Shopping For Band Events and Items Through Charms

- 1) Navigate to <u>www.charmsoffice.com</u>
- 2) Hover the mouse pointer over the ENTER/LOGON button in the upper right corner and select 'Parents/Students/Members'



3) Enter TroyColtBands as the School Code:

| Charms Parent/Student/Member Ar | ea |
|--|--------------|
| Please Enter Your School Code: TroyColtBands | |
| (for a demo, please enter "cornchoir"or "ehsband") | Enter Charms |

- 4) The default password for every account was set to the students ID. However, the password will no longer be the student id if the parent or student changed the password.
- 5) If the ID is the password, please ignore the 'Change Student Password' screen and continue to the next step.
- 6) Click on the Red Shopping Cart icon in the upper Left area of the screen.



7) Choose the item(s) that you wish to purchase by clicking on the corresponding green "Choose" button.

| EXIT CHARMS | | |
|--------------------|---------------------------|---------------------|
| Charms Shopping Co | enter WATCH VIDEO | Checkout Start Over |
| Filter By Category | All Categories | |
| AVAILABLE ITEMS | | |
| Laser Tag | Reservation for Laser Tag | Choose |
| | | |
| | | |

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8) Click on "Quantity" next to the green Reservation box.

| No Images | | | SELECTED Q | Г <u>Ү: 0</u> |
|-----------|----------------------|-------------------|----------------------|---------------|
| | Reservation for Lase | r Tag | | |
| | • SELECT FROM THE LE | FT LIST, THEN FRO | M THE RIGHT LIST WHE | N IT APPEARS. |
| | Reservation | * | Quantity | |
| | | | | |

- 9) Another dialog box will open where you can confirm/enter the correct quantity. Click on "Update Cart".
- 10) Once all items have been added to your cart, click on the green "Checkout" button pictured in Step 7.
- 11) Choose PayPal from the dropdown menu for your Payment Option. After reviewing your purchase, click on the green "Process Payment" button.

| PPPING CART PURCH | ASE HISTORY | | | | |
|---|---|----------|---|---|--------------------------------------|
| T CHARMS | | | | | |
| Checkout Optio | ins | | | | |
| Q YOUR SHOPPING C | ART ITEMS WILL BE RESERVED FOR 5 MINUTES WHILE YOU CHECKOUT. | | | | |
| | | | | | |
| PavPal | Process Payment Continue Shopping | | | | |
| PayPal | Process Payment Continue Shopping | | | Order Number: | 23457 |
| PayPal | Process Payment Continue Shopping | | | Order Number: Order Status: Waitin | 23457 g for Checkou |
| PayPal SELECTED ITE | Process Payment Continue Shopping | | | Order Number: Order Status: Waitin | 23457 g for Checkou |
| PayPal SELECTED ITE Item | Process Payment Continue Shopping MS Description/Style | Qty | Price | Order Number: Order Status: Waitin Amount | 23457 g for Checkor Ta |
| PayPal SELECTED ITE Item Laser Tag | Process Payment Continue Shopping MS Description/Style Reservation for Laser Tag | Qty | Price | Order Number: Order Status: Waitin Amount | 23457 g for Checko Ta |
| PayPal SELECTED ITE Item Laser Tag | Process Payment Continue Shopping MS Description/Style Reservation for Laser Tag Quantity - Reservation | Qty 1 | Price 8.00 | Order Number: Order Status: Waitin Amount 8.00 | 23457 g for Checko Ta 0.000 |
| PayPal SELECTED ITE Item Laser Tag | Process Payment Continue Shopping MS Description/Style Reservation for Laser Tag Quantity - Reservation | Qty 1 | Price 8.00 SubTotal: | Order Number: Order Status: Waitin Amount 8.00 8.00 | 23457 g for Checko Ta 0.000 |
| PayPal SELECTED ITE Item Laser Tag | Process Payment Continue Shopping SMS Description/Style Reservation for Laser Tag Quantity - Reservation | Qty 1 | Price 8.00 SubTotal: Tax: | Order Number: Order Status: Waitin Amount 8.00 8.00 0.00 | 2345; g for Checko Ta 0.000 |
| PayPal SELECTED ITE Item Laser Tag | Process Payment Continue Shopping MS Description/Style Reservation for Laser Tag Quantity - Reservation PayPal Handling Charge Applies | Qty 1 | Price 8.00 SubTotal: Tax: Handling: | Order Number: Order Status: Waitin Amount 8.00 8.00 0.00 0.24 | 23457 g for Checko Ta 0.000 |

12) You will then be directed to PayPal to make the payment. Follow all instructions. Once the payment has been made you will be directed back to Charms where a receipt can be printed.