

## How to Volunteer on Charms

- Login to [www.charmsoffice.com](http://www.charmsoffice.com)
- Click on **ENTER**, found at the right of the menu bar.
- Locate Parents/Students/Members and login to our account using the following login **smwestband**
- This will bring up the main parent page. This will allow you to look at your student's public calendar, event list, handouts and other files
- When you enter your student's ID NUMBER, which is their student id number, another more detailed screen appears with even more options to view your student's uniform assignments, music assignments, financial records, forms and inventory.
- For volunteer opportunities, simply click on the **PUBLIC CALENDAR** icon to see the events and activities for the entire year. Notice the small yellow hand icon on some events, indicating that volunteers are needed for that event.
- While looking at the calendar page for August, go to the Band Picnic event on August 18<sup>th</sup>. You can click on the event or click directly on the yellow hand icon to see volunteer opportunities.
- When you click on the event, you will see details such as location, time, and food assignments. You will also see **VOLUNTEERS NEEDED**.
- Click on **VOLUNTEERS NEEDED** and you see a sign up page listing the type of help and how many people are needed for each job.
- When you click directly on the yellow hand icon, the sign up page appears immediately.
- Choose where you would like to help out and enter your name, phone # and e-mail address in the spaces provided and click **SIGN UP**. Your contact information is then hidden from public view, but available to the committee chairperson for that event.
- You will then be contacted by the chairperson to confirm your sign up and answer any questions you may have.

That's it! It's that easy to get in involved and be a part of Band Aides West! Be sure to check the calendar often for current volunteer opportunities.

. If you have any questions about signing up or volunteer opportunities contact:

Kevin and Nancy Kennedy at [knk4@everestkc.net](mailto:knk4@everestkc.net) or Loretta and Gerald Hower at [gerlohower@gmail.com](mailto:gerlohower@gmail.com)