

# ***Pine-Richland Marching Band Registration Process for 2017-2018***

The Pine-Richland Marching Band utilizes a website called “Charms” to assist in managing our registration and communication processes. Charms allows for parents to manage their own contact information and to complete their registration process online. ***Please read the following document and complete the steps no later than June 30, 2017.***



## **Step 1: Log In & Password Update**

Go to [www.charmsoffice.com](http://www.charmsoffice.com)

- Click on LOGIN icon in the upper right corner
  - From the drop down menu, select Parents/Students/Members
- Enter School Code prband – click on Enter Charms
- Enter Password
  - ***New Members:*** The password is your student’s ID (first initial, first 6 letters of last name – all lower case, no spaces. i.e., Joe Pittsburgh would be jpittsb)
  - ***Returning Members:*** If you don’t remember your password, click on Show Hint. Still don’t remember? Email prbbsecretary@gmail.com

*Once logged in, you will be in your student’s account on their dashboard (please note student name in the upper right corner of the screen.)*



## **Step 2: Add/Update Student & Parent Contact Information**

**Change Password – *For New Members*** (or returning members who wish to change their password)

- On the dashboard, scroll down to the Change Password icon. Click on this icon and follow instructions

**Enter/Update Student Information – *ALL members*** should follow this step to ensure accuracy for the upcoming year

- On the dashboard, scroll down to the Update Info icon – click on this icon
- On the Student Record screen, update all information. It is critical that the following are updated:
  - Student Name
  - Address
  - Student Cell Phone, Student Cell Phone Carrier, Student Email Address
- When finished, click Update in the upper right corner of the profile screen

**Add or Update Parent/Guardian Information – *ALL members*** should follow this step to ensure accuracy for the upcoming year

- Scroll to the bottom of the student record
  - If there is not a button listing the parent, click on Add New Adult
    - You may add more than one parent/guardian
    - ***The first two adults listed MUST be the emergency contacts for the student.***
  - If there is a button with the parent’s name on it, click the button
- Verify/add the following information on the Parent/Guardian record
  - Parent Name, Parent Address
  - Parent Cell Phone Number, Parent Cell Phone Carrier, Parent Email Address
  - Select Your Interests for helping the band – ***please check at least three interests***
- When finished, click Update in the upper right corner of the profile screen

***If we do not have the contact information for the student and the parent, you will not receive information from the band including emergency information, bus arrival times after away games, important band news, and more.***



## Step 3: Online Registration, Payment, Forms Completion

### Place Your Order for Fees & Accessories Online

From the Student's Dashboard (if you are not on the dashboard, click on the image of the house in the upper left corner), click on the Online Store icon

- Select each of the items based on what your student needs. Please read the description of each item carefully to determine which items your student needs (i.e., items are listed for new members, returning members, dance team, color guard, etc.)
- At check out, print the invoice. (Go to Purchase History – click on magnifying glass to the right to view/print)
- Write a check to PRBB for the amount on the invoice.

### Read Band Handbook - Print/Sign Participation Agreement

From the Student's Dashboard, click on the *Forms to Collect* icon

- Participation Agreement ~ Download this form
  - Review the Participation Agreement, including reading the Band Handbook, with your student and sign as indicated

### Finalize Your Registration no later than June 30, 2017

Mail the following items to the address listed below. *You may also place all three items in an envelope and place in the box in the band room if completed before the end of the school year.*

- Invoice (created from your Online Store from your online purchases from the 1<sup>st</sup> check mark above)
  - Go to the Online Store, Select Purchase History ~ click on magnifying glass to the right of your order)
- Payment for amount on Invoice – checks payable to PRBB
- Signed Participation Agreement

**Mail ALL THREE ITEMS before June 30, 2017 to:\***

PR Band Boosters  
Attn: Registration  
P.O. Box 302  
Allison Park, PA 15101

\*If you complete this before the end of school, you may place these items in an envelope marked "Registration" and place in the box in the band room.