

How to access parent information

CHARMS

Laguna Creek High School Band

- Log on to www.charmsoffice.com Click on “Log In” in top right corner.
- Click on “PARENT/STUDENT/MEMBERS” section of the web page.
- Login to your child’s program account using the following login:
“LagunaCreekBand”
- This will bring up the main parent page. This will allow you to look at your child’s program’s **public calendar, handouts due and band website.**
- When you enter your child’s Password (if known!) another more detailed screen appears with even more options to view your student’s uniform assignments, financial records, forms and inventory. **No password...**Type in any word. The program will tell you it can’t find your account and will bring you to a screen where you can enter your student’s info (email, phone). And, if the program finds your student, it will send you an email with instructions re how to set up a password.

Message:

“We're sorry but the Student Password or ID number you entered were incorrect.

If you would like Charms to reset the student's password, please enter the student's name as well as their email address or cell phone (or both). If we find a match, we will send an email/text message to the student's email address/cell phone on file, with a link to change their password.”

- Two areas in which you can help the director maintain their records:
 - **Student information form** – 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. There is no limit to how many adults you can have on the account.
 - **Credit card payments for fees, trips and deposits to your student’s account.** We have set up a **PayPal account** for the booster club. You may pay for your child’s fees or trips easily with a credit card. You can click on the area where you want to make a payment. Please note, PayPal charges the Boosters a minimum of 2.6% and we ask you to pay a 2% fee to offset the fee we are charged!
- Don’t forget...you can pay by Venmo with no fee. The treasurer enters the Venmo payments at the end of each month. @LCHS-Treasurer (phone 9003)