



Charms VOLUNTEER guide

Volunteering:

1. Login to your Charms parent/student/member account. (See the Charms START-UP Guide for the VMHS Instrumental Music Program if you have not logged in before).
2. You may sign up to volunteer from the Calendar menu OR the Volunteer menu

Selecting an event from the Calendar menu

1. From the HOME screen click on the "Calendar" icon.



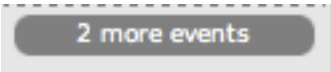
Calendar

2. Use the drop down menu or arrows in the upper left hand corner to select the month in which you want to volunteer.



3. Browse the calendar for opportunities.
 - a. Each event that needs volunteers will be denoted with a

helping hand icon. 

- b. Days with multiple volunteer opportunities may have a "more events" button. Click to see additional volunteer opportunities. 

4. Click on the helping hand.



Selecting an Event from the Volunteer Menu

1. From the HOME Charms screen click on the "Volunteer" icon.



Volunteer

2. Click on the drop down to choose from a listing of volunteer opportunities and dates.

Drop down
to select
from more!

A screenshot of a web application interface. At the top is a navigation bar with buttons for HOME, CALENDAR, VOLUNTEERS, EMAIL DIRECTORS, FILES & HANDOUTS, DONATIONS, and FIND MUSIC. Below this is a red button labeled 'EXIT CHARMS'. The main content area has a blue header 'Volunteer Opportunities' and the text 'Please select an event from the list below:'. There is a dropdown menu showing 'BINGO! - 08/09/2016' and a blue button labeled 'Show Volunteers Needs'. An orange arrow points from the text 'Drop down to select from more!' to the dropdown menu.

3. After selecting the event, click "Show Volunteers Needs" to see see more details.

Signing up to Volunteer for an Event

Read further details including

- Event name
- Start time of event and shift*
- End time of event and shift*
- Location
- Details