

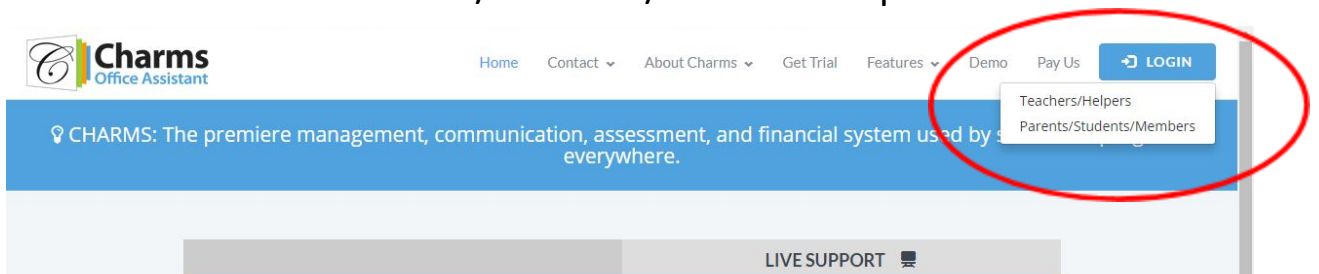


## SIS Band...Welcome to CHARMS!!

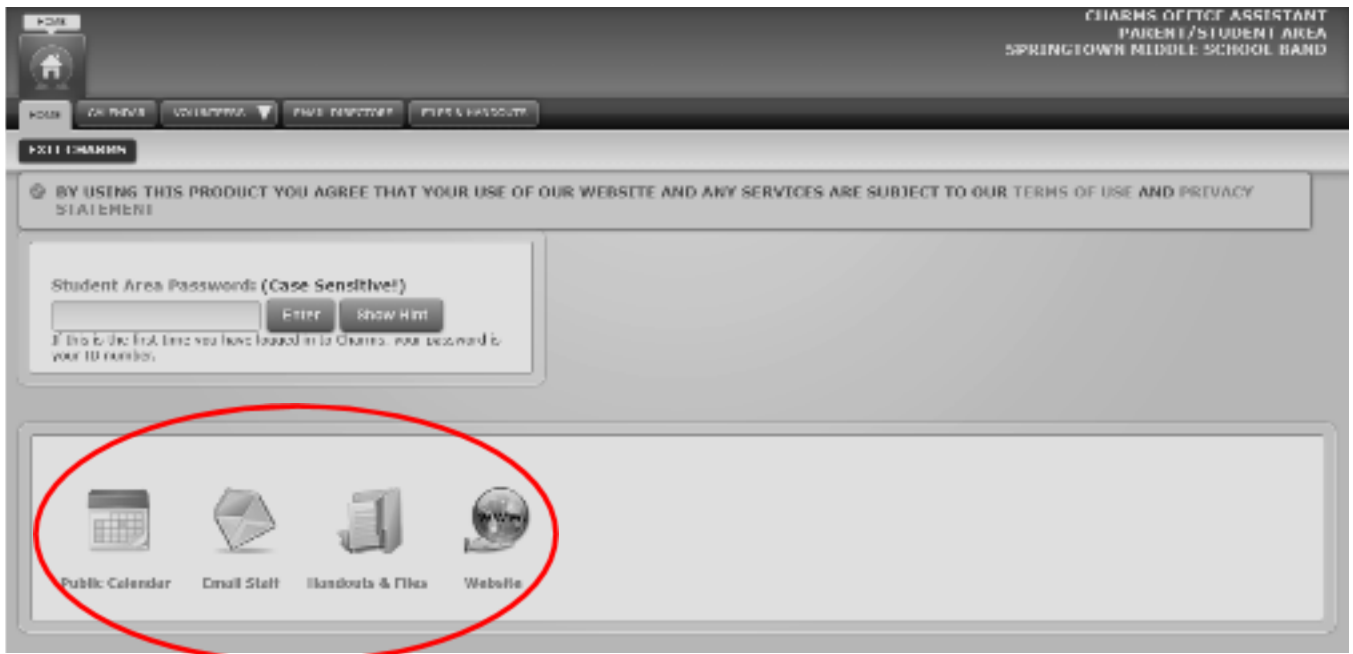
**What does it do?** This will be a great way for parents to access the band calendar, see upcoming events, contact a director, check your child’s band fee balances, and update contact information.

