# How to… sign up to volunteer for events in Charms

1. Go to the Charms website:

   https://www.charmsoffice.com

2. Hover over the blue Login button in the top right hand corner and click on **Parents/Students/Members**

3. Type in the school code **LibertyHSBand** and click on Enter Charms

4. Type in your student's password:

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

   [          ]  [ Enter ]  [ Show Hint ]

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

   Initially it is set up as their 6-digit ID number, but if they don't know it or forgot, please email Mr Weaver or president@libertyhsband.com for a password reset.

5. Click on the Volunteer icon:

6. Choose an event from the drop-down options and click on the blue button:

   **Volunteer Opportunities**

   Please select an event from the list below:

   [ Vandeventer MS Band Concert - STUDENT volunteers ONLY - 10/03/2018 ▼ ]  [ Show Volunteers Needs ]

7. Type in your name, cell phone and email next to the job you would like to volunteer for and click on the blue sign up button.

8. If you have any questions or need further assistance, please email the volunteer coordinator at volunteer@libertyhsband.com . Thank you!