

July 12, 2014: Updated instructions for paying for band items in Charms

We have set up the Online Store in Charms to simplify our billing process for uniform items, both marching band and concert band.

Log in to student's Charms account. (The school code is *lakotawestbands*) The default student password is first 4 letters of last name [*if shorter than 4 letters, it will be the full last name*], and first 2 letters of first name. [*if this causes a duplicate password, it will be first 4 of last and first 3 (or however many needed) of first*]

If this is the first time you have entered Charms, please check the information in the student and parent profiles; make any corrections needed and fill in your information as completely as possible. This is our database of student information used in all aspects of the band program.

Go to the Online Store tab on the home page of Charms. Click the green "Choose" tab for any item you want to order. Go to the list at the bottom right and click on the item to add to cart, then enter the quantity you would like, then click the Add to Cart button. (Disregard the Available box – we do not enter inventory amounts; when you check out, it will state that you have items on backorder) Continue to add all items you would like to purchase.

After you have all your items in your shopping cart, click on the Checkout button. At this point you may either pay via PayPal, or click the Bill & Print button, where you can then print your order and pay by check, made payable to *Lakota West Upbeat Club*.

These are the items all new marching students will need:

- Red polo-summer uniform
- Khaki shorts-summer uniform
- Gloves (except for most percussion students)
- Drillmaster shoes
- Web belt (optional; you may either purchase this belt or use no belt)-summer uniform
- For sousaphone players, a beret is also needed.

Percussion students should confirm with their section leader if gloves are required for their position.

If a student is using items from an older sibling or friend who was in marching band, they do not need to purchase the items. It MUST be the red polo shirt and khaki shorts. Students previously in MB who already have these items do not need to purchase unless they have changed sizes or lost the items. Also, according to our Uniform Chairperson, there are a limited number of used polo's and khaki shorts for students to trade if they need a different size.

If you have any questions about logging in to Charms or ordering your items, please contact Ellen Fogle at finance@lakotawestbands.org.