

Instructions for Registering INCOMING Students for Band & Color Guard 2015 – 2016

PART I – *Registering* in CHARMS

Go to www.charmsoffice.com/charms/selfregister.asp?s=CWHSBand

- Select the blue ***New Students Click Here*** button.
- Fill out the following fields about your student:
 - Student ID (if you don't know this, your student will)
 - First Name
 - Last Name
 - Address, City, State, Zip
 - STUDENT cell phone
 - STUDENT cell phone carrier
 - STUDENT email address
 - Also gender and date of birth if desired.
- Click the Register button.
- Add parent/guardian information by clicking ***Add New Adult – Add parent/guardian information (date of birth and drivers license are optional)***
- ***You may add more than one parent/guardian if desired.***
- Pay special attention to cell phone and email fields to ensure you receive all communications.
- Please do not pay at this time, a notification will sent to you when payments will be accepted.

PART II – *Physical and UIL Marching Acknowledgement Form*

1. ***Physical*** – Due first day of June Camp, or first day student comes to practice.
LINK (found on www.CywoodsBand.org under Registration & Payment):
[http://cywoodsband.org/2015-2016/UIL Physical Packet 2015-16 pg 1-3-1 \(2\).pdf](http://cywoodsband.org/2015-2016/UIL%20Physical%20Packet%202015-16%20pg%201-3-1%20(2).pdf)
2. ***UIL Marching Acknowledgement Form*** – Due first day of June Camp, or first day student comes to practice.
LINK (found on www.CywoodsBand.org under Registration & Payment):
http://cywoodsband.org/docs_to_reuse/Forms/UIL_Marching_Form.pdf

PART III – *In Conclusion*

You are considered registered when: 1) you've registered in CHARMS, 2) you've turned in your Physical and UIL Marching Acknowledgement Form, and 3) you've made your first payment.

With this registration, you and your student will begin receiving the weekly newsletter and other communications.

Please contact Jennifer Coleman, Vice President CWBBA, at vp@cywoodsband.org should you have questions, or if you do not have access to a personal computer or smart phone to register through CHARMS.

For questions regarding payments, please contact Anna McGarigal at treas@cywoodsband.org.