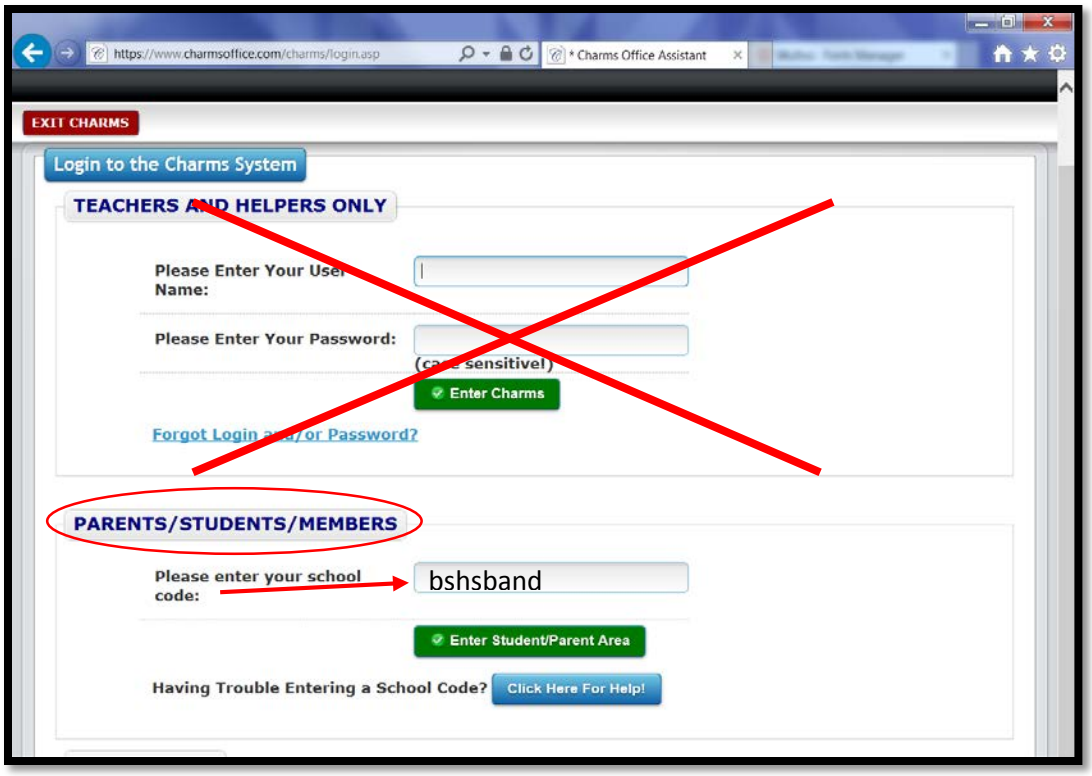
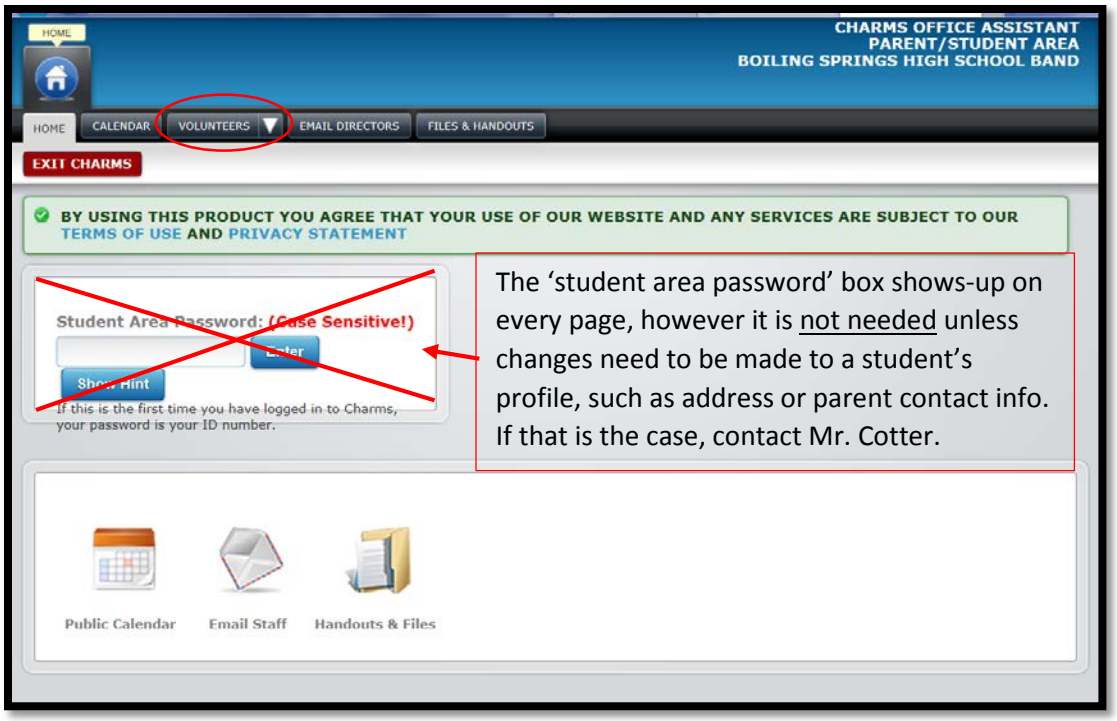
BSHS Band – Charms Info & Volunteer Sign-up Information (No Password Needed)

