



Would you like to receive email updates for what is going on the in Clio Band Program?

Do you want to know when we need parent help/volunteers?

The Clio Area Bands program is now using CHARMS, a cloud-based management system designed for bands and orchestras to manage all aspects of a school music program. We will be using this program to manage all of our student credits and marching band accounts, calendars, and eventually we plan to utilize many more features.

This program will allow parents to view their students' current accounts at any time. Parents will also soon be able to make payments online by credit card through SendMoneyToSchools.

Access CHARMS

1. Go to www.charmsoffice.com
2. Point to the blue LOGIN box in the upper righthand corner. Click on "Parents/Students/Members".
3. Enter our school code "cliobands" (all lowercase).
4. Click "Enter Charms"
5. Enter the Student Area Password. (The first time you login you will use your student's school ID number which we have provided for you on your volunteer form label just below your student's name.) Click "Enter".
6. You will be prompted to change your password. Complete the boxes and then click "Change Password".
7. You are now on your homepage. You can also get to this page by clicking the "house" icon. Click on the "Update Info" icon.
8. Update your student's name, address, phone number and email address. Then "Add Adult" for each parent or guardian. We ask that you please fill out the **name, phone number, address, relation to student and email address for at least one parent/guardian.**
9. Any issues? Please contact wmufarreh@clioschools.org

Checking Student Balances:

Click on the red "\$" icon to go to "Finances". This will bring you to your Student Financial Statement Page. Here you can find your student credits account "Student Misc."

Making Payments Online:

1. Go to www.sendmoneytoschool.com
2. Click "Visit a school store"
3. Search "Clio Area Schools"

We have setup two store options, more coming soon:

- Balance Owing

This can be any amount you want applied to the members account. To check how much your student owes, If you need balance owing information, please contact Rachel Herner (movedbymarching@gmail.com) or Mr. Mufarreh (wmufarreh@clioschools.org)

- Donation

This can be any amount you wish to donate to the band.

E-Funds For School Payment Options

E-Check

- E-Checks cannot exceed \$750.00
- No processing fee will be added to this type of transaction (E-checks are processed daily with no "float" period. If you overdraw your bank account, you may incur fees from the school district and your bank)

Credit Card

- This option is more costly at \$2.65
- E-Funds for School charges \$2.65 per \$100.00
- There is no limit when paying by credit card

If you have the following issues:

- 1) **No CHARMS account** - Email the director (wmufarreh@clioschools.org) your student's grade, first/last name, and student number
- 2) **Forgot Password** - use the forgotten password function OR e-mail director to reset password to student number
- 3) **Asking for "School Code"** - The school code is "cliobands"