

How to Submit Your Playing Tests

- CHARMS website -

- Record your playing test in .mp3 format. Save onto your computer's hard drive and label it with the correct title and your name: example: "Playing Test 1 Joe Schmo".
- Go to www.charmsoffice.com. Under LOGIN, choose Parents/Students/Members. The school code is "ALAGNBand" without the quotation marks. Press ENTER.
- Your Student Area Password should be the student's first initial capitalized, followed by last name, first letter capitalized (ex. DGilbert). Press ENTER.
- You may be prompted to create a new password. Your parents may have already changed your password, so check with them if you have any problems logging in! Ms. M and Mrs. Gilbert can help you get logged in if you need any help.
- Scroll down the home page and click on the icon RECORDING STUDIO. Click on the green icon on the right side of the page that says UPLOAD EXISTING MP3 FILE.
- Enter your first and last name and the date for your File Name. Click CHOOSE FILE and find the .mp3 file you previously uploaded onto your computer. After you click OPEN, you should see the name of your file directly to the right of where it says CHOOSE FILE. Then click UPLOAD.
- You will be taken back to the home screen of the Charms Music Studio. Scroll down to the bottom of the page and you should see your entry under the tab UPLOADED RECORDINGS. If it's there, you've submitted it correctly! You can even press the triangle to listen back to it if you'd like.

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- CHARMS App -

- Download the CHARMS BLUE-STUDENT APP. To log in, enter the school code “ALAGNBand” without the quotation marks. Enter the password/id which should be the student’s first initial capitalized, followed by last name, first letter capitalized (ex. DGilbert). Or it may be the new password you or your parents created.
- Check the box that says ‘remember login/id’ if you don’t want to enter all this information in every time you log in to Charms. Click ENTER CHARMS. You may be prompted to create a new password.
- Your screen should say AMERICAN LEADERSHIP ACADEMY GILBERT NORTH. Click on the microphone icon at the bottom left of the screen. Tap the red CIRCLE to record your playing test. It will count down 3...2....1. Once you are done recording, hit the square STOP button.
- You can listen back to your recording by pressing the TRIANGLE. If you want to submit it, click on the checkmark on the right side of the screen. If you want to re-record, just click the small red CIRCLE at the top right of the screen.
- Once you have clicked on the checkmark, it will ask you for a file name. Type in your first and last name and the date. Then click the checkmark and your recording will be submitted!!! You will then be taken to a screen called MY RECORDINGS. Here, you can see everything you have submitted and you can even listen back to them.