



How to access member information in Charms

Our ministry is now using Charms Office Assistant to manage our database, ministry finances, and many of our documents. Please note that Charms Office Assistant is a program originally designed for school music programs, but many churches and civic groups use Charms to easily facilitate communication and paperwork. Therefore, you will find some “fun” fields that don’t pertain to our ministry (like your grade, whether you own your own instrument, your locker number, and t-shirt size, etc.—which you may disregard but will make you feel young!) We believe that this program will streamline many of our procedures and allow you simple connection to communication, forms, and documents we use in the ministry. Please let us know how you like this program and if you have any questions.

- Log on to www.charmsoffice.com, and click “ENTER / LOG IN” in the upper right corner.
- Locate the “PARENT/STUDENT/MEMBERS LOGIN” section of the web page.
- Login to your account using the following School Code:

GOMSFMusic

- This 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.
- **The first time you go here, enter your ID NUMBER** (which is your first and last name, no spaces or dashes, capital letter for the first and last name up to the first 20 characters – Example: Rodolpho Kolettis has an ID of *RodolphoKolettis*) into the *Student Area Password* field.

[NOTE: If your first and last name combined is **more than 20 characters**, your ID number is your first initial (in Caps) and your last name – **example: Angela Konstantine-Kiotas has ID of AKonstantineKiotas**]

You will be directed to the Change Password screen, to set a personal password different from the ID, for future use. Re-enter your ID, then create your own personal password, which you will use from this point forward whenever you access Charms. There are also mechanisms to recover/reset a lost Username/Password – when you create your new password, create a “hint” as well.

NOTE: This method of password setting is secure, so it is important that you log in and set your new personal password.

- Whenever you enter using this Username/password, another more detailed screen appears, with various button options for you to access areas in the Charms account. What appears here is controlled by the Account Administrator.
- Two areas in which you can help the ministry maintain its records:
 - **Update Personal Information** – You may help make changes to your member information page (such as updating phone numbers / cell carriers and email addresses if they change) to help us communicate with you more effectively. You may also be able to indicate which volunteer/resource groups you would like to participate in when this feature is activated. Click *Update Info* to save changes.
 - **When our program is set up for online credit card payments, you can make credit card payments for stewardship and conference registration fees.** Click *Finances* -- if credit card payment is activated, you will see blue buttons in the four main areas of the financial statement indicating your ability to make online payments.
- The *Calendar* may list events, rehearsals, and volunteer/RSVP opportunities.
- Most importantly, the member page allows you to communicate with the ministry and stay up to date on what is happening and to access ministry documents.
- You can also download the Charms App to your smartphone – search your App Store for “Charms Parent/Student Portal” (or “Charms Blue”). It’s the way to stay in touch on the go!

FOR THOSE NOT IN OUR CURRENT DATABASE! (New members.) Please use the link below to self-register in Charms. **Note that you will create your own password, which should initially be as above** (your first and last name, no spaces or dashes, capital letter for the first and last name up to the first 20 characters.)

DIRECTORS PLEASE NOTE: For those in your choirs/chant groups who do not have personal access to a computer, please find or register them into our database and let us know if these folks wish to have hardcopies of important information sent to them via the postal service as our primary form of communication is electronic.

<https://www.charmsoffice.com/charms/selfregister.asp?s=GOMSFMusic>