

2018-19 Frisco High School Band and Color Guard



Login Instructions and Payment Information

The FHS Band Boosters utilize the **Charms Office Assistant** website, along with the directors, for communication with families, as well as the recording and processing of financial transactions. As a result, **it is critical that your information is updated and maintained. See instructions below.**

Logging in/ profile update:

- Go to <https://www.charmsoffice.com>
- Move your mouse over the Login Button in the upper right-hand corner of your screen.
- Click on **Parents/Students/Members**
- Enter our School Code: **FriscoHSband**
- **Enter Student Password:** *If this is the first time you or your student is accessing Charms at Frisco HS, the password will be your student's Frisco ISD I.D. #. If that does not work, ask your student if they have changed the password. If they don't know, you will need to contact one of the directors to reset the password.*
- Click on **"Update Info"** and review all data for accuracy. Make any necessary changes and additions, and please create a profile and/or update information for each parent.

Finances online through Charms:

We will utilize Charms to offer an online payment option for you to use as a convenience throughout the year.

- Login to your account and click on **"Finances"**. You should see any payments made, balances due, and the option to make online payments on balances.
 - **Please note that the option to pay online via PayPal will include a processing fee of 3%** to cover the cost of fees charged by PayPal for such processing.
 - We will continue to accept payments via cash or check, and will continue to maintain our Black Box* in the band hall for payment drop off.
 - ***Information for new Band parents:** There is a deposit box in the band hall referred to as the **"Black Box"**. Students or parents can drop off any payments due in the box which is checked regularly by the Boosters. *It is important that any such payments be in an envelope clearly marked with student name and payment description.*
 - Going forward, you will now be able to check Charms to ensure your payment was received and posted, even if paying by cash or check.
 - We will use Charms to track and accept online payments throughout the year for events such as the Band Trip, Banquet, etc. We will communicate details as these arise.
- **At Band registration, we will be accepting cash and check (payable to FHS Band Boosters), as well as credit card payments (with a 3% processing fee).** All payments received at registration should be posted and reflected in your charms account within 1 week. If for some reason you are not able to make payment at registration, you will have the option to pay online through the PayPal link (This will include the processing fee noted above).

Questions? Please contact Band Treasurer Kasey Porter at mikeandkasey@sbcglobal.net