

# Centennial High School Band

## CHARMS Login/Payment Procedures

### Login

For a slide show with screen shots, please refer to the 2018 Marching Band Registration page on CHSKnightsBand.com.

1. Goto [www.charmsoffice.com/charms/login.asp](http://www.charmsoffice.com/charms/login.asp)
2. Enter school code "TennialBand". Click on green button to Enter Student/Parent Area.
3. NEW MEMBERS: In the Student Area Password area, enter your lunch number the first time. Then, you will be asked to set a new password on the following screen. Write this password down and share it with your parents. Everyone in a family will use the same login credentials.
  - Complete the student's information on the first screen, including a *non-Fulton county-issued email address* (*Gmail, etc.*) and t-shirt size. We will use these email addresses to communicate with you throughout the year.
  - "Add New Adult" from the Student information screen to add parent/guardian information; most important is an email address so that you receive band newsletters.
4. RETURNING MEMBERS: Log into Charms. From the Home page, click on Update Info and review/update your student and parent information, *especially email addresses*.
  - Student emails must be personal, non-school email (no [fcstu.org](http://fcstu.org) *or* [fcsgaonline.org](http://fcsgaonline.org)). We will use these email addresses to communicate with you throughout the year.
  - "Add New Adult" from the Student information screen to add parent/guardian information; most important is an email address so that you receive band newsletters.

### What do I owe?

1. Log into your account on Charms.
2. From the Home page, click on Finances to review your current financial statement.
  - If you would like to use available credits to offset oldest fees, please submit a request by clicking on the Transfer Request tab at the top of the page.
3. MORE SOON!