

Guideline for Use of Charms Office Assistant for Parents and Students

Volunteer Sign-up Module

▶ Atascocita High School Orchestra

Login Page for Charms Office Assistant

** Charms Office Assistant

<https://www.charmsoffice.com/charms/login.asp> ▼

Charms Office Assistant. EXIT CHARMS ... Login to the Charms System. TEACHERS AND HELPERS ONLY ... Your Password: (case sensitive!) Enter Charms.

Charms

Charms Parent/Student/Member Area. Please Enter Your School ...

[More results from charmsoffice.com »](#)

Need School Code?

Need Parent/Student School Login Code? We take data security ...

**Charms Office Assistant

<https://www.charmsoffice.com/> ▼

Charms Office Assistant is the premiere management, financial, communication and assessment system used by successful programs everywhere.

Charms Office Assistant

www.charmsoffice.com/charms/parents.asp ▼

Charms Parent/Student/Member Area. Please Enter Your School Code: (for a demo, please enter "cornchoir" or "ehsband") Enter **Charms**. Need School Code?

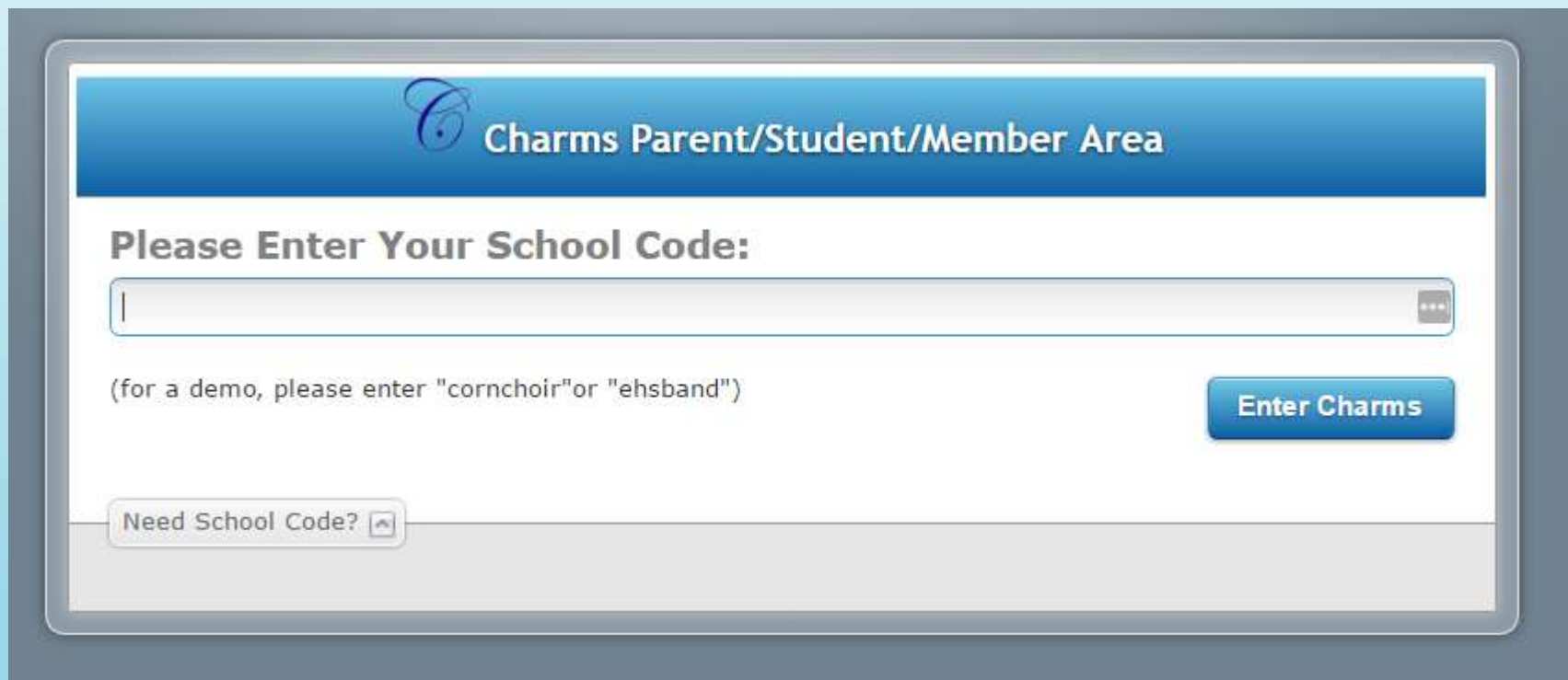
Either search for Charms Office Assistant and click on a link like this, or enter this URL address into your web browser.

