

How to access parent and student information in **CHARMS**

Go to www.cocoabeachband.com

- Click on the Charms Picture/Logo to go to www.charmsmusic.com
- Locate the “PARENT/STUDENT LOGIN” section of the web page.
- Login to your child’s program account using the following login:
BEACHBAND
- This will bring up the main parent page. This will allow you to look at your child’s program **calendar, event list, handouts and SmartMusic files.**
- Clicking on an event on the calendar brings up the details for that event, such as times, attendance requirements and equipment/uniform necessities. Clicking on “event list” puts all of the calendar information in a list form for easy printing.
- When you enter your child’s ID NUMBER, (student ID) another more detailed screen appears with even more options to view your student’s uniform assignments, music assignments, financial records (monies owed), forms and inventory. Enter your child’s ID FIRST – then you may create your own, unique password by clicking on the “keys.”
- Two areas in which you can help the director maintain his/her records:
 - **Student information form** – you may help make changes to your child’s **student information page** (such as updating phone numbers and email addresses if they change) to help the teacher communicate with you more effectively. Just check the info and email Mr. Brooker with changes.
 - **Credit card payments for fees, trips and deposits to your student’s account.** The director has created a **PayPal account** for the booster club and you may now pay for your child’s fees or trips easily with a credit card.
- Most importantly, the parent page assists both you and the teacher to communicate with each other.