

BAND COMMUNICATION by using REMIND and Charms Music: Beginning of 2016 - 17 Update

Signing up for REMIND and updating CHARMS OFFICE will be worth 50 points each. Make sure it is accurate.

BAND WEBSITE: <http://jmuraida.wixsite.com/graylingvikingbands>

REMIND Communication tool: please sign up for TEXT **and** E-MAIL for STUDENT and all PARENT(S)/GUARDIAN(S)

<u>Class</u>	<u>Join through REMIND App, use code</u>	<u>Join Through The Link Below</u>	<u>Join Through Text 81010, enter message below</u>
HS Band	@mura1	www.remind.com/join/mura1	@mura1
MS Band	@msgrayling	www.remind.com/join/msgrayling	@msgrayling
6th Band	@6band-gms	www.remind.com/join/6band-gms	@6band-gms

CHARMS OFFICE Website: www.charmsoffice.com

1. PASSCODES
 - a. Student/Parent ID: graylingvikingbands
 - b. Student Area Passcode: *Make sure it is something you can remember.* _____
2. STUDENT INFO
 - a. Select: UPDATE INFO (blue man icon)
 - b. STUDENT INFO: Check your mailing address for summer mailing
 - i. PHONE = home phone: CELL = your cell phone number: CELL CARRIER = leave as select carrier
 - ii. EMAIL = school email account
 - iii. PERSONAL INSTRUMENT (ON = own instrument; OFF = school instrument)
 - a. Instrument Type (Flute, Clarinet,)
 - b. Brand: Yamaha, Selmer, Gemeinhardt.....
 - c. Serial Number
 - iv. SHIRT SIZE = t-shirt size. I will need this for ordering show shirts in June and July for next year HS Band
 - v. UPDATED:: enter Sept 8, 2015. This tells me that you completed the assignment and when you last updated your information.
 - vi. Click UPDATE in the upper right corner of the screen to save your information.
 - c. PARENT(S)/GUARDIAN(S) CONTACT INFO
 - i. Cheat step: if the green dot areas match yours, click COPY DOTTED FIELDS and Charms will enter the information for you.
 - ii. Check the following information
 1. Name, Mailing Address, Phones
 2. RELATION, EMAIL 1, EMAIL 2 (if needed-student can put their alternate e-mail here as well)
 - iii. DO NOT FILL OUT: Carrier, Occupation, Drivers License, Date of Birth
 - iv. **REPEAT** for each PARENT(S)/GUARDIAN(S) IN YOUR LIFE
3. FINANCES
 - i. CREDIT BALANCE (good for you)
 1. TRIP LEDGER – band camp, trips (Band Camp, Cedar Point are examples)
 2. FEE PAYMENT HISTORY – Band Debts
 3. FUND RAISING ACTIVITY
 - a. Amount Profit – the credit to your account
 - b. Amount Due – outstanding money due to Band Boosters for a fund raising activity.
 4. STUDENT MISCELLANEOUS LEDGER – Tracking Account - shows activity of your account
 - ii. BALANCE DUE (money owed to the band program)
 1. The amount listed is the amount owed to the Grayling Viking Band Boosters
 2. Please submit payment to the Grayling Viking Band Boosters for the balance owed
4. STUFF (top of page - suitcase icon): Items checked out in your name: Band uniforms; Instruments
5. PARTICIPATION (top of page - star icon): FORMS: Use for Band Camp forms
 - a. COMMUNITY SERVICE HOURS: Number of points = Number of hours
6. HANDOUTS – Any handouts in class and any information will be placed here, in Google Classroom, with a link through Remind,

Updated: 8/17/17