

## “WHAT’S GOING ON?”

Read this information carefully as these are the main ways you will receive communication from the music program!

We mainly use two methods to communicate with you: **Charms** and **Remind**. Charms is a web based student information system designed for boosters groups. We can email you, have our entire calendar, track trip information, request volunteers and much much more. YOU MUST FOLLOW THE INSTRUCTIONS BELOW to get full access to charms and the calendar. Remind is a cell phone texting system and instruction are also below. IF YOU GET A NEW PHONE NUMBER PLEASE SIGN UP AGAIN.

### How to access parent/student information in Charms

- Log on to [www.charmsoffice.com](http://www.charmsoffice.com), and click the “ENTER/LOG IN” link at upper right.
- Locate the “PARENT/STUDENT/MEMBERS LOGIN” section of the web page.
- Login to your child’s program account using the following School Code:

### Bulldog-Music

- This will bring up the main parent page. This will allow you to look at the “public” calendar for your organization, event list, handouts and other files.
- When you enter your child’s Student ID NUMBER (District Number) as a **Student Area Password**, another more detailed screen appears with even more options to view your student’s uniform assignments, music assignments, financial records, forms and inventory. Once you have first entered this ID number, you may create your own, unique password by clicking on the “lock” (***Change Password***) icon.
- Most students have been entered.
- IF your password does not work please go to:

<https://www.charmsoffice.com/charms/selfregister.asp?s=Bulldog-Music>

This will allow you to self register.

- Two areas in which you can help the director maintain his/her records:
  - **Update Personal Information** – if the director has allowed it, you may help make changes to your child’s student information page (such as updating phone numbers and email addresses if they change) to help the teacher communicate with you more effectively. Click the ***Personal Info*** button.
- Most importantly, the parent page assists both you and the teacher to communicate with each other. Stay up to date on what’s going on with your student! We need updated emails and phone numbers.

REMIND

(this is for parents and students)

Find the appropriate class or classes and text the code to the phone number 81010

CLASS NAME	Phone number to text	Code to text to the number(Class Specific)
Symphonic Band 1 <sup>st</sup> Period	81010	@chsinst1
Orchestra 2 <sup>nd</sup> Period	81010	@chsinst2
Jazz II 3 <sup>rd</sup> Period	81010	@chsinst3
Jazz I 4 <sup>th</sup> Period	81010	@chsinst4
Concert Band 6 <sup>th</sup> Period	81010	@chsinst6
Marching Band	81010	@chsinstmb