



Southmoore Instrument Arts Program 2023-24 London Trip Making Trip Payments

Trip Registration

Before making a payment, you must register for the trip. Please use this link to register for the trip: <https://bit.ly/shslnydp2024>.

Trip payments can be made by three methods:

Please note, to register for the trip, all current band fees must be paid and up to date. Keep in mind, any monies paid to the band will first be applied to any outstanding band fee debts and then towards the London trip.

Payment Method #1 – pay by check/money order

- Make check/money order payments payable to Southmoore Bands
- Make sure the travelers names are listed on the memo line
- Checks/money orders must be in an envelope marked “London,” and include all passengers’ names, and how much of the payment should be applied to each passenger.
- You may hand deliver the envelope to your school:
 - Current HS students simply turn the envelope into the white safe between the offices in the small bandroom.
 - Current JH students turn in the envelope directly to Mr. Baldwin or Mr. Street.
- You may also mail payment to:
Southmoore High School
c/o Adam Mewhorter, Band Director
2901 S. Santa Fe
Moore, OK 73160

Payment Method #2 – pay by credit card online through Charms (via PayPal)

- Log on to your Charms account.
- Click the “finances” icon.
- Under the trip ledger, select the London trip and click the “make a trip payment” icon
- Follow prompts to make payment.

Please note that like all online payments it seems these days, there are convenience fees associated with using this method. These fees are assessed by PayPal and not by the band. The fees are based on a percentage of the amount you are paying; therefore, you may want to consider paying by check if you wish to avoid these (lame) fees.

This payment option will not be available for Payment #1 for 8th Grade students or adult travelers since you will not yet have a Charms account set up. Your Charms account will be created after your initial registration and available for Payments #2-6 (see page 2).

Payment Method #3 – using a credit Charms balance and/or fundraised funds

- In Charms, excess funds will show up as a credit balance in your “miscellaneous ledger detail.”
- Excess funds are credit amounts in your account which are funds above and beyond all current band fee payments or miscellaneous charges such as Winterguard or Indoor Percussion fees, solo contest fees, etc.
- Please note that fundraised monies are deposited to your miscellaneous register therefore you will need to formally request a transfer for these funds to be credited to your London trip.
- To transfer funds from your miscellaneous account towards your London trip, simply e-mail Mr. Mewhorter at adam mewhorter@mooreschools.com.
- Please do NOT use the transfer request icons found in Charms to transfer funds.

Payment Schedule

The total London trip approximate* cost is \$4000 per person.

- Payment #1: January 5, 2023 - \$300 (this payment is a NON-refundable deposit)
- Payment #2: February 15, 2023 - \$740 (Refundable until May 17, 2023)
- Payment #3: April 3, 2023 - \$740 (Refundable until May 17, 2023)
- Payment #4: May 17, 2023 - \$740
- Payment #5: August 15, 2023 - \$740
- Payment #6: October 1, 2023 - \$740*

** Please note that payment #6 may vary, due to any variation in airline costs, airport, government taxes fees charges and surcharges, currency exchange rates, etc. Essentially, this payment could be higher (or lower). This payment remained unchanged in both 2016 and 2020.*

- The first \$300 per person paid towards the trip is nonrefundable under any circumstances. All other payments are refundable until May 17, 2023. No refunds will be made after that date unless the specific traveler falls within the cancellation provisions of the YMOTW/Performance Travel Limited Included Insurance Coverage.
- A late payment may result in trip cancellation.
- Payments above do not include the 2023-24 general band fee which also must be paid next fall (up to \$1000)



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- All adults attending will be assigned students to chaperone, and will be required to provide a background check, at their expense (\$20), due by May 17, 2023.

Charms Account Information

Charms is our online system the band utilizes for finances. It allows patrons to check all band payments online including London trip transactions. All registrants for the London trip will have their own Charms account and include a "trip register" where you can see payments and amounts due. We bill the entire trip; therefore, you will see the total account balance and not the immediate amount due via the payment schedule.

At this point, all London travelers have been set up with a Charms account. All school aged travelers should have received an automated email sent by Charms to the address you listed during your trip registration. You will have 24 hours after the receipt of this email to click the link and set up your password, etc. (if you miss the 24 hour window, email adammevhorter@mooreschools.com and/or treasurer@sabercatband.com and we will generate another automated email). If you are an adult, you will use this account throughout the payment process. If you are a current 8th grade band student, you will use this account through your entire HS band experience.

How to Log-on to Charms:

- Log on to www.charmsoffice.com, and click "ENTER / LOG IN" in the upper right corner. the "trip chaperone password" area
- Locate the "PARENT/STUDENT/MEMBERS LOGIN" section of the web page.
- Enter the school code: SouthmooreHSBand
- Entering the school code and selecting "Enter Parent Area" will bring up the main "Public" page. This will allow you to look at the "public" calendar for your organization, event list, and handouts and other "publicly shared" files, as well as a few other options (Southmoore does not utilize much of these functions due to our use of Canvas and the band app)
- *Please note, for the next steps travelers ages 1-18 will login to the "student area password", travelers beyond high school aged will log into the "trip chaperone password"*
- You will access your student's information by entering your password under "Student Area Password." Please enter the password you created at the time you received your "Reset Password Link" email.
- If you are an adult traveling to London you will enter your code under trip chaperone password. You will not receive an automated email. Your password is the first four letters of your last name followed by your six-digit birthday (no dashes, your name is not case sensitive). For example, Jane Smith born April 4, 1980, would have the following password: smit040480. Please note, if you were a chaperone on the 2020 trip, your password is the same as that trip (it's been 4 years, email me for help if needed).
- Whenever you enter using your School Code and password, another more detailed screen appears with various button options for you to access areas in the Charms account.

Resetting Your Charms Password

If you are trying to log into a student charms account and enter an incorrect password, you will receive the following 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."*
- You will be prompted to enter the first/last name, email address, or cell phone number of the student to receive a password reset link that is active for 24 hours. If the student information entered does not match the student information in Charms, you will receive the following message:
- *"We were not able to match your name with an email or cell phone. Please contact your teacher who can reset your password."*
- You can reach out to the treasurer at treasurer@sabercatband.com to confirm the information on file.

If you are trying to logon to a chaperone account and enter an incorrect password, you will receive the following message:

- *We're sorry but the Chaperone ID number you entered was incorrect. Please contact the Charms administrator at your program for the correct ID number.*
- If this happens, please reach out to either adammevhorter@mooreschools.com or our treasurer and we will retrieve your password.

Two areas in which you can help the band maintain great records:

Update Personal Information – You may help make changes to you and your child's student information page (such as updating phone numbers / cell carriers and email addresses if they change) to help them communicate with you more effectively. Click Update Info to save changes.

Click Finances -- You can make credit card payments for fees, trips, and deposits to your account. You will see blue buttons in the four main areas of the financial statement indicating your ability to make online payments Note: There is a convenience fee charged by PayPal associated with online payments to offset the cost for this service.