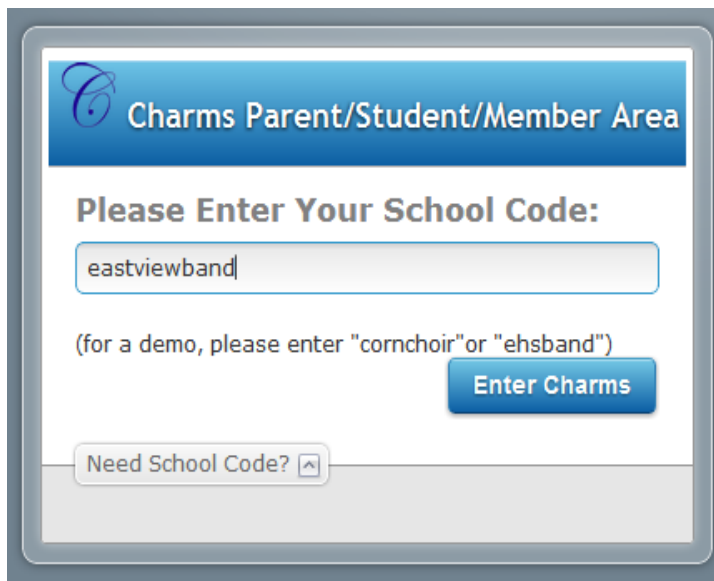


East View Patriot Band

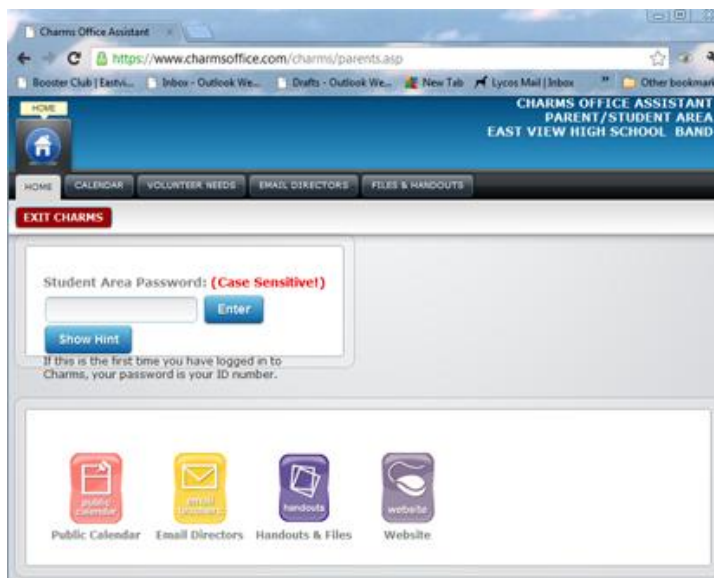
Charms Volunteer Login Information

1. Login to Charms at: <http://www.charmsoffice.com/charms/login.asp>
2. Enter School Code: *eastviewband*



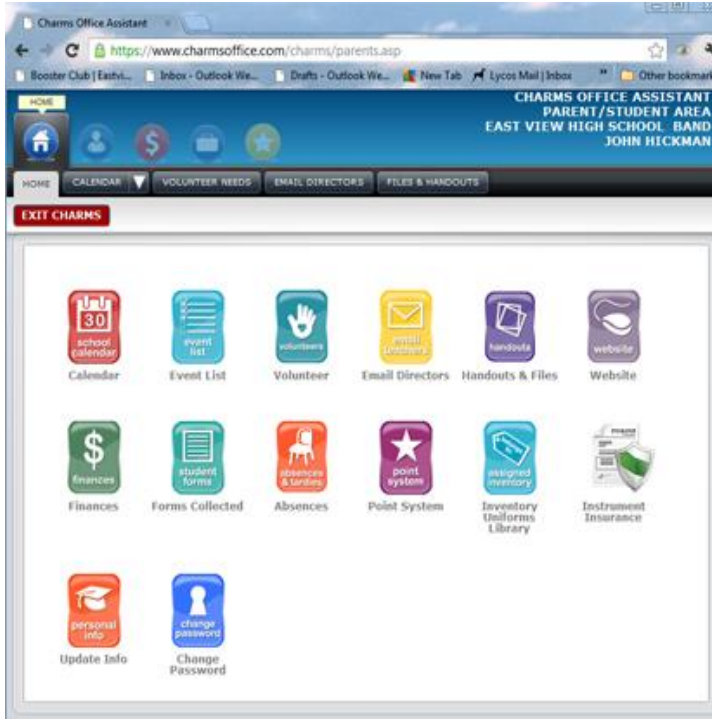
The screenshot shows a web browser window displaying the "Charms Parent/Student/Member Area" login page. At the top, there is a blue header with the text "Charms Parent/Student/Member Area". Below the header, the text "Please Enter Your School Code:" is displayed. A text input field contains the school code "eastviewband". Below the input field, there is a note: "(for a demo, please enter 'cornchoir' or 'ehsband')". A blue button labeled "Enter Charms" is positioned to the right of the input field. At the bottom left, there is a link that says "Need School Code?" with a small icon.

