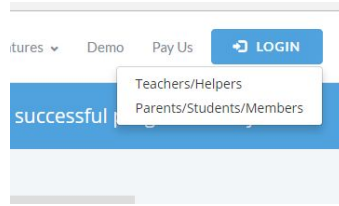
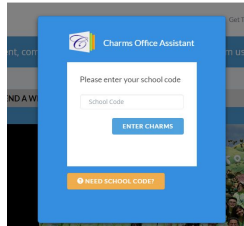


How to Login and Make Payments in Charms

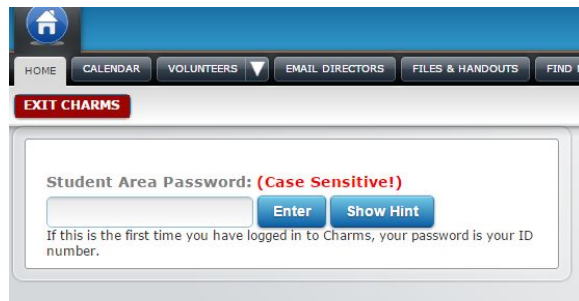
1. Go to www.charmsoffice.com
2. Click on “Login” which brings up choices. Click on Parents/Students/Members



3. The school code is **FREEBAND**



4. Enter your password to gain access to your account.



The first time you login, the password is the same as your student’s ID number. For those students newly joining in 2019, the login is your student’s **[first initial][last name][last 2 digits of graduation year]** (all lowercase)

For example: rising 9th grader Jane Smith would login using the password jsmith23
And rising 11th grader Robert Bandguy would use rbandguy21

As soon as you login, you will be prompted to change the password. For future logins you will only need to enter the school code FREEBAND and the password you created.

Please update your personal information.

- Verify email addresses are correct, and add if missing.
- At least one parent email is needed, however, more adults can be added to suit your family’s needs.
- Each adult can be identified (as mom, dad, stepmother, grandparent, etc.) via the drop down menu.
- Telephone numbers are also helpful for last-minute notifications.

**If you have any issues logging in,
email treasurer@freedombandboosters.org**

PAYMENTS

There are 2 types of payments in Charms -

- Fixed Payments (most often used for season fee payment installments)
- Online Store (used for most other items that may be optional or not for all students: such as purchasing lyres or dinkles or paying for Jersey Mike's for the season)

Fixed Payments:

For fixed payments, such as Marching Band fees (which are due in 2 installments of \$225, due June 7 and July 29), click on the "\$" icon at the top of the screen (FINANCES). You will see any payments due and will be able to click to pay them by credit card (Affinipay is the processing service, and the Boosters cover all processing fees).

The screenshot shows the 'FINANCES' section of the Charms website. At the top, there are navigation icons for Home, Profile, Finance (a red '\$' icon), Mail, Star, and Cart. Below these are buttons for 'FINANCIAL STATEMENT' and 'TRANSFER REQUEST'. A red banner at the top says 'EXIT CHARMS'. The main content area is titled 'Student Financial Statement' and shows a table with the following items:

| Item | Amount |
|------------------------------|------------------|
| Trip Ledger Balance Credit | 0.00 |
| Fixed Payments Due | 225.00 |
| Fundraising Balance Credit | 0.00 |
| Miscellaneous Balance Credit | 0.00 |
| Store Balance | \$ 0.00 |
| TOTAL BALANCE DUE | \$ 225.00 |

Red text annotations include: 'shows total amount due' with an arrow pointing to the '225.00' value; 'First: click Affinipay' with an arrow pointing to the 'Affinipay' button in the payment detail table; and 'Then click Pay Fixed Payments' with an arrow pointing to the 'Pay Fixed Payments' button. Below the financial statement, there is a section for 'Student Fixed Payment Detail' with a 'Pay Fixed Payments' button. The table below it shows a payment for '2019 Marching Band Payment 1 - Due June 7' for \$225.00, with a 'not paid' status and an 'Affinipay' button. At the bottom of the payment detail table, there is a summary:

| | |
|-----------------------------|----------|
| Total Fixed Payments Due | \$225.00 |
| Total Fixed Payments Paid | \$0.00 |
| Total Unpaid Fixed Payments | \$225.00 |

