

Charms Help

Profiles:

Setting Up Parent and Student Profiles

When your singer officially registers at the Open House Audition night, a student and parent basic profile is made for you. If you are a returning singer from a previous year, your Charms account exists from last year. You will use the same login information as you did before. If you have forgotten your password, email us at willamettegirlchoirsalem@gmail.com to request a password reset.

To log into your account:

1. Go to www.willamettegirlchoir.org and click “Members.”
2. The first link on the left is labeled “Charms Login.” Click on it.
3. It will ask you for a class code. Enter “Willamette Girlchoir.”
4. If you are logging in for the first time, your password is your singer’s birthday (##/##/##, but without the slashes).
5. It will prompt you to change your password. Change it to something you will remember. If you ever forget your password, contact us at willamettegirlchoirsalem@gmail.com and ask for a password reset.

To fill out or change your profile:

1. Once logged in (see instructions above), you will be on your Charms Homepage. Click on the Student Info icon at the top of the page.
2. You can now see the Student Profile. Add or change information as necessary.
3. On the left hand side of the page, there are tabs for both student and adult profiles. To see an adult profile, click on the tab with the adult’s name. To add an adult to the account, click “Add Adult” and fill out the page.

Important Communication Information:

There is space on both the student and adult profiles for contact information (address, email, phone number, etc.). ***The adult is the only one required to have a phone number and email***, the student is not required unless you would like your student also to receive all of the group communications.

IF YOU DO NOT HAVE AN EMAIL AND PHONE NUMBER ON THE ADULT PROFILE, YOU WILL NOT RECEIVE IMPORTANT COMMUNICATION.

Financial statements and reminders are only sent to the adult contact, not the student contact.

Charms Mobile App:

There is a free Charms Mobile App for iPhone and Android that allows you to access most of your profile information on the go (like Calendar dates and times). Just make sure you download the Student/Parent version, NOT the Administrator version.