CHARMS – entering volunteer hours

https://www.charmsoffice.com/charms/parents.asp
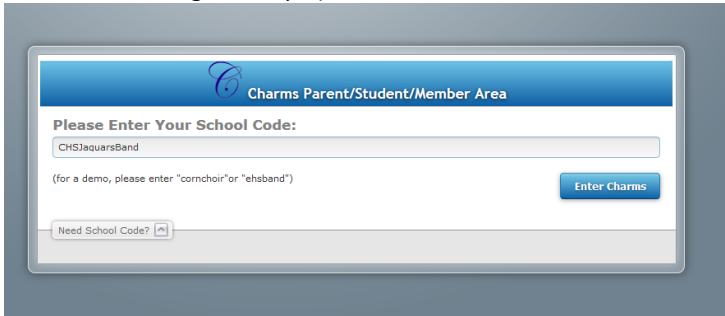
1. school code "CHSJaguarsBand" not case sensitive (depending on how/if you have the link bookmarked you may not have to enter this information, go to step 2)

2. enter your password into the "Student Area Password:" blank – if you do not remember it or your password does not work, please email: mailto:centurybandsecretary@gmail.com to reset it.
When you log into CHARMS for the first time you will be required to change your password.
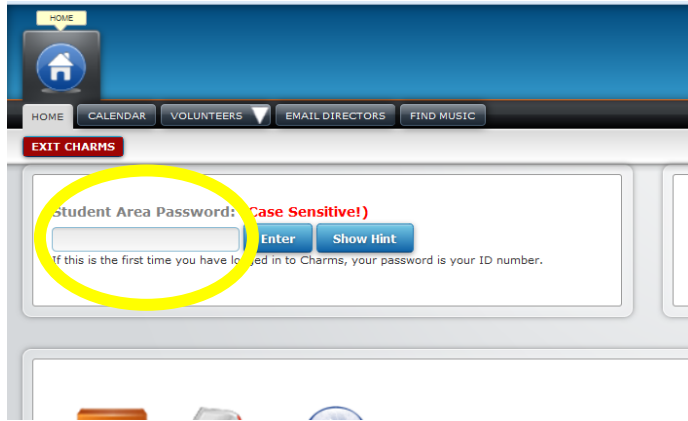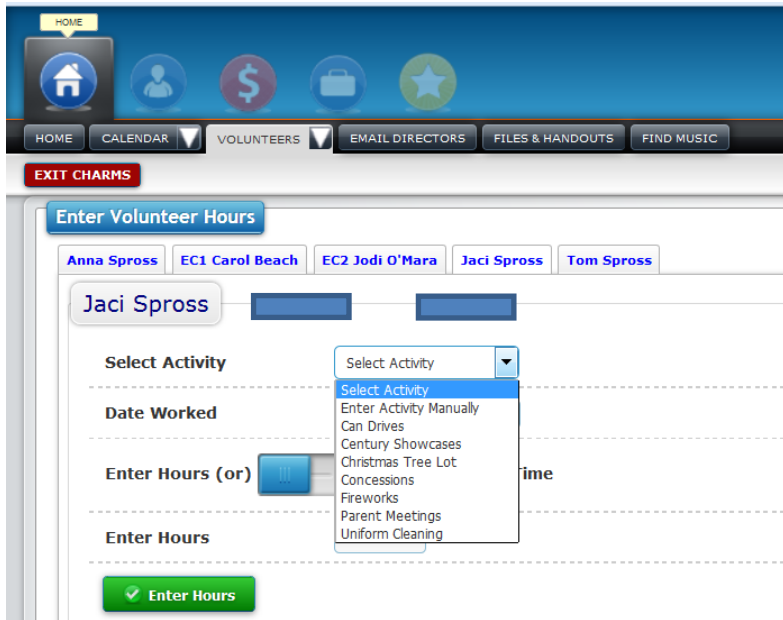

