**Step 1:** Stop by the band room any time between 4:00-7:30pm on 5/18/21 (ALL band students and families)

**Step 2:** Join the band 2021-2022 Viking Band Remind group!

* This is a very important step. Remind is the primary method of communication between the director and students/families. PLEASE make sure to sign up!
* Text @ehband21 to 81010



**Step 3:** Sign up for your CHARMS account (LOGIN if returning member)

* The Viking Band uses an online office assistant called CHARMS to better organize our band program information. Parents and students are able to access their CHARMS account 24/7 and use features such as viewing and paying their band account balance, volunteering for band events, communicating with other band parents and much more!
* Follow the instructions below to create your student’s band account!

***Creating your student’s CHARMS Account***

1. Go to <https://www.charmsoffice.com/>
2. Click on the LOGIN button (upper right corner)
3. Enter EastHallBand as the school code



1. Enter your student’s school ID number to login



1. You will then change your password. Make sure it is something you can remember!
2. Click on the student information icon



1. Fill out your student information
2. Click on the Add New Adult button at the bottom.
	1. Be sure to check the interests/skills box!
3. Be sure to click on the GREEN update button to save your information



1. Your CHARMS profile is now complete! More information will be added to your students profile in the next few weeks. You can access the profile 24/7!

**Step 4:** Pay your Marching Band Registration Fee ($100)

* Go to [www.ehhsband.com](http://www.ehhsband.com)
* Please visit “our programs” on our website for more information on Marching Band dues and fees. The marching band registration fee is due on May 18, 2021.
* Parents and families can pay this fee using the PayPal link on the home page of our band website.

 
* Using the PayPal button on the band website
	1. Enter Student Name- CLICK Buy Now
	2. Enter amount you would like to pay in the QUANTITY section
		+ Example- enter 100 if paying $100
	3. Click continue to pay with debit or credit card. Funds are immediately credited to your student’s band account

Thank you for registering to be a part of the 2021-2022 Viking Band Program! More information about all aspects of our band program can be found at [www.ehhsband.com](http://www.ehhsband.com). We are looking forward to an incredible 2021-2022 school year!

Thank you!

Adam Youngman
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