STAY CONNECTED WITH CHARMS

A VANCO COMPANY

ALL CORRESPONDENCE from TCHS Choir will be sent through the e-mail addresses that are entered in CHARMS. Parents may also log into CHARMS at any time to view uniforms that are assigned to your child, view fundraising balances, update contact information, etc. It is important that your contact information is current so that you will receive correspondence from TCHS Choir.

NEW MEMBERS

1. Log in to your school e-mail (the one that ends with tcss.net) and find the message that you received from CharmsEmailSender@charmsmusic.com. Click the link in that e-mail to change your password to something that you will remember.
2. In a web browser, visit www.charmsoffice.com, and click LOG IN at the top right corner.
3. Click the PARENT/STUDENT/MEMBERS LOGIN tab.
4. Log in using the following School Code: TCHSChoir
5. Enter the password that you just created.

RETURNING MEMBERS

1. In a web browser, visit www.charmsoffice.com, and click LOG IN at the top right corner.
2. Click the PARENT/STUDENT/MEMBERS LOGIN tab.
3. Log in using the following School Code: TCHSChoir
4. Enter the password that you created last year.
5. If you can not remember your password from last year, click "Forgot Login and/or Password."
6. Your account should be associated with your school e-mail.

ONCE YOU HAVE LOGGED IN

- Click the Update Info button (at the bottom of the page) to update the student's personal information.
- Include the following Student Information:
  - Student Name
  - Student Cell Phone Number
  - Student E-mail
  - Student Preferred Name
- Be sure to click the green "Update" button when you are done

- Update parent information for at least one parent or guardian by clicking the name of that parent/guardian.
- Include the following:
  - Adult Name (first and last)
  - Adult Relationship to student
  - Adult E-mail (please use a valid email address that you check often)
- Be sure to click the green "Update" button when you are done.