**ATTENTION ALL MIDDLE SCHOOL AND HIGH SCHOOL BAND AND ORCHESTRA STUDENTS!!**

***Please enroll in CHARMS OFFICE* *for all Performing Arts Communications*!**

The East Lansing Band and Orchestra Programs is now using Charms office for all Performing Arts Communications for all students at East Lansing High School and MacDonald Middle School.

This is how you and your student will receive Band &/or Orchestra emails, text alerts, an updated calendar site, access to your student account, trip information and registration, marching band registration, and more!

We are asking that all students/parents logon to the website and enter in their contact information, **including parent & student e-mail addresses AND phone numbers** for text alerts (student and parent). All the student/parent information is confidential and can only be seen by select officers of ELBOPA, the band directors, and the individual student/parent. Text messages are kept to a minimum of 1 text per week (average) during active performing arts times.

Note: you may have tried to log on previously in 2015 and received an error.  We have fixed the problem with your account so you should be able to access it now by following the instructions below:

   Log on to [www.charmsoffice.com](http://www.charmsoffice.com/), and click the “ENTER/LOG IN” link at upper right.

  Locate the “PARENT/STUDENT/MEMBERS LOGIN” section of the web page.

  Login to your child’s program account using the following School Code: **ELBOPA**

  The site will prompt you for your student number. Your student number is found on your schedule

or report card.

  This will bring up the main parent/student page (Hub).

  It should prompt you to create a unique password. If not, clicking on the “lock”  **(*Change Password*)**icon.

  Next click on **Update Info.**Enter your student’s information including student email & phone

number.

  **Optional items** are locker, birthdate, and personal instrument (non school instruments).

  \*\*Please DO enter your cell number and carrier as we will begin to use text messaging with Charms Office. By entering your cell you agree to no more than 1 text/week during active performing arts times.

  Click **Add New Adult** and enter the adult/parent/guardian information in the appropriate fields.

  **Please enter contact information for each adult name including** address, phone number, and cell carrier. You do not need to enter Occupation.

  Click **Add New Adult**for each parent or guardian connected with the student.

  Click on **Update** to save the information.

  Click **Home** to return to the Hub.

  If your have multiple students in band and/or orchestra (6th grade through 12th grade), click the **Multiple Students** button from the Hub to link them together.  *Note, you need to logon as each student and change the passwords prior to linking them.*

  In the future you logon using **ELBOPA**as the school code and your new created password instead of the student number.

\*\*RETURNING CHARMS USERS: if you have already entered information, your information will roll forward as your child progresses from grade to grade! Please take a moment, however, to update and add to email addresses (student & parent) and cell numbers (student & parent) to stay informed!

We appreciate your help in getting this new safe, secure software implemented and will be sending out more information regarding the features and how to use them in the future.

Thank you!

David Miller

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