

WHS Band uses **Charms** to communicate; therefore it is critical that we keep contact information updated in Charms. Below are a few of the most common areas parents/adults may need to access.

**Login steps:**

- Go to [www.charmsoffice.com](http://www.charmsoffice.com), and click “LOGIN” in the upper right corner.
- Select “PARENTS/STUDENTS/MEMBERS” section.
  - **School Code: WekivaHSBand** (not case sensitive) and select “ENTER” button.”
  - **Student Area Password:** the default is your student’s school ID (unless they have changed their password). \*

\* If you need a password reset (back to the student’s ID) or have issues signing in, please email our band booster Correspondence Secretary, Jeff Milligan, at [jeffmilligan7@gmail.com](mailto:jeffmilligan7@gmail.com) or see Mr. Grossnicklaus.

**Key areas:**

Below is what you will see when you login. Several key areas are highlighted in red below. Especially see #4. You can greatly help us by ensuring correct email addresses are loaded for both the student and any adults. Thanks so much.



**#1** Select **Calendar** to see events by month. Then select an Event to see details. Also look for “volunteer hands”. Select **Event List** for a complete list of events for the year.

**#2** Select **Volunteer** to see a list (via a dropdown) of events that require adult volunteers. To volunteer... fill in your name, cell phone (cell carrier), and email address. We will send a reminder at least one day prior to the event. For more on volunteering, see... <http://wekivaband.org/volunteer>

**#3** Select **Finances** to see your student’s assessment payments, fundraising credits, and balance. Questions can be directed to... [treasurer@wekivaband.org](mailto:treasurer@wekivaband.org)

**#4** Select **Update Info** to update the student/adult(s) contact info. You can also use the “Add Adult” tab to add an additional adult to the account. Make sure all contacts provide **email, cell number, and cell**

\*\*\* If you are not receiving Charms emails, please add or correct your email in Charms. Thanks!