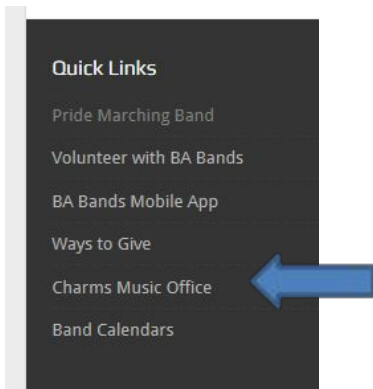
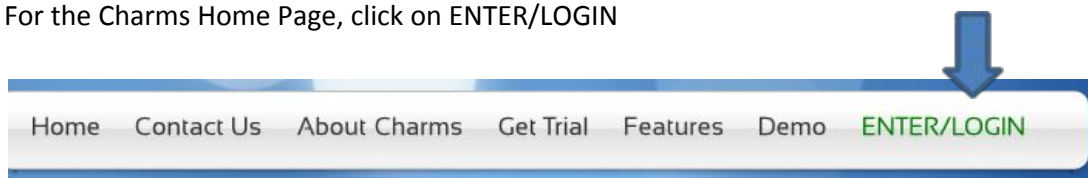


# Logging Your Volunteer Hours

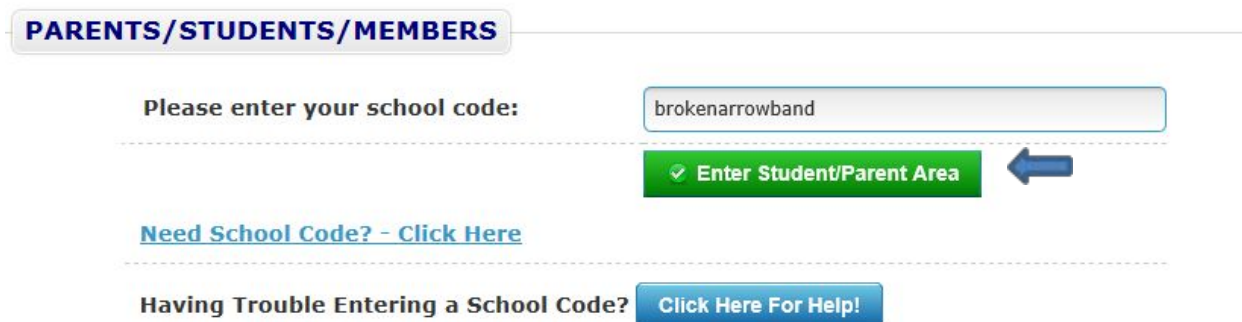
Select the Charms Music Office link from the brokenarrowpride.com Home Page.



For the Charms Home Page, click on ENTER/LOGIN



From the Login to the Charms System screen, scroll to the Parents/Students/Members area:

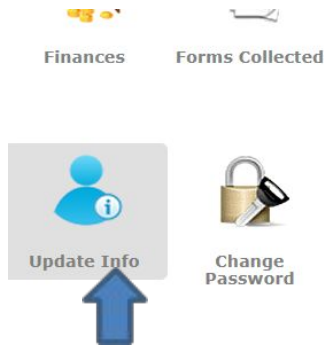


Enter brokenarrowband (one word) in the school code box. Click on the green button.



Enter your Student Area Password (usually your student's ID unless you have changed the password). Click blue Enter button.

Click on Update Info icon.




Your student's information screen should appear. Scroll to bottom of the screen and click on



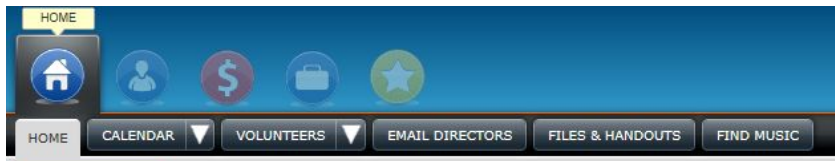
Enter your information. Please note the green dots are mandatory fields (all others are optional) but I would request that you consider adding your email address and cell phone so that we have correct and accurate information on file.

A screenshot of a web form titled 'Add New Adult'. At the top left, there is a tab labeled 'Add New Adult' and a link 'Copy Dotted Fields From Student?'. The form is divided into two columns. The left column contains fields for: Salutation (text), First Name (text), Last Name (text, with a green dot), Work Phone (text), Home Phone (text, with a green dot), Cell Phone (text), Carrier (dropdown menu with 'Select Carrier' text), Address (text, with a green dot), and City, St Zip (text, with a green dot). The right column contains: an 'Interests' section with a list of checkboxes (Broken Arrow Invitational (BAI), Cashier (Must be BAPS Employee), Concession Stand, Drums of Summer (DCI), Functions, Fundraisers, Operations), Relation (dropdown), E-mail 1 (text), E-mail 2 (text), Occupation/Skills (text), Drivers License (text), and Date of Birth (text).

Once you have completed the fields, click the green  button at the top right of the screen. You may enter more than one adult. You will see a summary at the bottom of the screen when finished.

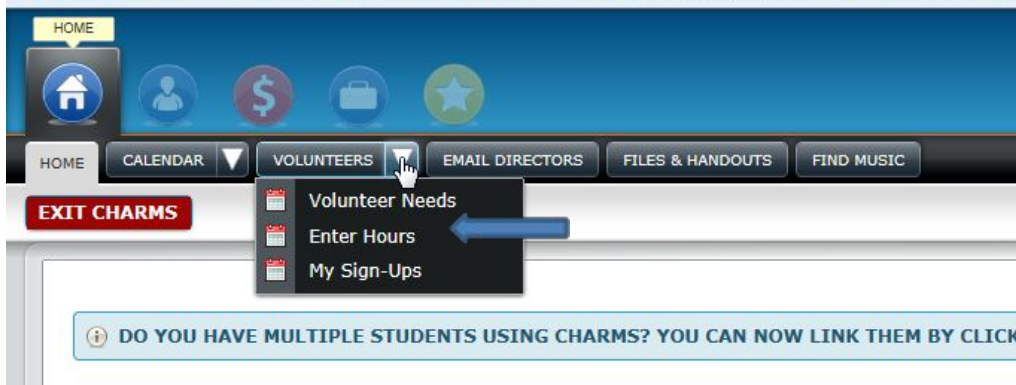


Click on the Home icon at the top of the screen when finished entering all adults.



Note: Adding adults is a one-time process.

To add your volunteer hours, click on the VOLUNTEERS drop down arrow and select Enter Hours



Select your tab (if more than one adult is listed on the account)

Click on the drop down arrow for Select Activity box click on Sewing, washing, whatever is applicable.

In the Enter Hours box, type the # of hours you sewed, washed, etc.

When complete, click on the Enter Hours button

A screenshot of the 'Enter Volunteer Hours' form. At the top is a blue header with the text 'Enter Volunteer Hours'. Below the header are three tabs: 'Chris Sumter', 'Robert Sumter', and 'Tori Sumter'. The 'Tori Sumter' tab is selected. The form contains the following fields: 'Select Activity' with a dropdown menu showing 'Popsicle Handout'; 'Date Worked' with a text box containing '7/23/2015'; 'Enter Hours (or)' with a slider and a 'Select Start/End Time' button; and 'Enter Hours' with a text box containing '1.5'. At the bottom is a green button with a checkmark and the text 'Enter Hours'.

Your hours should appear in the summary box below.

