



THE NORMAL MARCHING BAND CHARMS OFFICE ASSISTANT INFORMATION

NOTE: Charms will be discontinued by its provider going into the 2024-2025 school year. The NMB will transition to a new platform and share details once they are available.

FIRST TIME LOGIN INFORMATION

Visit www.charmsoffice.com or click on the *C* icon at normalmb.org.

Click “ENTER/LOGIN” → “PARENTS/STUDENTS/MEMBERS”

Most current high school students/parents have previously logged in to Charms and updated the password. If this is the case, use your updated password. If you are an eighth grader or new student, follow these steps:

- If you will attend NCHS, enter the school code: NorCommBands. Your student password is your U5 SIS number.
- If you will attend NCWHS, enter the school code: nwband. Your student area password is your U5 SIS number.
- If you are not a current Unit 5 student, contact Mr. B at budzinsr@unit5.org to have an account created.

Special note: If your current junior high school uses Charms, your high school account will be different and separate from your junior high account. Contact Mr. B (budzinsr@unit5.org) with login questions or to have your password reset.

ONCE YOU HAVE LOGGED IN...

Change your password when prompted or by clicking the “Change Password” icon in the bottom row. It is important that both the student and the parent/guardian know the new password.

Update the student’s personal information by clicking the “Update Info” icon in the lower left corner.

- Please click “Add New Adult” to enter parent/guardian contact information. This is critical in order to receive email information.
- If you have multiple high school band students in your household, click the “Multiple Students” icon to consolidate all family information into one place.
- You may visit the financial page to view your miscellaneous ledger balance, trip payment ledger, and history.

TO PAY MARCHING BAND DUES FROM YOUR MISCELLANEOUS LEDGER

- Select the “Finances” icon on the home screen OR click the red \$ icon on the website header.
- Select “Transfer Request” (just below the website header).
- Select the type of fees that you would like to pay. Complete and submit the on-screen form.
- A confirmation will be sent to the email address(es) listed, and the transfer will occur the next time the band director or treasurer signs in to authorize transfers.
- You can return to the main financial page at any time to view your miscellaneous ledger balance, fees, trip ledger, and payment history.
- **A NOTE ABOUT MARCHING BAND DUES:** All marching band dues are listed in the “trips” section of Charms because this allows payments to be made in increments instead of all at once. Be sure to look there when processing marching band and color guard dues.

TO MAKE A CREDIT CARD PAYMENT

- Select the “Finances” icon on the home screen OR click the red \$ icon on the website header.
- Select “Marching Band Dues” from the pull-down menu named “Trip Ledger Detail.” If this is not an option, verify that you have submitted your NMB Commitment Form and email budzinsr@unit5.org to have it added.
- Click “Make Trip Payment.” A 3% PayPal Shipping/Handling Charge will be added to your payment automatically. On this screen, it is listed as an “Additional Donation” to the Unit 5 Music Parents Association.
- Click the “Start Payment” button – Charms will redirect you so you may login to an existing PayPal account or check out as a guest without creating a PayPal account. You will finalize your payment here.

ADDITIONAL NOTES

Miscellaneous Ledger balances are maintained by the Unit 5 Music Parents Association and are not the student’s profit. This balance can be applied to student fees or fees for other students *from the same household*. They are not transferrable to unrelated students or unrelated students’ fees, and they are not payable to any member as “wages.” When a student graduates with a positive balance in their Miscellaneous Ledger, it will be transferred to a younger sibling if one is currently enrolled or will be during the next academic year. If not, the funds are credited to the general NMB account.