Choir website instructions

To access the choir website:

1. Go to www.charmsoffice.com.
2. Click ENTER at the top right corner of the page and log in as a Parent/Student/Member.
3. Enter townviewhschoir as the school code.
4. Enter your student ID as your initial password. Once you have logged in, you will be forced to change your password.
5. The following page will give you several links. We don't ever use some of the links and other links will become pertinent later in the year. The main ones are the Handouts & Files, Finances, and the Recording Studio.
6. Click the Files & Handouts to download files. The handbook/syllabus for your class is there. Additionally, there are forms and calendars you may download.
7. There is a recording studio that we will use for you to record assignments to send to me.
8. The Assigned Inventory link will show when something has been checked out/returned, like choir uniforms.
9. The Finances link will show any payments you have made to the choir and allows you to keep electronic receipts of all transactions.
10. If you ever forget my email, you can use the Email Directors link.

If you're having trouble logging into the site, let me know and I'll check into it.