# Charms "Update Info" Instructions

1. Go to https://www.charmsoffice.com – Click on the blue LOGIN button and then click on the "Parents/Students/Members" header.

2. Type **MemorialBand** for the school code (no spaces) and click "Enter Parent Area."

3. Enter your Student Area Password and click "Enter" (New students enter your SBISD student ID number).  If you forgot your password, please click on the "Forgot Password" link and use the student email for the password reset request..

4. New students only: complete all fields to create a new password and click "Change Password."

5. Scroll down and click on the button that says "Update Info" to enter or edit the student information. Please use correct capitalization rules for names and addresses.  Please verify:
   - Mailing Address / City / State / Zip Code (abbreviate state TX)
   - Student Home Phone / Student Cell Phone (leave blank if no phone)
   - Student E-mail (please enter the e-mail address you check most often)
   - Birthdate (select the year first followed by the month and day)
   - T-shirt Size (adult sizes only)

6. Click the green "Update" button in the top right to save your information.

7. Scroll down to find the blue buttons to "Add an Adult" or to update the Adult/Parent/Guardian contact information.  Please edit or enter the following fields:  Name, Work Phone, Home Phone, Cell Phone, Relation, Email Address 1, and Email Address 2.  Click on the green "Update" button in the top right to save your information.

8. Addresses, phone numbers, and email addresses are the important information we need. Click the green "Update" button when finished. If your only phone number is a cell phone number, duplicate that in the home phone. If the mailing address is the same for parent and student, you may enter only in the student area if you wish.

9. Click on the circular Home button in the top left-hand corner to access the initial home page. From there you can enter other areas including Calendar, Handouts & Files, Recording Studio, Change Password, Finances, E-mail Directors, etc.

10. Click "Exit Charms" when you are finished.

If you need assistance or cannot login from home, please contact one of the band directors to reset your password.  Please keep your account up to date. If you change email addresses, phone numbers, etc. make the changes to your Charms account as soon as possible.