1. On your computer or cell phone web browser go to **charmsoffice.com** and click on the **LOG IN** button.

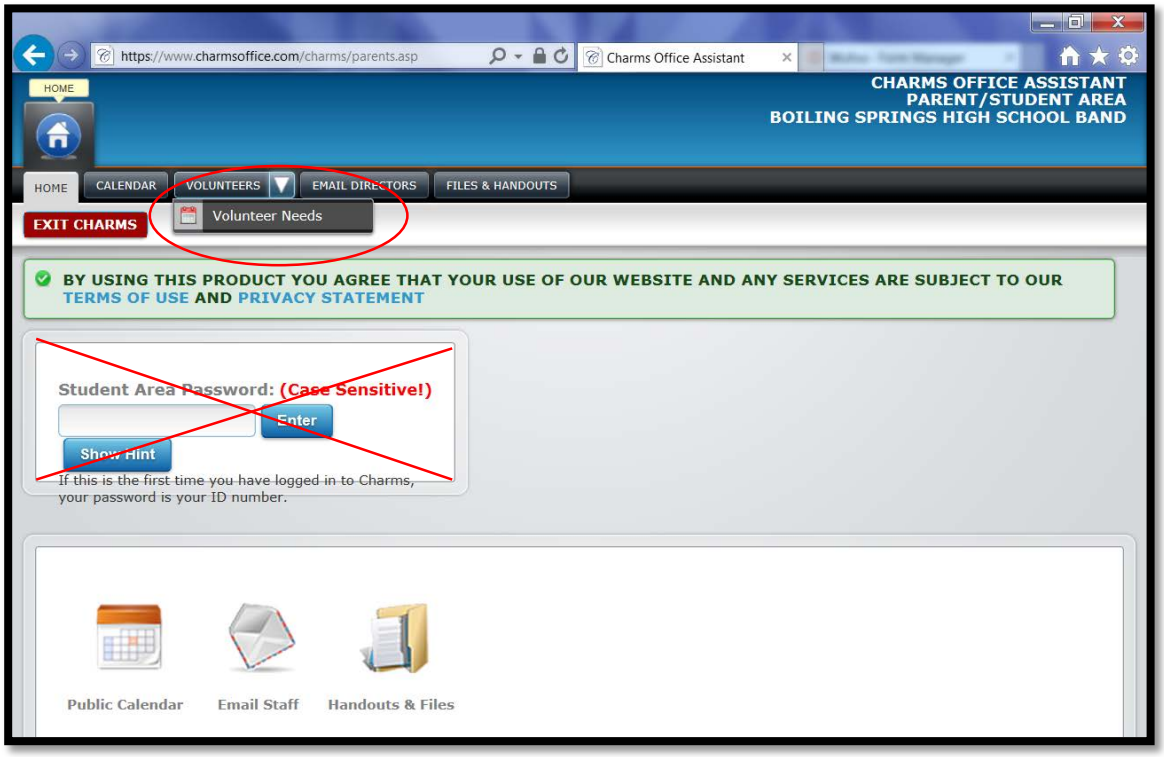
2. On the log-in page, go to the **Parents/Students/Members** section and enter the school code: **bshsband** – click enter.



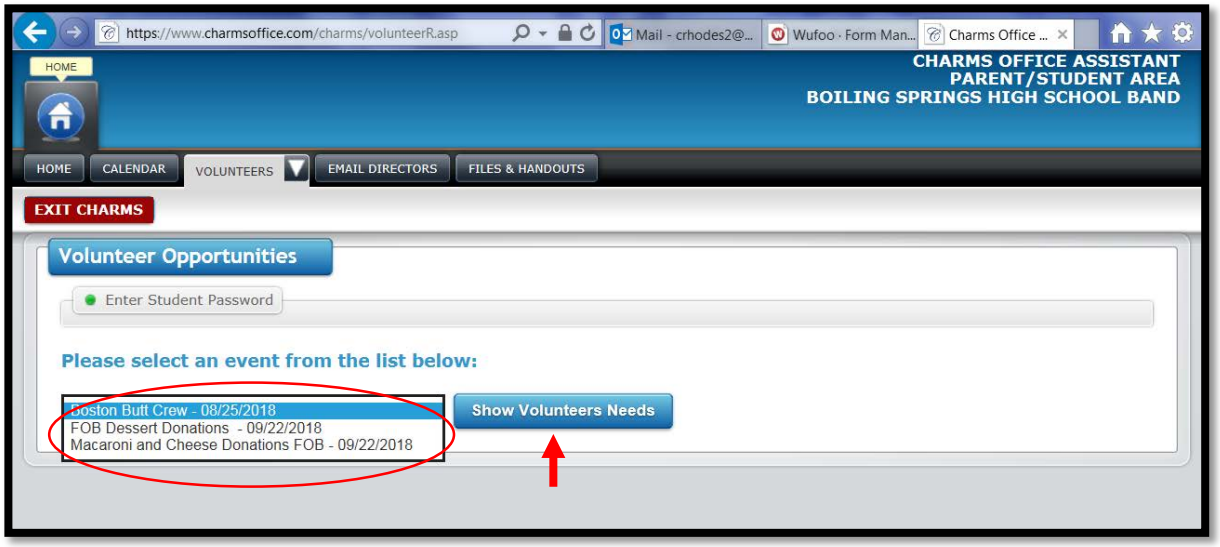
3. This will take you to our 'public' home page. This is the only page you will usually need. On the top of this page you will see tabs for volunteers, files, etc. If you want to sign-up as a volunteer for an event, click on that tab.



4. Then click on **'volunteer needs'**.



5. This will take you to a page with a drop-down list of volunteer events. **Click on the drop-down arrow**, and locate the event you are looking for. Then click on the blue button that says "Show Volunteer Needs".



6. This will take you to an event sign-up page with all of the volunteer information for that event or occasion, including contact information for the organizer.