

Charms VOLUNTEER guide for the Mason Band Program

Volunteering:

1. Login to your Charms parent/student/member account. (See the Charms START-UP Guide for the Mason Band Program if you have not logged in before).
2. You may sign up to volunteer from the Calendar menu OR the Volunteer menu

Selecting an event from the Calendar menu


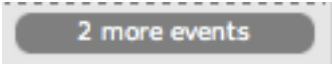
1. From the HOME screen click on the "Calendar" icon.



Calendar

2. Use the drop down menu or arrows in the upper left hand corner to select the month in which you want to volunteer.



3. Browse the calendar for opportunities.
 - a. Each event that needs volunteers will be denoted with a helping hand icon. 
 - b. Days with multiple volunteer opportunities may have a "more events" button. Click to see additional volunteer opportunities. 
4. Click on the helping hand.

Selecting an event from the Volunteer menu

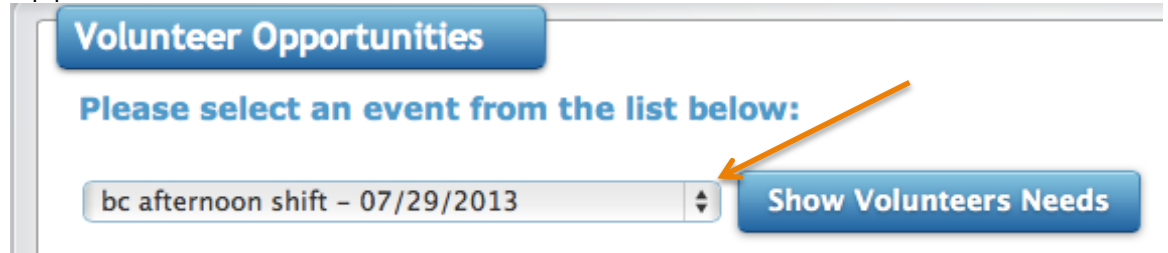
1. From the HOME screen click on the "Volunteer" icon.



Volunteer

2. Click on the drop down to choose from a listing of volunteer opportunities and dates.

Drop down
to select
from more!

A screenshot of a web interface. At the top, there is a blue header bar with the text "Volunteer Opportunities". Below the header, the text "Please select an event from the list below:" is displayed. Underneath, there is a search or selection box containing the text "bc afternoon shift - 07/29/2013" and a small downward-pointing arrow icon. To the right of this box is a blue button with the text "Show Volunteers Needs". An orange arrow points from the button back to the search box.


3. After selecting the event, click "Show Volunteers Needs" to see see more details.


Signing up to Volunteer for the event

1. Read further details including
 - Event name
 - Start time of event and shift*
 - End time of event and shift*
 - Location
 - Details

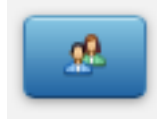
*Note that the start and end time of the **volunteer shift** may be DIFFERENT from the start and end time of the **event**.

2. If you have never signed up to volunteer on Charms before, to sign up
 - Enter your Name, Phone, Email
 - Click the “Sign Up” button
 - A pop-up window will prompt you to indicate whether or not you want to have your information saved for future volunteer sign-ups.
 - Note that as soon as you sign up only your name will appear to other volunteers. The fields with your personal data will appear to be blank. Only the charms administrator will see your contact information.

Parent	Joe Schmoe					
Parent	<input type="text"/>	<input type="text"/>	Select Carrier	<input type="text"/>		Sign Up



3. If you have signed up on Charms before, click the Groups icon.



The Name, Phone, and E-mail fields will be populated with the information you provided previously.