

How to access parent information on **CHARMS** WILLOW WOOD/NIS BANDS

- Log on to www.charmsoffice.com
- Locate the “PARENT/STUDENT LOGIN” section of the web page.
- Login to your child’s program account using the following login:

WillowWoodBand

- This will bring up the main parent page. This will allow you to look at your child’s program’s **public calendar, event list, handouts and other files**.
- Clicking on an event on the calendar brings up the details for that event, such as times, attendance requirements and equipment/uniform necessities. Clicking on “event list” puts all of the calendar information in a list form for easy printing.
- When you enter your child’s DISTRICT ID NUMBER, _____, another more detailed screen appears with even more options to view your student’s uniform assignments, music assignments, financial records, forms and inventory. Enter your child’s ID FIRST – then you may create your own, unique password by clicking on the “**keys icon**”
- One area in which you can help the directors maintain their records:
 - **Student information form** – Please go to this area and update all contact information for your student. We really need to have a valid, working e-mail address, as this is what we will use for the bulk of our parent communications this year. If anything changes during the course of the year, you will be able to update this information at any time.
- Most importantly, the parent page assists both you and the teacher to communicate with each other.
- You will also see links to areas such as the **Recording Studio**, which students may use this year to submit recordings of playing assignments. Feel free to explore the site and all of the areas that it has to offer.

Please log on as soon as possible to update your contact information and make sure that we have a working e-mail address for you. If you are not able to log on for any reason, please contact one of the directors.

Thanks,

Jim Shaw – jamesshaw@tomballisd.net

Debra Vandergriff – debravandergriff@tomballisd.net