3. Have your "Student Area Password" on hand. This will be your student's 6 digit student ID#

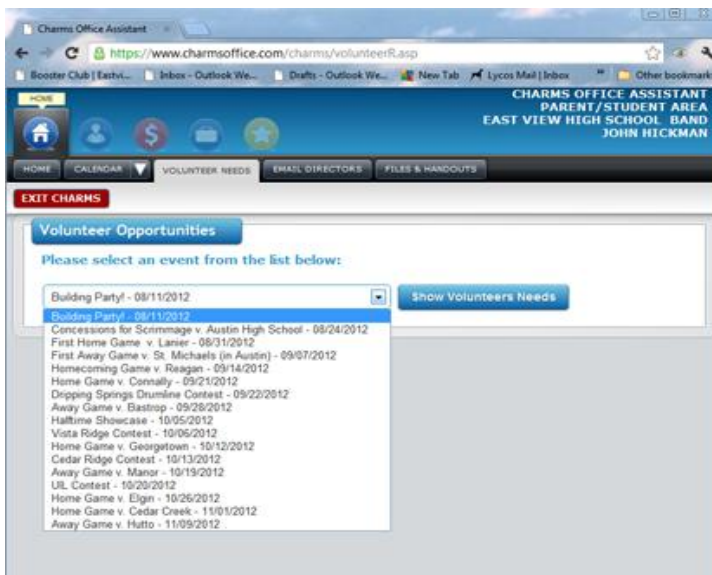


The screenshot shows a web browser window displaying the "CHARMS OFFICE ASSISTANT PARENT/STUDENT AREA EAST VIEW HIGH SCHOOL BAND" login page. The browser's address bar shows the URL "https://www.charmsoffice.com/charms/parents.asp". The page has a blue header with the text "CHARMS OFFICE ASSISTANT PARENT/STUDENT AREA EAST VIEW HIGH SCHOOL BAND". Below the header, there is a navigation bar with links for "HOME", "CALENDAR", "VOLUNTEER NEEDS", "EMAIL DIRECTORIES", and "FILES & HANDOUTS". A red button labeled "EXIT CHARMS" is located below the navigation bar. The main content area features a "Student Area Password: (Case Sensitive)" label, a text input field, and a blue "Enter" button. Below the input field, there is a "Show Hint" button. A note below the input field states: "If this is the first time you have logged in to Charms, your password is your ID number." At the bottom of the page, there are four icons representing different services: "Public Calendar", "Email Directories", "Handouts & Files", and "Website".

- Once logged in click on the Vounteers Icon.



- Once on the Volunteer Opportunities page, click on the drop down menu to select the event for which you would like to volunteer and then click the "Show Volunteers Need" button



6. On this page you will find a description of the event as well as the “Volunteer Needs”

Charm Office Assistant

https://www.charmoffice.com/charms/volunteerR.asp?v=1086643

Booster Club | Email... | Inbox - Outlook We... | Drafts - Outlook We... | New Tab | Lycos Mail | Inbox | Other bookmarks

Hair Braiders: We need a team of 5 people to braid hair beginning at 5pm. We will need supplies such as brushes, bobby pins, hairspray, rubber bands. We can also braid hair on the bus, if needed.

Food Distribution Team: At least 2 people are needed from 5pm to 6pm. Will be lead by Crystal Larsen.

Truck Drivers/Pit Dad: 2 drivers will be needed to pick up 2 trucks at 4pm each game day and bring them to EVHS by 5:15pm for loading. You will drive to and from the game and remain on site to help as a Pit Dad. (Do not sign up separately as a Pit Dad).

Equipment/Pit Dads: At least 5 people will be needed to help set up and move equipment to stadium/field during the half time performance. You will meet the band at 6pm at the game/contest site and stay for the duration.

Bus/Stand Parents: We need at least 6 parents to ride to the game/contest site with the students, remain in the band section of the stands for the duration of the game, and ride back to the school after the game. Friends and family members of the volunteers will not be permitted to ride on the busses or sit in the band section during the game (this includes small children, spouses, and visiting grandparents). Volunteers must be registered through Charm before the game (no walk-ons). Estimated time 6pm to 11pm. *It is okay (and awesome) to sign up for more than one volunteer spot per game.*

Concession Stand Volunteers Needed!

Two shifts available:
5:30 - 8:30 pm
8:00 - Close

All volunteers will be given one drink and one food item of their choice. No children allowed in the concession area, please.

Please enter your name, email address and phone to signup for one of the needs listed below. Contact information will be hidden once you sign-up. Only your name will be visible to other volunteers.

Volunteer Need	Name	Phone	E-mail	
BusStand Parents	Michelle Janowski			
BusStand Parents	Jane Trainor (Nurse)			
BusStand Parents	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Sign Up"/>
BusStand Parents	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Sign Up"/>

Microsoft Office Word 2003

7. Scroll Down the page to the Volunteer Needs Section and to the Position for which you would like to volunteer. Enter your Name, Phone Number and Email.
8. Hit the “Sign Up” button and viola.

Volunteer Need	Name	Phone	E-mail	
BusStand Parents	Michelle Janowski			
BusStand Parents	Jane Trainor (Nurse)			
BusStand Parents	<input type="text"/>	<input type="text"/>	<input type="text"/>	Sign Up
BusStand Parents	<input type="text"/>	<input type="text"/>	<input type="text"/>	Sign Up
BusStand Parents	<input type="text"/>	<input type="text"/>	<input type="text"/>	Sign Up
BusStand Parents	<input type="text"/>	<input type="text"/>	<input type="text"/>	Sign Up
Concession 8:00 - Close	Jennifer VanCuran			
Concession 8:00 - Close	Leslie Vazquez			
Concession 8:00 - Close	Lesia Gurley			
Concession 8:00 - Close	Fabiola Newman			
Concession 8:00 - Close	Shelley Vita			
Concession 8:00 - Close	Luci Whorton			
Concession 8:00 - Close	<input type="text"/>	<input type="text"/>	<input type="text"/>	Sign Up
Concession 8:00 - Close	<input type="text"/>	<input type="text"/>	<input type="text"/>	Sign Up
Concession 8:00 - Close	<input type="text"/>	<input type="text"/>	<input type="text"/>	Sign Up
Concession 8:00 - Close	<input type="text"/>	<input type="text"/>	<input type="text"/>	Sign Up