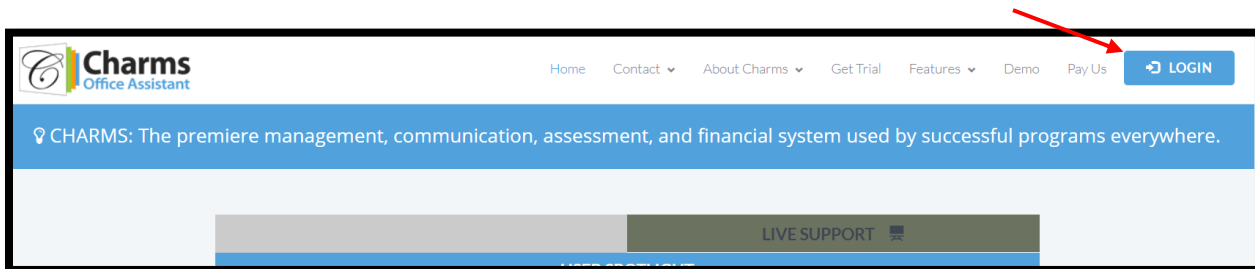


MCEA: Using Charms

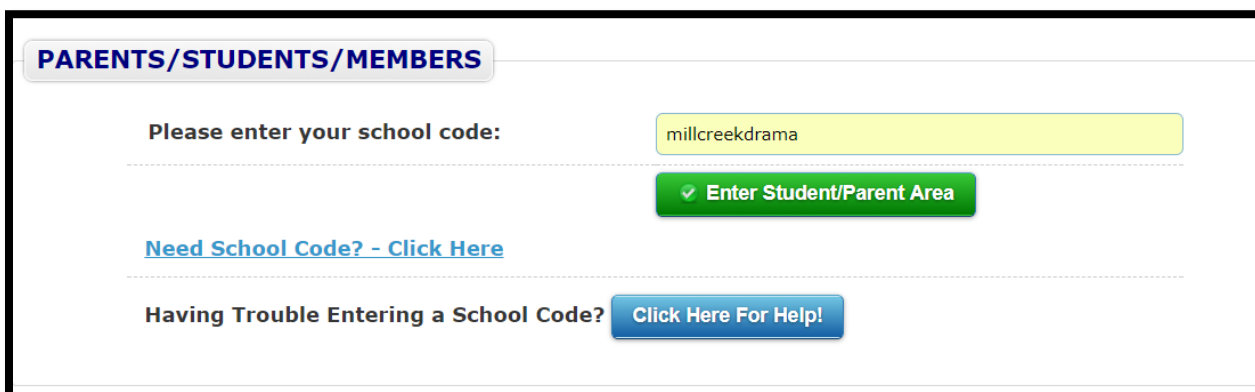
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How do I login to Charms?

- Go to <https://www.charmsoffice.com/> and click the blue LOGIN button on the upper right-hand corner of the screen.



- Under Parents/Students/Members, type 'millcreekdrama' for the school code. Then click the 'Enter Student/Parent Area' green button.



How do I sync the Charms calendar to my mobile device?

Login to Charms and click on the dark gray Calendar menu option at the top of the screen. Detailed instructions for iPhones, Androids, Blackberry & Windows phones are listed here.

How do I shop?

Login to Charms and click the red shopping cart at the top of the screen. Anyone can browse our t-shirts, flowers and more by clicking on the 'Browse' button. To checkout, you must have an account with Charms.

How do I login to my account in Charms?

On the Home screen of Charms, enter your password under Student Area Password. If this is your first time logging in, the password will be your student's 9-digit Gwinnett County School ID Number (starts with '200'). Click blue 'Enter' button.

How do I update my contact information?



Login to Charms, and then login to your student account (directions above). Click on the 'Update Info' icon on the Home screen.

- It is important to keep phone numbers and email addresses up-to-date to facilitate communication.
- Use the 'Add New Adult' button to enter name and contact information of parents or others who want to receive important communications from booster club officers regarding theatre programs in which your student may be involved.

How do I change my account password?



Login to Charms, and then login to your student account (directions above). Click on the 'Change Password' icon on the Home screen.

How do I make an online payment or view my payments made?



Login to Charms, and then login to your student account (directions above). Click on the 'Finances' icon on the Home Screen. Payments are separated into several different sections. To make a credit card payment, click the blue payment button for the relevant section. Note: There is a 3% Processing Fee.

To make a payment by check, there is a convenient box located across from Mrs. Lindahl's office. Place the check in the box, clearly indicating for what purpose and student the check is intended.