

Make the most efficient payments possible so they can be processed easily

METHOD 1: The easiest way for the treasurer is to pay directly through CHARMS instead of website links. Payments will post automatically and immediately to your account without human intervention

It's time to make a payment. Log into Charms. Hit CHARMS button on website:



Enter our school code (lakotawestbands) and hit "Enter Charms"

A screenshot of the "Charms Parent/Student/Member Area" login page. The page has a blue header with the text "Charms Parent/Student/Member Area". Below the header, there is a section titled "Please Enter Your School Code:". A text input field contains the code "lakotawestbands", which is highlighted with a red box. Below the input field, there is a note: "(for a demo, please enter 'cornchoir' or 'ehsband')". To the right of the input field is a blue button labeled "Enter Charms".

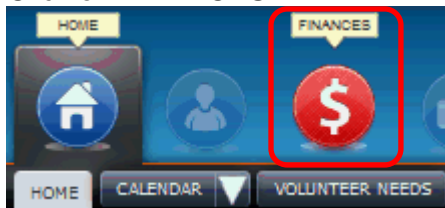
Enter your student's password. Your original password is first 4 letters of last name and first 2 of first name (Example: If Greg Snyder were a student he would be snydgr all lower case)

Student Area Password: **(Case Sensitive!)**

A screenshot of the password input area. It shows a text input field with a red box around it, containing six dots. To the right of the input field are two blue buttons: "Enter" and "Show Hint".

If this is the first time you have logged in to Charms, your password is your ID number.

Click on FINANCES



You can now check your overall balance

A screenshot of the "Student Financial Statement" table. The table has a blue header with the text "Student Financial Statement". The table contains the following data:

Student Financial Statement	
Trip Ledger Balance Due	1,250.00
Fixed Payments Due	0.00
Fundraising Balance Credit	0.00
Miscellaneous Balance Credit	0.00
TOTAL BALANCE DUE	\$ 1,250.00

Check your trip and fixed payments due. Choose/Click to make a trip payment.

Trip Ledger Detail		Make Trip Payment	
Paid Date	Trip	Amt Applied	Paid By
12/3/2012	BC13 Band Camp 2013 - 550.00 mag	150.00	Credit-PayPal 12-3-2012
		TRIP BALANCE DUE:	\$400.00
9/17/2012	Cedar Point 2012 - 180.00 mag	180.00	Credit-9-17-2012
		TRIP BALANCE DUE:	\$0.00
12/3/2012	Macys Thanksgiving Parade 2013 ESTIMATE - 900.00 mag	50.00	Credit-PayPal 12-3-2012
		TRIP BALANCE DUE:	\$850.00
		Total of All Trips Due	1,630.00
		Total Paid	380.00
		Balance Due	1,250.00

Student Fixed Payment Detail		Pay Fixed Payments	
Paid Date	Item	Amt.	Paid By
		Total Fixed Payments Due	\$0.00
		Total Fixed Payments Paid	\$0.00
		Total Unpaid Fixed Payments	\$0.00

Hit the drop down button to show the options for trip payments and scroll to select a trip to make a payment for

Select Trip to Pay

Amount to Pay

Enter the dollar amount you want to pay in the payment box and hit "Start Payment" button

Select Trip to Pay

Amount to Pay

This takes you to your Paypal login page. Enter your user name/email and Password and log in. Please note that at this time Charms does not indicate which trip you are paying for (blue box)

Lakota Upbeat Club

Your order summary

Descriptions	Amount
Make Trip Payment for Samantha Tann... Item description: Make Trip Payment ... Item number: Band Item price: \$100.00 Quantity: 1	\$100.00
Item total	\$100.00
	Total \$100.00 U SD

Choose a way to pay

PayPal securely processes payments for Lakota Upbeat Club.

▼ **Have a PayPal account?**
Log in to your account to pay

Email
tanners@zoomtown.com

PayPal password

[Log In](#)

[Forgot your email address or password?](#)

Check and choose your payment option and contact info. Hit "ADD" note to seller to add a note saying which trip you are paying for (band camp fee, Macy's student, Macy's follower, etc).

