student Password number to you in the mail in mid-June. If you never received or have misplaced this information, please contact the Mr. Ceresini and he will provide you with your RamBand ID. You may change your password from this RamBand ID after you log in. Congratulations, you're now logged in to Charms!

PROBLEMS LOGGING INTO CHARMS?

Try these solutions first:

- Check to see that Microsoft's Internet Explorer's "Content Advisor" is not enabled. Many secure sites (HTTPS), including Charms, encounter difficulties using Internet Explorer due to a Microsoft bug. Try this:
    - Select Tools > Internet Options > Content tab
    - If the top button reads "Disable" - click that button, enter your password, and click OK.
    - Log off Internet Explorer and log back in, and then into Charms. It should work perfectly.
- Select Tools > Internet Options > Privacy and click the Sites button. Add www.charmsoffice.com to your allowed websites.
- Be sure you are accurately entering the CDRamBand schoolcode in the Charms Parents/Students/ Member Area (e.g., without spaces).

PARENT/STUDENT HOME PAGE



From this page (pictured above), you can access many useful points of information, including the following:

CALENDAR

A calendar of upcoming events is also available at www.cdramband.org/calendar. Note: The Band Boosters Association's website is the **primary** source for RanBand related information. If there is a difference between Charms and the calendar at the Band Boosters Association's website, the online Calendar at www.cdramband.org takes precedence.

You also can volunteer for booster events from the Charms calendar, just look for the little "Helping Hand" icon, pictured at the left. Click on the "Helping Hand" and you'll arrive at the Volunteer Signup screen, which is described in more detail in this Handbook.

EVENT LIST

List of all events for the current school year.

VOLUNTEERS

List of events / activities where Volunteers are needed.

EMAIL TEACHERS

Contact Mr. C.

HANDOUTS & FILES

Repository of handouts and forms for the various RamBand ensembles.

WEBSITE

Direct link to the www.cdramband.org website

FINANCES

Full confidential details on your Student Ledger (formerly known as the Student Account). (No more giant list on the Band Room Bulletin Board!!) Keep track of payments, credits, and current fees due.

FORMS COLLECTED

Repository that tracks the various student and band booster forms turned in or missing.

RECORDING

Record your practice session.

PRACTICE LOGS

Mr. Ceresini's Practice Log requirements are described in detail in the annual Band Handbook that he distributes at the beginning of each school year. (The specific requirements for turning in Practice Logs in the Band Handbook supersede any conflicting information contained in this Charms Handbook.)

PERSONAL INFO

It's very important that you maintain the accuracy of this information, so if you move, change phone numbers, or e-mail addresses, please log in and update your Personal Info with current information.

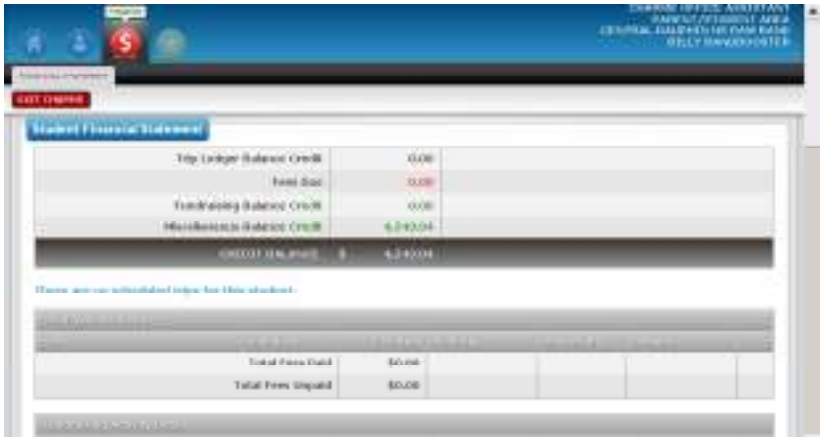
CHANGE PASSWORD

You can change your password for access to Charms.