About Charms - Charms Office Assistant

<https://www.charmsoffice.com/about.asp> ▼

It is an all-encompassing **office** assistant, ready to go to work when you are. **Charms** keeps track of all your student, member, and adult information such as email ...

First Login Screen



The screenshot shows a web interface for the Charms Parent/Student/Member Area. At the top, there is a blue header with a logo and the text "Charms Parent/Student/Member Area". Below the header, the text "Please Enter Your School Code:" is displayed. A text input field is provided for the school code, with a small "..." icon on the right side. Below the input field, there is a note: "(for a demo, please enter 'cornchoir' or 'ehsband')". To the right of the input field is a blue button labeled "Enter Charms". At the bottom left of the form area, there is a link that says "Need School Code?" with a small icon.

This is the screen you should see.

School Code

Charms Parent/Student/Member Area

Please Enter Your School Code:

atascocitahsorch

(for a demo, please enter "cornchoir" or "ehsband")

Enter Charms

Need School Code?

Enter atascocitahsorch, and then click the "Enter Charms" button

Password Entry Page

HOME

CHARMS OFFICE ASSISTANT
PARENT/STUDENT AREA
ATASCOCITA HS ORCHESTRA

HOME CALENDAR VOLUNTEERS EMAIL DIRECTORS FILES & HANDOUTS

EXIT CHARMS

Student Area Password: **(Case Sensitive!)**

Trip Chaperone Password:

Non-Parent Volunteer ID:

Public Calendar Email Staff Handouts & Files Website

Note – you should be in Parent/Student area

If you did not change the password in Module #1, type in the student ID number like 345678 before hitting the “Enter” button.

Home Screen

CHARMS OFFICE ASSISTANT
PARENT/STUDENT AREA
ATASCOCITA HS ORCHESTRA
JEREMY CHAUVIN

HOME CALENDAR VOLUNTEERS EMAIL DIRECTORS FILES & HANDOUTS

EXIT CHARMS

DO YOU HAVE MULTIPLE STUDENTS USING CHARMS? YOU CAN NOW LINK THEM BY CLICKING THE "MULTIPLE STUDENTS" BUTTON BELOW!



Calendar



Event List



Volunteer



Email Staff



Handouts & Files



Website



Finances



Forms Collected



Absences



Point System



Inventory
Uniforms
Library



Instrument
Insurance



Recording
Studio



Update Info



Change
Password



Multiple
Students

Once on the Home screen, click on the "Calendar" icon.

Calendar View

CHARMS OFFICE ASSISTANT
PARENT/STUDENT AREA
ATASCOCITA HS ORCHESTRA
JEREMY CHAUVIN

HOME CALENDAR VOLUNTEERS EMAIL DIRECTORS FILES & HANDOUTS

EXIT CHARMS SYNC Calendar

September 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 LABOR DAY - NO CLASSES/REHEARSALS	5 6:30 AM - 7:15 PM Chamber - Violin I & Harp Sectional R 3:00 PM - 4:00 PM Region Philharmonic - Violin & Bass Instruction R	6 6:30 AM - 7:15 AM Chamber - Violin II Sectional R	7 8:30 AM - 9:15 AM Region Symphony - Viola & Bass Instruction R 3:00 PM - 4:00 PM Region Symphony - Violin & Cello Instruction R	8 6:30 AM - 7:15 AM Chamber - Celli & Basses Sectional R	9 9:00 AM - 2:00 PM CARWASH 👤👤
10	11 6:30 AM - 7:15 AM Chamber - Viola Sectional R 3:00 PM - 4:00 PM Region Philharmonic - Cello & Viola Instruction R	12 6:30 AM - 7:15 AM Chamber - Violin I & Harp Sectional R 3:00 PM - 4:00 PM Region Philharmonic - Violin & Bass Instruction	13 6:30 AM - 7:15 AM Chamber - Violin II Sectional R	14 8:30 AM - 9:15 AM Region Symphony - Viola & Bass Instruction R 3:00 PM - 4:00 PM Region Symphony - Violin & Cello Instruction	15 3:15 PM - 4:30 PM FIELD DAY & COOKOUT 👤👤	16 7:00 PM - 9:00 PM Dummy event for Volunteer Training Module Creation 👤👤

Calendar will open with current date highlighted in blue. Use the arrow buttons or the drop down list to navigate to future months and events.

