



## Charms Login Guide

Welcome to Charms for the Vista Murrieta Instrumental Program. This guide is intended to help you log on for the first time and understand how your personal data is used.

- The staff currently uses Charms to support their mission as music educators (for example, they track attendance, instrument rental and collection of forms).
- Band Boosters will use it during the academic year for event planning, volunteer sign-ups and fundraisers.

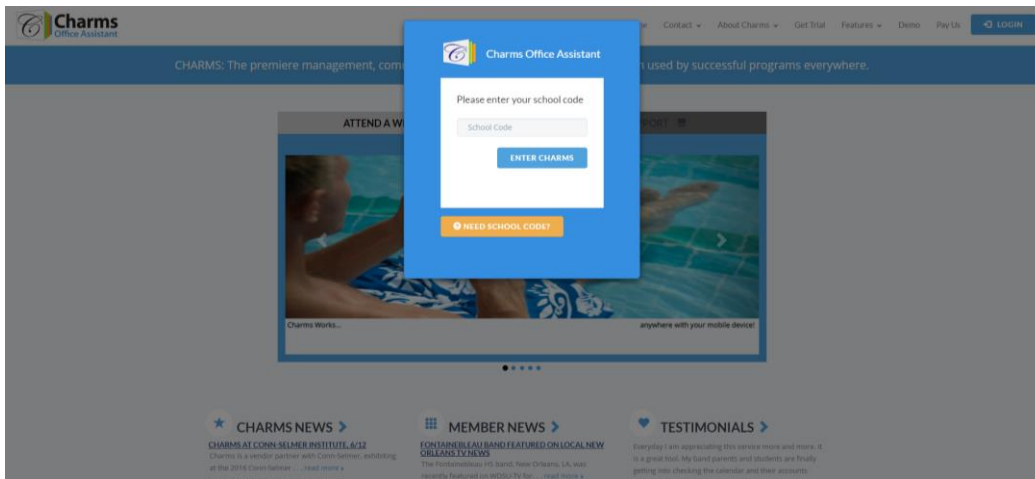
### Student/Parent Login Instructions

1. Go to [www.charmsoffice.com](http://www.charmsoffice.com)
2. Click Login – select Parents/Students/Members

A screenshot of the Charms Office Assistant website. The top navigation bar includes links for Home, Contact, About Charms, Get Trial, Features, Demo, Pay Us, and a blue button labeled 'LOGIN' with a right-pointing arrow. A red arrow points to this 'LOGIN' button. Below the navigation bar is a blue banner with the text: 'CHARMS: The premiere management, communication, assessment, and financial system used by successful programs everywhere.' The main content area features a 'USER SPOTLIGHT' section with a large photo of a group of students and a director. Below the photo are two columns of news items: 'CHARMS NEWS', 'MEMBER NEWS', and 'TESTIMONIALS'. The 'TESTIMONIALS' section includes a quote from Mark Howard.



3. Enter the school code: vmhsband



4. Enter your Charms Login Information.

For New Students - this is your band student number

If you do not know your charms student number, email Carrey Brown at [vmhsbandcarrey.com](mailto:vmhsbandcarrey.com) or Misty Mecham at [mmecham@murrieta.k12.ca.us](mailto:mmecham@murrieta.k12.ca.us)

Returning Members – Use your existing login information.

**Any questions regarding registration or Charms can be sent to Misty Mecham, the band secretary, at [mmecham@murrieta.k12.ca.us](mailto:mmecham@murrieta.k12.ca.us)**



## Charms VOLUNTEER Guide

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### 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


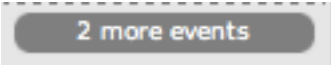
1. From the HOME screen click on the "Calendar" icon.



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.



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'. A red arrow points to the 'Show Volunteers Needs' button.

3. After selecting the event, click "Show Volunteer Needs" to 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