STUDENT FINANCIAL SUMMARY

With Charms you easily can keep track of all the money coming into and out of your Student Ledger. (No more relying on your student to check the list in the Band Room!). So, you can keep an eye on what you've raised from your fundraising efforts and what you have available for making payments for band related expenses, such as trips, lessons, and RamBand gear.

STUDENT CREDIT BALANCE

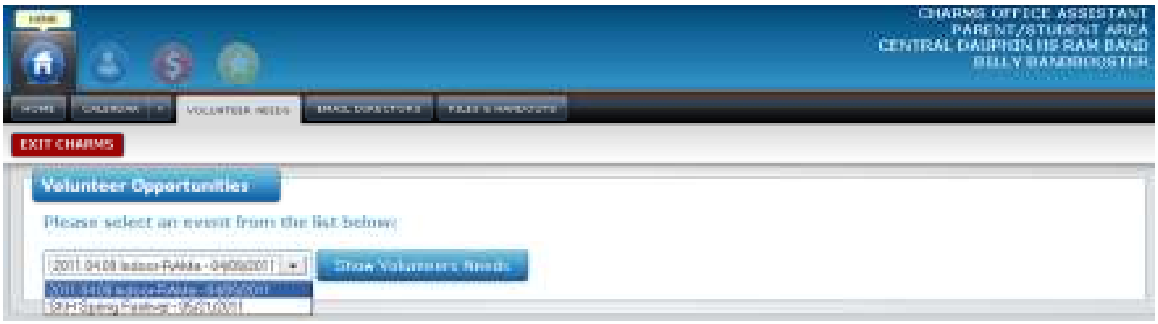


Shows the current amount in the Student Ledger. In this example, Billy Bandbooster has $4243.04 in his account. You can see where the $4243.04 came from by scrolling down the screen and looking at the following: Trip Activity, Fee Payment History, Fundraising Detail, and Student Miscellaneous Ledger Detail.

The $4243.04 Credit Balance means that Billy Bandboosters has funds in his Student Ledger that he could use to pay for Band Related expenses, such as RamBand gear, music, lessons, instruments or other purchases, subject to the approval of the Band Boosters Association. For complete details on Student Ledgers, visit the Frequently Asked Questions Page on the RamBand website: www.cdramband.org/resources/faqs.

VOLUNTEERS

Charms provides a way for band parents to volunteer for a specific volunteer task, for a specific time shift, for a specific event online. Simply click on the "Volunteers" link (pictured to the left) and you'll arrive at the "Volunteer Opportunities" screen, which lists each of the Band Booster events for which the Event Coordinators need volunteer assistance. In the example below, we've clicked on the "2011.04.09 Indoor-RAMa – 04/09/2011" option, then the "Show Volunteers Needs" button.



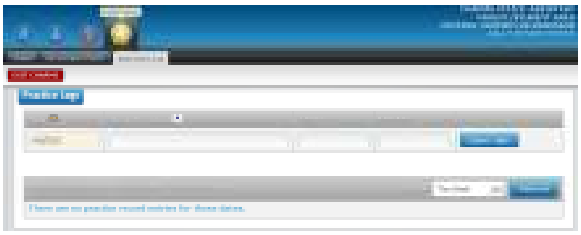
First, find the shift(s) you'd like to work. The shifts are listed in alphabetical order for specific times. In the example here, the "50/50" shifts are listed first, but if you scroll down further, you might see other tasks such as "Kitchen" and "Runner" and "Parking Lot."

Once you've decided when you want to work, enter your name, phone number and email address; then click the "Sign Up" button. Once you sign up, that shift will no longer be available for any other volunteers. Although your name will be visible to the other band families, neither your phone number nor your e-mail address will appear (except to the administrator). ***Also, once you have signed-up, you cannot undo it - so please be careful.*** If you do need to make a change, use the contact information for the Event Coordinator. Note: Only the administrators will be able to see your phone number and email address - all others will see only your name.

PRACTICE LOG

Mr. Ceresini's Practice Log requirements are described in detail in the annual Band Handbook that he distributes at the beginning of each school year. (The specific requirements for turning in Practice Logs in the Band Handbook supersede any conflicting information contained in this Charms Handbook.)

