

Charms is the online database management system that is used by the River Hill High School Band program. It includes an Online Store option that we will be using to collect for orders and payments for Marching Band Shoes, Gloves, and Meals, and RHHS Band Pridewear.

Please follow the instructions below to access the RHHS Band Boosters Charms Online Store. This is the first time the RHHS band program has used the online store option. If you have any problems or issues, or something doesn't look right, please contact Kathie Blackman at [kkblackman@comcast.net](mailto:kkblackman@comcast.net).

1. Go to [www.CharmsOffice.com](http://www.CharmsOffice.com).
2. Click on the blue "Login" button in the top right corner.
3. Click on the "Parents/Students/Members" button on the top right.
4. Enter "RHHSMusic" where it asks for the School Code.
5. If you are logging on for the first time, the default Student Area Password is specified as follows:
  - (a) for most cases, it is the capitalized first letter of the student's first name followed by the student's last name (with the first letter capitalized): for Mr. Blackman, the password would be MBlackman.
  - (b) if your last name is only two letters, it is the students's first name and last name, with the first letter of each capitalized: FirstLast
  - (c) if your password using (a) is JKim, EMarlow, or AWang, then your password is the student's first name and last name, with the first letter of each capitalized like in (b)You will be prompted to set a new password for account security. Save this password so you remember it for next time. If you forget your password email Kathie Blackman at [kkblackman@comcast.net](mailto:kkblackman@comcast.net) to reset it to the default.
6. Click on the "Online Store" shopping cart icon. Charms has a video for parents/students on how to use the online store that may help if you are unsure how to proceed. It seems to be a little outdated because the store looks a little different now, but the process is the same.  
<https://www.youtube.com/watch?v=qZunMk5E5hI>
7. You will have two payment options when you check out: PayPal or Bill and Print. The PayPal option will add the PayPal transaction fee. The only way we were able to add the correct fee was to add a 2% "tax" percentage plus a handling fee. If you choose the Bill and Print option, please pay the total WITHOUT the "tax" with a check made out to "RHHS Music Boosters - Band" and turn in to Mr. Blackman.
8. If paying by PayPal make sure to click "I Accept" at the end to finalize the purchase.
9. Click on the red "Exit Charms" button at the top left to log out.