To access volunteer needs for "Dummy" event, click on the multi-colored hand icon.

Complete Volunteer Info Fields

Volunteer Opportunities - September 16, 2017 ▼

EVENT: Dummy event for Volunteer Training Module Creation

START TIME: 7:00 PM END TIME: 9:00 PM

LOCATION: Performing Arts Center

DETAILS: This event was created in order to have an example for tutorial creation. It will be used to gather screen shots to show people how to volunteer to help at Orchestra activities.

Please enter your name, email address and phone to sign up for one of the needs listed below. Select your Cell Carrier to receive a text reminder. Contact information will be hidden once you sign-up - only your name will be visible to other volunteers.

TO REQUEST CHANGES TO YOUR INFORMATION, OR TO BE REMOVED FROM VOLUNTEERING FOR THIS EVENT, PLEASE EMAIL [WENDYORMIKE@GMAIL.COM](mailto:wendyormike@gmail.com).

Volunteer Need	Name	Cell Phone	Carrier	E-mail	
Sell Concessions 7:00 - 7:40	Mike Chauvin	281 757-1116	Verizon	wendyormike@gmail.com	Sign Up
Sell Concessions 8:00 - 8:30			Select Carrier		Sign Up
Sell Tickets near PAC 7:00 - 7:40			Select Carrier		Sign Up
Sell Tickets near PAC 7:00 - 7:40			Select Carrier		Sign Up
Store tables and concessions 8:45 - 9:00			Select Carrier		Sign Up
Store tables and concessions 8:45 - 9:00			Select Carrier		Sign Up

Enter requested information on the line(s) of activity where you wish to provide support. If multiple volunteers are needed at the same time, multiple lines will be shown.

When complete, hit the blue "Sign Up" button. Your entry will be sent to the volunteer coordinator's email address shown above.

Verify Successful Sign-Up

CHARMS OFFICE ASSISTANT
PARENT/STUDENT ASSISTANT
ATASCOCITA HS ORCHESTRA
JEREMY CHAUVIN

HOME CALENDAR VOLUNTEERS EMAIL DIRECTORS FILES & HANDOUTS

EXIT CHARMS

Click on tabs or icons to access other functions, or "EXIT CHARMS" to close the application.

Volunteer Opportunities - September 16, 2017

EVENT: Dummy event for Volunteer Training Module Creation

START TIME: 7:00 PM END TIME: 9:00 PM

LOCATION: Performing Arts Center

DETAILS: This event was created in order to have an example for tutorial creation. A series of screen shots to show people how to volunteer to help at Orchestra activities.

Please enter your name, email address and phone to sign up for one of the new activities. Select your Cell Carrier to receive a text reminder. Contact information will be hidden once you sign-up - only your name will be visible to other volunteers.

TO REQUEST CHANGES TO YOUR INFORMATION, OR TO BE REMOVED FROM THE LIST OF VOLUNTEERS FOR THIS EVENT, PLEASE EMAIL WENDYORMIKE@GMAIL.COM.

Volunteer Need	Name	Cell Phone	Carrier	E-mail	
Sell Concessions 7:00 - 7:40	Mike Chauvin				
Sell Concessions 8:00 - 8:30	<input type="text"/>	<input type="text"/>	Select Carrier	<input type="text"/>	Sign Up
Sell Tickets near PAC 7:00 - 7:40	<input type="text"/>	<input type="text"/>	Select Carrier	<input type="text"/>	Sign Up

As you can see, your name will be inserted in this column beside your activity. The volunteer coordinator can see your contact information, but it will be blank to all others who will view the sign-up screen. After clicking on sign up button, Charms will ask if you want to store your contact information. The icons below will only appear to you if you chose "yes". Their purpose is described in the call out boxes below.

Changed my mind -- Clear my contact information from Charms.

Insert previously entered contact information on this line