

HOW TO SIGN UP TO VOLUNTEER AND EARN POINTS FOR THE TIMBERVIEW HIGH SCHOOL BAND

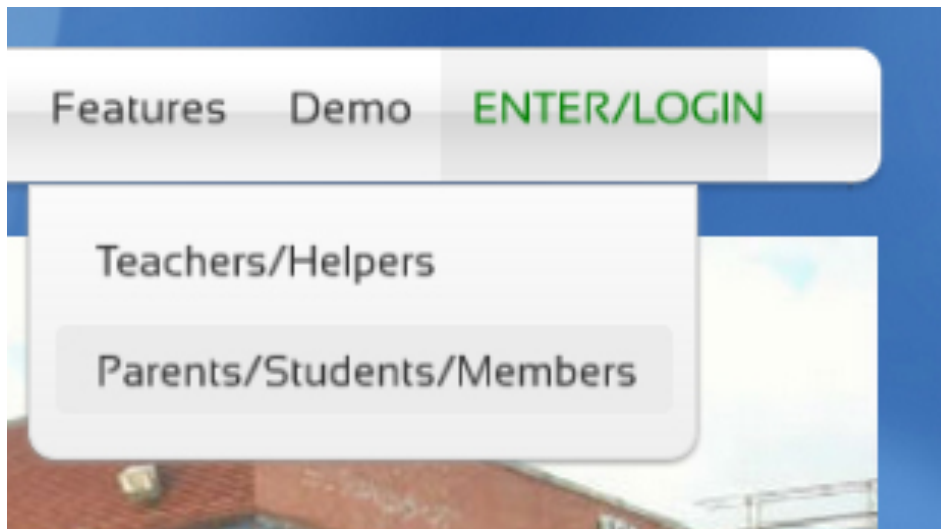
*Everyone that volunteers will need to sign up for a volunteer spot in charms
This system creates a sign in sheet to keep track of your volunteer points.*

STEP 1:

Please go to www.charmsoffice.com .

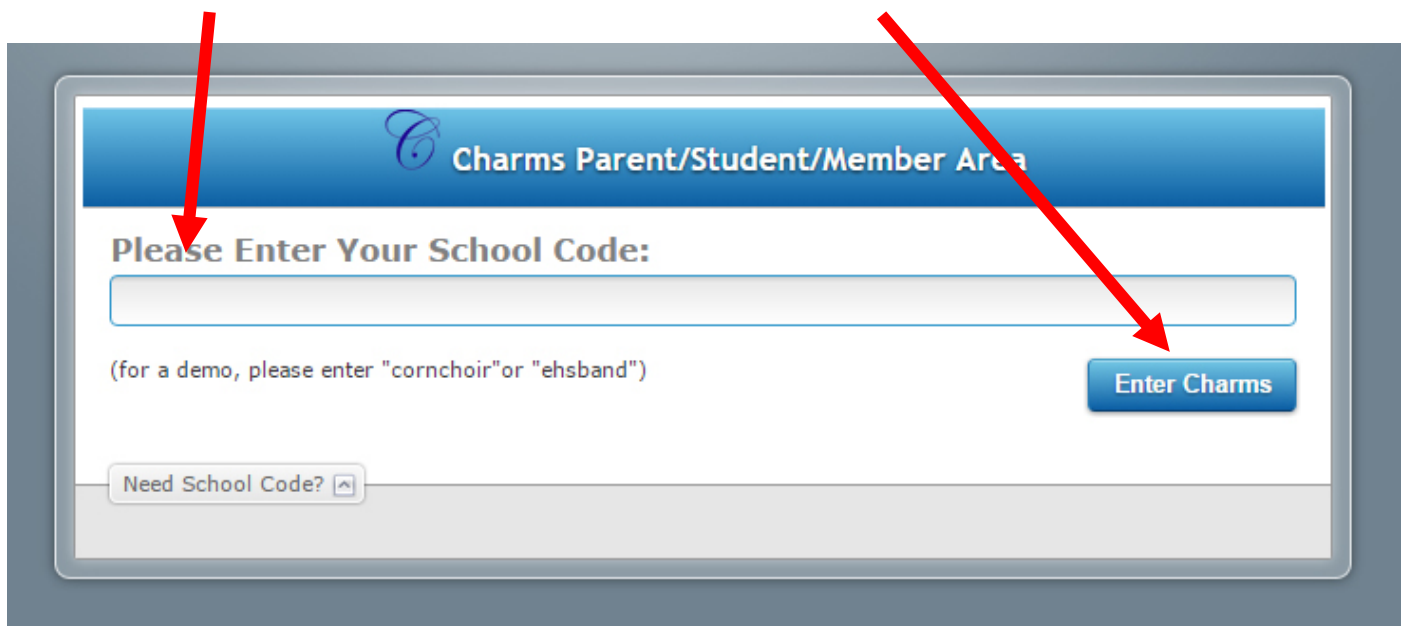
STEP 2:

Under **ENTER/LOGIN** go down and click on **PARENTS/STUDENTS/MEMBERS**.



STEP 3:

Type **TimberviewHSB** (exactly) in the box, and click "Enter Charms"



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STEP 4:

Under Student Area Password you need to type in your **student's school ID number** (you can get this from your child or their past report cards) and click enter.

Student Area Password: (Case Sensitive!)

If this is the first time you have logged in to Charms, your password is your ID number.

STEP 5:

On the home page you will see lots of icons with labels. Click on the Calendar in the top left corner.



Calendar

From the calendar, you can browse through all the volunteer opportunities. You can look a few months ahead if you would like as well. Everything we have at the moment is posted on the charms calendar.

Once you find a position you would like to help with, you must **click on the yellow hand with multi colored fingers** underneath that position to sign up. 🖐️

Charms will only show 3 events at one time to sign up for. For home football games there will be a 4th position to sign up for (spirit wear). Just click on 1 more event at the bottom and it will pop up.

Thursday	
3	4
(1 point) Chaperone - THS Vs. Midlothian (Home) 🖐️	
(1 point) Pit Crew - THS Vs. Midlothian (Home) 🖐️	
(1 point) Hospitality - THS Vs. Midlothian 🖐️	
<input style="background-color: #808080; color: white; padding: 2px 5px; border: none;" type="button" value="1 more event"/>	

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STEP 6:

Once you are at the page to sign up, please put in your **full name, cell phone number, and email address**. You do not need to put in your cell phone carrier. Coordinators do not need that information. We need all other information in case plans change and we need to get a hold of you asap.

STEP 7:

Once you have entered all the information needed, click on sign up.

NOTE:

If you ever want to check on your volunteer points, go to the charms home page and click on point system. It will list all the events your student has volunteer credit for.



Point System

ALSO . . .

- Please sign up yourself in charms, the volunteer coordinator is responsible for setting up the volunteer opportunities, and coordinating during the event, but not for signing up.
- The only way to guarantee your points will be awarded is if you enter it yourself.
- If you have difficulty signing up, please contact us and we will do our best to help you with your problem.

This year's Chaperone Coordinator is:

Jennifer Reilly
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www.timberviewband.com