Your order summary

Descriptions	Amount
Make Trip Payment for Samantha Tann... Item description: Make Trip Payment ... Item number: Band Item price: \$100.00 Quantity: 1	\$100.00
Item total	\$100.00
	Total \$100.00 U SD

Review your information

[Continue](#)

Shipping address [Change](#)

Susan L Tanner
8075 Taylor Ridge Dr
West Chester, OH 45069
United States

Note to seller [Add](#)

Payment methods [Change](#)

Credit/Debit Card : MasterCard XXXX-XXXX-XXXX: \$100.00 USD
This transaction will appear on your bill as PayPal *LWUPBEATCLU.

Contact information [Change](#)

tanners@zoomtown.com
513-779-3813
(Seller requires a phone number.)

[Continue](#)

You're almost done. You will confirm your payment on Lakota Upbeat Club.

Though the payment should post itself, the note will help the humans if there are issues later. Write and Save.

Note to seller

Macy's Trip Payment #2 due 2/28/13

221 characters left

Save

Cancel


Note is added. Double check everything. Hit Continue.

Your order summary

Descriptions	Amount
Make Trip Payment for Samantha Tanner Item description: Make Trip Payment ... Item number: Band Item price: \$100.00 Quantity: 1	\$100.00
Item total	\$100.00
	Total \$100.00 USD

Review your information

Continue

Shipping address  [Change](#)

Susan L Tanner
6075 Taylor Ridge Dr
West Chester, OH 45069
United States

Note to seller: Macy's Trip Payment #2 due 2/2... [Change](#)

This takes you back to CHARMS to complete your payment. Hit "Complete Payment" to finalize.

Make Trip Payment for Samantha Tanner

Please click the button below to finalize your \$100.00 payment .

Complete Payment

Cancel

You will get a confirmation of your success and will receive an email

Paid: Trip Payment

PAYPAL PAYMENT SUCCESSFUL

Thank you for your Trip Payment of \$100.00 for Samantha Tanner at Lakota West High School Band.

A receipt for your payment has been emailed to you and the payment has been posted to the student's Trip Ledger.

If you click back to FINANCES you will immediately see that your ledger has been credited

Student Financial Statement

Trip Ledger Balance Due	1,150.00
Fixed Payments Due	0.00
Fundraising Balance Credit	0.00
Miscellaneous Balance Credit	0.00
TOTAL BALANCE DUE	\$ 1,150.00

And the payment was credited immediately to the trip selected with record of date. If done through Paypal via the website, a HUMAN must MANUALLY transfer the credit to the appropriate trip and it could take days.

Trip Ledger Detail		Make Trip Payment	
Paid Date	Trip	Amt Applied	Paid By
12/3/2012	BC13 Band Camp 2013 - 550.00 mag	150.00	Credit-PayPal 12-3-2012
TRIP BALANCE DUE:		\$400.00	
9/17/2012	Cedar Point 2012 - 180.00 mag	180.00	Credit-9-17-2012
TRIP BALANCE DUE:		\$0.00	
1/6/2013	Macy's Thanksgiving Parade 2013 ESTIMATE - 900.00 Credit Card Payment	100.00	Credit
12/3/2012	Macy's Thanksgiving Parade 2013 ESTIMATE - 900.00 mag	50.00	Credit-PayPal 12-3-2012
TRIP BALANCE DUE:		\$750.00	
Total of All Trips Due		1,630.00	
Total Paid		480.00	
Balance Due		1,150.00	

METHOD 2: If you need to use the website for convenience or technical reasons, please put as many things into the cart at once as possible

Many people are paying for multiple things at one time, but making separate transactions for each item instead of putting them all into the cart and paying for them all at once by using the "continue shopping" option. This is more work for both the individual AND for the treasurer. This is how to add to the shopping cart:

Family A needs to pay the marching band deposit, the Branson deposit, and the Macy's deposit. Pick one to add to the cart first:

We start with marching band fees by going to the Band Camp Payment page on the website. Add the student name in the box and hit "Add to Cart."

