

KCC Charms Cheat Sheet

Logging In:

1. Go to www.charmsoffice.com (there is also a hyperlink in the header of the KCC website for you to log in directly.)
2. Click “LOGIN” in the top right hand screen
3. Under “Parents/Students/Members enter the school code: kcc (case sensitive)

Charms Office Assistant

Teacher/Helper Parents/Students/Members

kcc

Enter Parent Area

NOTE: By using this product you agree that your use of our website and any services are subject to our [Terms of Use](#) and [Privacy Statement](#)

4. Enter your password:
 - a. New Members: Your password is your ID number. You will be prompted to change this password when you login. Save it somewhere- we can't see what you change it to.
 - b. Returning Members: Your password is what you used last season

CHARMS OFFICE ASSISTANT
PARENT/STUDENT AREA
KALAMAZOO CHILDRENS CHORUS

HOME CALENDAR VOLUNTEERS EMAIL DIRECTORS FILES & HANDOUTS

EXIT CHARMS

BY USING THIS PRODUCT YOU AGREE THAT YOUR USE OF OUR WEBSITE AND ANY SERVICES ARE SUBJECT TO OUR [TERMS OF USE AND PRIVACY STATEMENT](#)

Student Area Password: **(Case Sensitive)**
Enter Show Hint
If this is the first time you have logged in to Charms, your password is your ID number.

Trip Chaperone Password:
Enter


Non-Parent Volunteer ID:
Enter

Public Calendar Email Staff Handouts & Files Website

Charms Home Screen


DO YOU HAVE MULTIPLE STUDENTS USING CHARMS? YOU CAN NOW LINK THEM BY CLICKING THE "MULTIPLE STUDENTS" BUTTON BELOW!

1




Calendar


2




Event List




Volunteer




Email Staff



Handouts & Files




Website




Online Store


3




Finances




Forms Collected




Absences



Inventory Uniforms




Recording Studio




Practice Logs

4




Update Info



Change Password

5



Multiple Students

Quick Look-

1. Calendar- Shows monthly view of the calendar with descriptions
2. Event List- Shows the whole season overview of rehearsals and performances
3. Finances- Where to pay tuition & uniform orders
4. Update Info- Add information about your student to help us better serve you
5. Multiple Students- If you have multiple children singing, you can link their accounts for your convenience.

Paying Tuition:

When paying tuition in FULL \$425 amount: Select "Fixed Payment"

When paying tuition in INSTALLMENTS: Select "Miscellaneous Payment"

Always include a description for our records.

EXIT CHARMS

Student Financial Statement

Trip Ledger Balance Credit	0.00
Fixed Payments Due	0.00
Fundraising Balance Credit	0.00
Miscellaneous Balance Credit	0.00
Store Balance	\$ 0.00
TOTAL BALANCE DUE	\$ 0.00

There are no scheduled trips for this student

Student Fixed Payment Detail Pay Fixed Payments


Paid Date	Item	Amt.	Paid By
Total Fixed Payments Due		\$0.00	
Total Fixed Payments Paid		\$0.00	
Total Unpaid Fixed Payments		\$0.00	

There is no Fundraising Activity

There is no activity in the Student Miscellaneous Ledger. Make Miscellaneous Payment

There is no activity in Shopping.

Add to Student Ledger



Pay Through AffiniPay

Amount to Pay and Description

\$ 100 Melody Song's Tuition Sep

NOTE: A HANDLING CHARGE HAS BEEN ADDED TO HELP COVER THE CREDIT CARD HANDLING CHARGE/PROCESSING FEE.

"Additional Donation": 2%

Total to be Charged to Card:

\$ 102.00

Card number:

**** *

Expires:

MM / YY