



Charms Payment Instructions

1. Logging into Charms

You can log in to [CHARMS here](#)
Use the Parent / Student / Members tab
School Code ChargerBandBoosters

For new students, your Student ID is your password.

For returning students, if you need your password reset please email sussexhamiltonchargerband@gmail.com and we will reset it to your Student ID.

Once you are in, you will be asked to create a new password. When creating a password:

- Do not use symbols
- Use only numbers and letters and at least one capital
- Do not use a password you have used before

2. Click on the **Finances** Icon.

Result: The Student Financial Statement will display.

3. The following information is displayed on the Student Financial Statement:

- A.) The student Pac Fees due are labeled “not paid”
B.) Student funds previously earned, if available will display
C.) Total balance due. (Pac Fee/Fees unpaid minus any Student Funds)

Trip Ledger Balance Credit		0.00	
Fixed Payments Due		60.00	
Fundraising Balance Credit		0.00	
Miscellaneous Balance Credit		42.00	B
Store Balance		\$ 0.00	
TOTAL BALANCE DUE		\$ 18.00	C

There are no scheduled trips for this student

Student Fund Payment Detail		Pay Fixed Payments	
Paid Date	Items	Amount	Paid By
not paid	Marching Essential Pac (1)	\$0.00	PayPal

Total Fixed Payments Due	\$60.00
Total Fixed Payments Paid	\$0.00
Total Unpaid Fixed Payments	\$60.00

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4. Directions:

If...	Then go to...
You DO NOT HAVE any student funds available...	"Pay Full Fee" procedures.
You HAVE student funds available and need to add more money to pay the full fee(s) due...	"Make a Miscellaneous Payment" procedures.

Pay Full Fee

- To make a payment, locate the Student Fixed Payment Detail section, and activate the PayPal Button by selecting the grey button next to the word **PayPal**.

Result: The button will move left and turn blue. (If you need to pay more than one fee, click the word **PayPal** by EACH of the fixed fees due.)

Student Fixed Payment Detail		Pay Fixed Payments		
Paid Date	Item	Amt.	Paid By	
not paid	Marching Essential Pac (\$)	60.00	PayPal	

- Select the **Pay Fixed Payments** button.

Result: A PayPal screen will display showing the amount due with an additional percentage due for payment processing to cover PayPal/Credit Card fees.



The image shows a PayPal payment screen. At the top, there is a large blue and white PayPal logo with the text "Pay Through PayPal" to its right. Below the logo, the screen displays the following information:

- Fixed Payments to Pay: 60.00 -- Marching Essential Pac
- Total to Pay: \$ 60.00
- Additional Donation: 2.50%

At the bottom, there is a green button labeled "Start Payment". Below the button, a yellow box contains the following text:

NOTE: THE ADDITIONAL DONATION COVERS PAYPAL/CREDIT CARD PROCESSING FEES.

- Select the green **Start Payment** button and complete the payment screens to make a Credit Card or PayPal payment.

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Make a Miscellaneous Payment (using student funds for part of the payment)

1. Towards the bottom of the Finances page, locate the Student Miscellaneous Ledger Detail and click on **Make Miscellaneous Payment**.

Student Financial Statement

Trip Ledger Balance Credit	0.00
Fixed Payments Due	60.00
Fundraising Balance Credit	0.00
Miscellaneous Balance Credit	42.00
Store Balance	\$ 0.00
TOTAL BALANCE DUE	\$ 18.00

There are no scheduled trips for this student.

Student Fixed Payment Detail [Pay Fixed Payments](#)

Paid Date	Item	Amt.	Paid By	Dep. Num
not paid	Matching Essential Pac (3)	60.00	PayPal	
Total Fixed Payments Due		\$60.00		
Total Fixed Payments Paid		\$0.00		
Total Unpaid Fixed Payments		\$60.00		

[Sort By Date](#) [Group By Fundraiser](#)

Student Fundraising Detail [SELECT ACTIVITY](#) [Make Fundraising Payment](#)

Trans Date	Activity	Value Given	Amt Applied	Amt From
6/11/2021	Shop	2.99	0.00	63.10
5/11/2021	Shop	0.00	0.00	57.25
FUNDRAISER BALANCE DUE:		\$0.00		
Totals		0.00	0.00	70.35
Fundraising Balance		0.00		

Student Miscellaneous Ledger Detail [Make Miscellaneous Payment](#)

Date	Notes	Amt.	Running Balance	Paid By	Dep. Num
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Result: A PayPal screen will display showing the amount due with an additional percentage due for payment processing to cover PayPal/Credit Card fees.



Pay Through PayPal

Amount to Pay: \$

Description:

Additional Donation: 3.35%

[Start Payment](#)

NOTE: THE ADDITIONAL DONATION COVERS PAYPAL/CREDIT CARD PROCESSING FEES.

2. In the **Amount to Pay** field, type the amount you are paying. (This is the amount due after subtracting your available student funds.)

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3. In the **Description** Field, type "Pac Fee(s)"
4. Select the green **Start Payment** button and complete the payment screens to make a Credit Card or PayPal payment.

In addition to paying for your Pac Fees,
please fill out Parent Contact Info and Interests
and keep them current!



1. From the Home Screen, click on the Update Info icon or click on the Student Icon at the top of the screen.

Result: The Update Student Detail screen will display.

A screenshot of the "Update Student Detail" screen in a mobile app. The screen has a blue header with navigation icons. Below the header, there's a red "EXIT CHAT" button. The main content area is divided into two columns. The left column is titled "Student's Information" and contains fields for Student ID, First Name, Middle Name, Last Name, Address, City, St Zip, Phone, E-mail, and a "Personal Instrument" section with fields for Instrument Type, Brand, and Serial Number. The right column contains fields for Sex, Locker, Combination, T-shirt Size, Primary Group, Other Groups, Instrument/Part (with sub-fields for Marching, Instrument, and Part), and Bus. At the bottom, there are three blue buttons: "Add Adult's Information", "Add Student's Information", and "Add New Adult".

2. From this screen you can add a new adult, update an existing adult's info or even update a student's info.