January 15, 2013 – Band Camp Deposit

The Band Camp deposit of \$150 is due **January 15th** and is non-refundable. The Band Camp Registration form must also be completed by **January 15th**. To complete the Registration Form, [CLICK HERE](#). Please note that after **January 15th**, a late fee of \$50 will be included if you have not paid the deposit **and** completed the registration form.

Band Camp Payment #1 – \$150

The item is in your cart. Hit “Continue Shopping”

Your Shopping Cart

Description	Item price	Quantity	Amount
Marching Band Deposit - Payment #1 <small>Student Name: Sammy Tanner</small>	\$150.00	1 Update Remove	\$150.00

Item total: \$150.00

OR

The safer, easier way to pay

Go to the Macy’s Trip Payment page on the website. Add the student name in the box and hit “Add to Cart.”

January 31, 2013 – Macy’s Parade Trip Deposit

The Macy’s Parade Trip deposit of \$50 is due **January 31st**. The \$50 deposit is **NON REFUNDABLE**

Macy’s Parade Trip Payment #1 – \$50

You now have 2 items in your cart. Hit “Continue Shopping” again

Your Shopping Cart

Description	Item price	Quantity	Amount
Marching Band Deposit - Payment #1 <small>Student Name: Sammy Tanner</small>	\$150.00	1 Update Remove	\$150.00
Macy’s Trip Deposit - Payment #1 <small>Student Name: Sammy Tanner</small>	\$50.00	1 Update Remove	\$50.00

Item total: \$200.00

OR

The safer, easier way to pay

Finally we need to go to the Branson Trip payment page on the website. Add the student name in the box and hit “Add to Cart.”

December 31, 2012 – Branson Trip Deposit

The Branson Trip deposit of \$150 is due **December 31st**.

Branson Trip Payment #1 – \$150

STUDENT NAME

All 3 items are now in the cart. If more were necessary, just “continue shopping.” We are done, hit Check Out or Check out with Paypal as you choose.

Your Shopping Cart

Description	Item price	Quantity	Amount
Marching Band Deposit - Payment #1 Student Name: Sammy Tanner	\$150.00	<input type="text" value="1"/> Update Remove	\$150.00
Macy's Trip Deposit - Payment #1 Student Name: Sammy Tanner	\$50.00	<input type="text" value="1"/> Update Remove	\$50.00
Branson Trip Payment #1 Student Name: Sammy Tanner	\$150.00	<input type="text" value="1"/> Update Remove	\$150.00

Item total: \$350.00

OR

PayPal
The safer, easier way to pay

You can now proceed in Paypal to complete and pay for your transactions all at one time. This process can also be used for multiple students in one transaction. Just add one student's payment to the cart at a time.

Lakota Upbeat Club

Your order summary

Descriptions	Amount
Marching Band Deposit - Payment #1 Item price: \$150.00 Options: Student Name: Sammy Tan... Quantity: <input type="text" value="1"/> Update Remove	\$150.00
Macy's Trip Deposit - Payment #1 Item price: \$50.00 Options: Student Name: Sammy Tan... Quantity: <input type="text" value="1"/> Update Remove	\$50.00
Branson Trip Payment #1 Item price: \$150.00 Options: Student Name: Sammy Tan...	\$150.00
Item total	\$350.00

Total \$350.00 USD

Choose a way to pay

PayPal securely processes payments for Lakota Upbeat Club.

Have a PayPal account?
Log in to your account to pay

PayPal

Email:

PayPal password:

[Forgot email or password?](#)

Don't have a PayPal account?
Pay with your debit or credit card as a PayPal guest

If you have payment questions contact:

Treasurer

Monica Siegert

finance@lakotawestbands.org