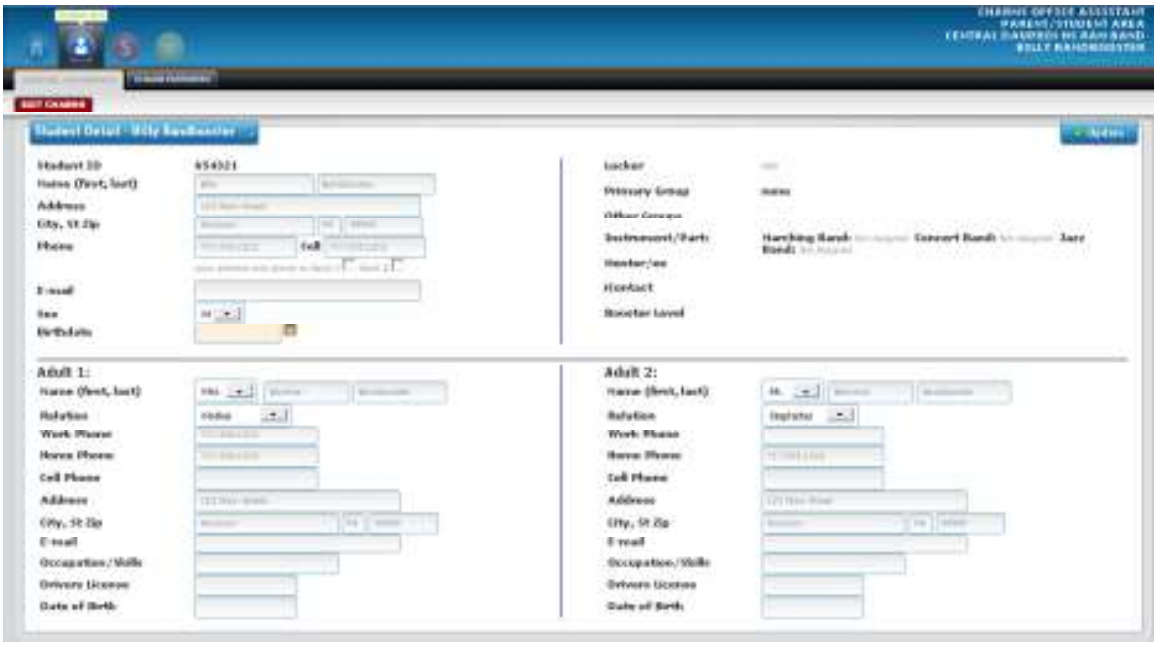
Practice Logs are a large portion of each student's grade and must be completed weekly by each student in concert band(s) or jazz band(s). Students are required to submit Practice Logs every Friday and cover the week previous, running Friday to Thursday.



To complete the online Practice Log, enter the Date of practice and the "Music Practiced" entry. The "Music Practiced" entry must be filled out completely with the title of the piece(s), a brief description of practice (including the instrument upon which the student practiced, as each student is responsible to practice for a minimum of 90 minutes per week plus 20 minutes for any additional ensembles in which the student participates). Enter the tempo, the number of minutes practiced, then click "Enter Time."

PERSONAL INFO

If you're new to the RamBand, you might not realize how busy we are: between performance, rehearsals, and booster events, there's something going on literally every single week of the year! And because we sometimes have to make announcements regarding upcoming events or look for booster input on assistance regarding events, it's important that we keep in touch with you! Charms allows you to check on, and revise, the information that Mr. Ceresini and the Band Boosters have on file so it's always accurate, complete, and up-to-date!



We may or may not have information on file for you. For incomplete or inaccurate information, you can revise most of the information in the Student Detail record. The Student Detail seeks information for the Student and for two Adults.

If you're entering information for the first time, note that you can copy the address and phone information to Adult 1 and Adult 2. Please be sure to enter your contact information. You can also enter optional information such as your Occupation/Skills, your birthday, and your Drivers License number (we don't really want the latter!).

When you are finished, please make sure to click "UPDATE." Otherwise Charms will not save any of your information!