

## **Charms Music Office Assistant**

We are using an exciting Web-based music administration tool that will greatly improve our communication and record keeping. Follow the followings steps to access your students account, check on the calendar, look at newsletters, forms etc, and to e-mail Mr. Mangelson

**To access the Westlake Charms program take the following steps:**

1. Open up the Charms site at [www.Charmsmusic.com](http://www.Charmsmusic.com)
2. Open the parents section at the left of the menu, it is highlighted blue.
3. Log in is **WESTLAKEHSB**
4. From this screen you can view the band calendar, download forms, or e-mail. Mr. Mangelson
5. Enter your students school ID#
6. This screen will allow you to view several areas including inventory, music, uniforms, and forms your student might have.
7. Click “Student Info” and you can update students info including information about parents.

**\*\*\*\*Before being able to access the website, accounts must be first opened by Mr. Mangelson on the website. Accounts will be opened within 24 hours of turning in the marching band contract. Until a contract is turned in, you WILL NOT have access to the Band Charms Website.**