

DHS Concert Band Student Record Updates

Please log on to our band web tool & review/update student/adult information

Telephone & Email addresses provided are used strictly for band-related communications

DIRECTIONS

1. Go to www.dunwoodybands.org
2. Click on the link "Jump to Charms"(top right on page)
3. Perform steps 4-9 for each band student in a family
4. Enter the 7-digit student I.D. number in "Student Area Password" box (top left on page)
 - *If you've been in Charms before and changed your password, enter that now*
 - *If you are unable to log in, please follow directions at end of this document*
5. Click on the "Student Info" icon (top left on page – 2nd icon – looks like a person)
6. Click on the "Personal Information" tab underneath "Student Info" icon
7. You will see all of the personal and contact information we have for the Student I.D. and his/her associated adults (e.g., parents/guardians). ***This information is confidential and can only be seen by you and those of us who administer the band program.***
8. STUDENT INFO:
 - Complete all fields for the student to the extent possible
 - Enter the date you updated the information followed by your initials in the "Date Updated" field at the bottom of the form (e.g., "11/10/2011 ktp")
 - Click the "Update" button (top right on form) to save changes
 - Review the "Primary Group" and "Other Groups." *If corrections are needed, please follow directions at end of this document.*
 - "DHS-Band-Concert" indicates student in Concert Band
 - "DHS-Class-Band-Fall" indicates student in Fall Band Class
 - "DHS-Class-Band-Spring" indicates student in Spring Band Class
 - Groups starting with "Admin..." can be ignored, as we use them for administrative purposes
 - Review "Instrument/Part." *If corrections are needed, please follow directions at end of this document.*
9. ADULT INFO (associated with each Student I.D.):
 - At the bottom of the page, click a button with the adult contact's name if present, or click "Add New Adult" to add an adult contact for the student.
 - Complete the form for each adult contact
 - Click "Copy Dotted Fields From Student?" (top left of form) to duplicate student information (*or you can click green dot to copy specific information*)
 - Click the "Update" button (top right on form) to save changes for each adult
10. **If you could not log in or corrections are needed, please contact Karen Patterson (patterson_gnkt@bellsouth.net) with your child's name, student I.D. number, and needed correction or problem. THANK YOU!**