



Southmoore Instrument Arts Program Charms Online System Information

revised November 7, 2023

Step 1: Create an account



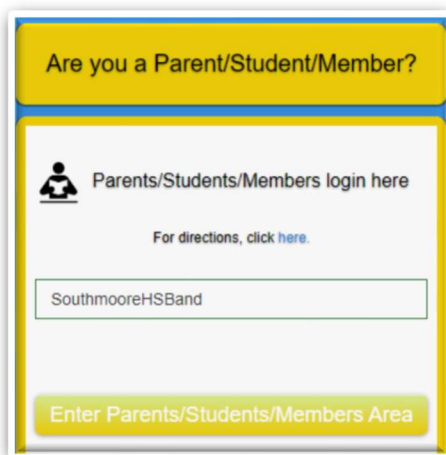
Click this link: <https://bit.ly/southmoorecharms> or scan the QR code above to register

Charms Online System

Charms is our online system the band utilizes for finances. It allows patrons to check all band payments online and keep communication records updated.

This login information is for student aged accounts. Adults aged 18 and over traveling to London are set up in a chaperone account with another way of logging on (see the London page for info). School aged students traveling to London will be able to view trip payments under the “trip ledger” and will use those log on instructions.

Please note – there is one login per student. Families needing access from multiple adults must share login information within their family.



Student Log-in to Charms Instructions:

1. Using ANY INTERNET BROWSER go to [CharmsOffice.com](https://www.charmsoffice.com)
2. Type SouthmooreHSBand into the Parent/Student login area and click the yellow enter button
3. Enter STUDENT AREA PASSWORD and select the ENTER button.
If this is your first-time logging in – your password is your student ID. The student ID is the student’s last name and graduation year with no spaces (i.e. Chandler Mewhorter’s ID is: Mewhorter2028)

If you are trying to log into your students 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.”

If you receive this message, please contact our treasurer at treasurer@sabercatband.com to confirm the student information on file.





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Once Logged in:

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. You can stuff like:

- **Update Personal Information** – You may help make changes to you and your child's student information page (such as updating phone numbers and email addresses if they change) to help them communicate with you more effectively. Click Update Info to save changes.
- **View Student Finances** -- You can make credit card payments for fees, trips, and deposits to your student's 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 small convenience fee charged by PayPal associated with online payments to offset the cost for this service.