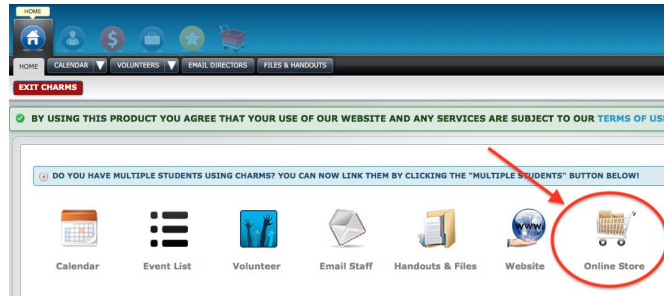
Other text on the page includes: 'There are no scheduled trips for this student', 'There is no Fundraising Activity', and 'There is no activity in the Student Miscellaneous Ledger.' with a 'Make Miscellaneous Payment' button.

Online Store:

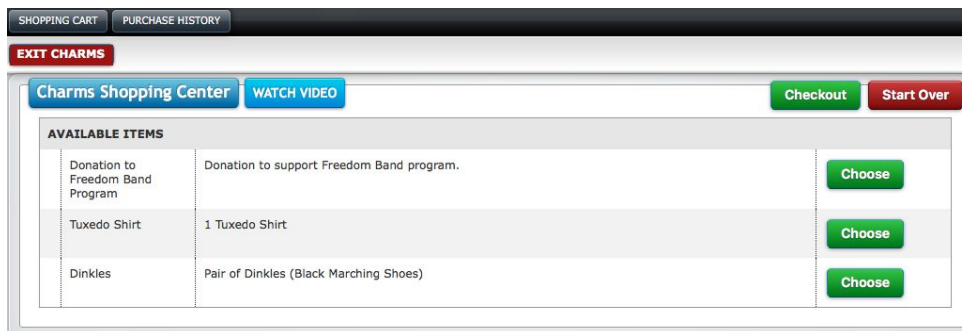
To pay for any other items specific to your student, such as shoes, lyres, gloves, meals, or other things that come up through the season, or to make a general donation to the Band program, you will use the Online Store.

Online Store payments (continued)

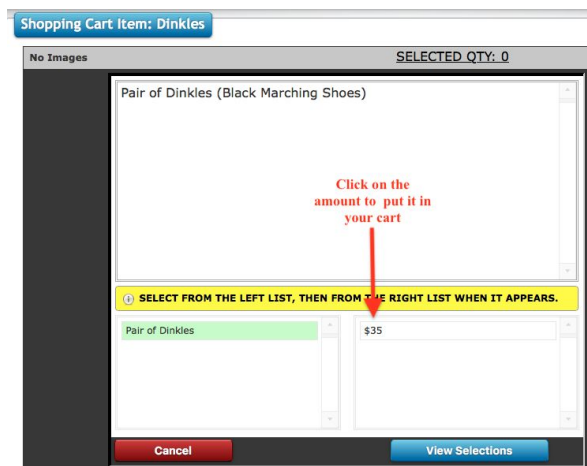
1. Choose Online Store from the Home Page



2. This window will appear with the available items. Click on the green “Choose” button to the right of the item.



3. Once chosen, the new window will appear. Click on the \$ amount to the right of the item to put it in your cart, and you will be taken to the next screen.



4. Adjust quantities if necessary and click on “Update Cart”.

5. Click on “Checkout”

6. Under “choose payment option”, choose “Affinipay”.

7. Then click on the green “Process Payment” button, which will lead to a secure page for credit card information. Upon completion, you will receive a receipt via email.

Processing fees are paid by the Boosters.

If you have any issues with Charms, please email treasurer@freedombandboosters.org