

CMSC Parents,

Welcome to the CMS Choral Program! I am looking forward to a great year of music and much more during the 2009-2010 school year. As we begin, I encourage you to visit www.cmschorus.com for some general information about the choral program along with photos, a blog, and other interesting “stuff.” I hope you’ll find the website informative and entertaining as the year progresses.

Also, I am launching a new web-based system called CHARMS Office Assistant. This all-encompassing management system helps organize student contact information, manage inventory, work with trips, fees, fundraisers, form collection, and much more. I tested this system last year and was very pleased. I’m looking forward to implementing CHARMS with all choruses this year.

Having these two websites makes communication easy. Instead of sending home “handouts,” I will communicate through CHARMS. You should add it to your “favorites,” bookmark it, and visit often. I’ll add new information on a weekly basis!

If by chance you don’t have Internet access, I will have hard copies of the information available to students upon request.

Please follow the steps below to log on to CHARMS!

Thanks!

Eric Elliott
Choral Director

How to access CMSC student information from the web:

1. Log on to www.charmsoffice.com
2. Locate the “PARENT/STUDENT LOGIN” section of the web page.
3. Login to the CMS Choral Program account using the following login: **chestateeMSchoir**
4. Enter the student ID NUMBER (the student’s lunch number).
5. Click on the “STUDENT INFO” option and check all of the information.
6. Change and/or add information and click **UPDATE** in the upper right hand corner of the screen.
7. Click on the other options on the student’s home page and check out this powerful web-based program.
8. **NOW ACCEPTING CREDIT CARD PAYMENTS:** You may now make payments to Chestatee Middle School Chorus with your credit card. Follow the simple instructions below to learn how.
 - a. Go to www.charmsoffice.com
 - b. In the upper right hand side of the screen above the welcome message, click “Charms TV.”
 - c. In the Categories list, choose “For Parents and Students” and click on **Making Payments in Charms with Paypal** and watch the video tutorial.
 - d. You’re **READY** to make payments with your credit card to CMS Chorus.
9. You’re **DONE!** Don’t forget to visit CHARMS and www.cmschorus.com on a regular basis.