3. hover your mouse over the "volunteers" tab and select "enter hours"
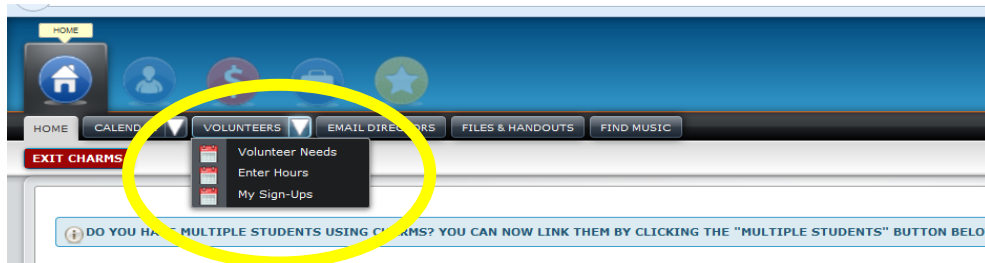

4. choose the correct person to enter hours for – DO NOT enter hours for your student, the student officers track their hours.

5. click on the arrow next to the drop down list of "Select Activity". Choose the activity, if it is not listed, select "Enter Activity Manually".

6. click in the "Date Worked" cell and select date (when we run the volunteer hours report we run it for the entire year (July 1 – June 30) so you can put in back dated hours if needed.
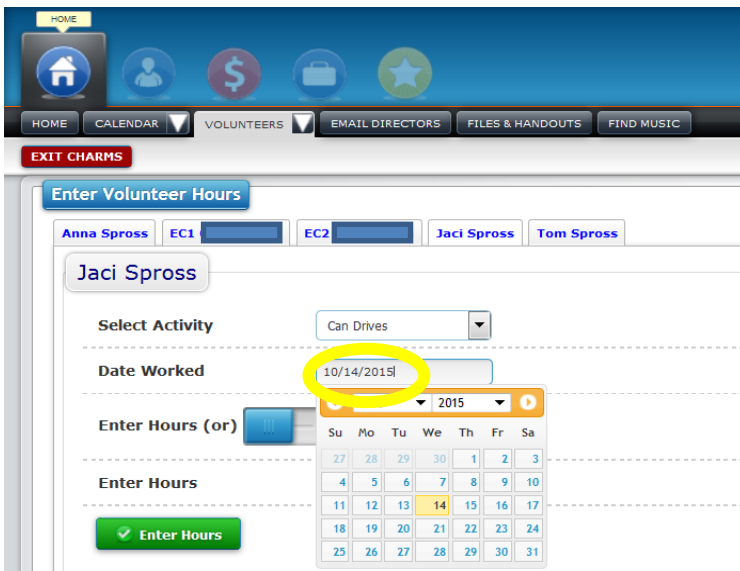
7. leave the toggle button to the left on the "Enter Hours" side rather than the "Select Start/End Time" side
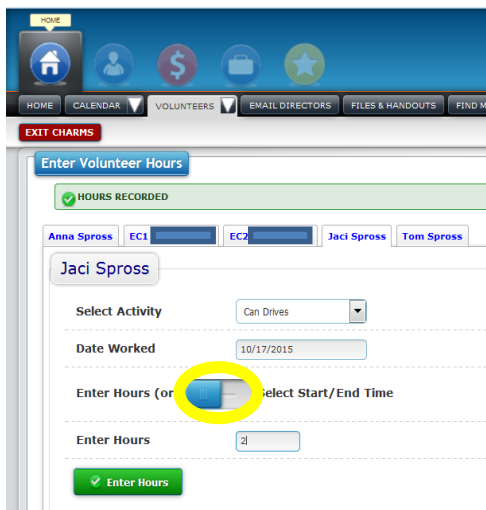
8. enter the total # of hours for the event (if you went to a competition or trip the hours are counted from the time we leave the school to the time we return, including overnight)

9. select the "Enter Hours" green button to save your hours – they will appear below as entered.
Please allow 2 months for the hours to show up on your CHARMS bill and to be deducted from your required 16 hours.