**What do I need to do?** First, we need you to update your contact information so we can make sure you stay up to date on all the SIS Band events.

1. To log in, first go to [www.charmsoffice.com](http://www.charmsoffice.com) and click the “LOGIN” button in the upper right hand corner of your screen. Select the “Parents/Students/Members” option.

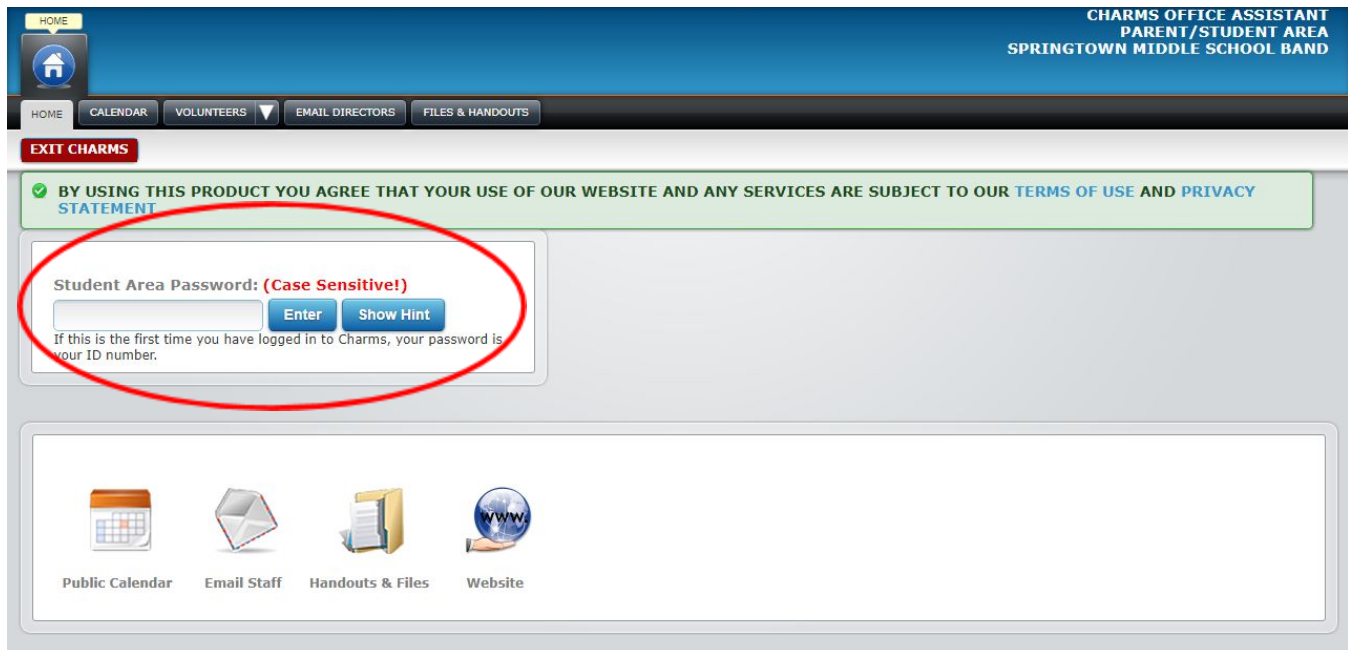


2. Once you select that option, it will ask you for your school’s code. Our school code is **SpringtownIntBand**



3. You can access the Band Calendar, email the directors, find handouts and visit the Sound of Springtown website without putting in a password.

4. To update information, though, you will need to enter a password in the “Student Area Password” section. If you have not opted to change your password yet, it will be your child’s 6 digit school ID number. You can change it if you’d like once you log in the first time.



5. Update you and your child’s information (mainly need any contact numbers, e-mail, and mailing address. Everything else is optional).
6. When complete, don’t forget to click the red “Exit Charms” button to log out.

If you have any questions about CHARMS or need help using it, please contact Cheyenne Rodriguez [crodriguez@springtownisd.net](mailto:crodriguez@springtownisd.net) I would be more than happy to help.