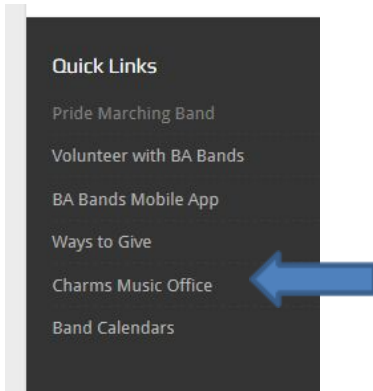
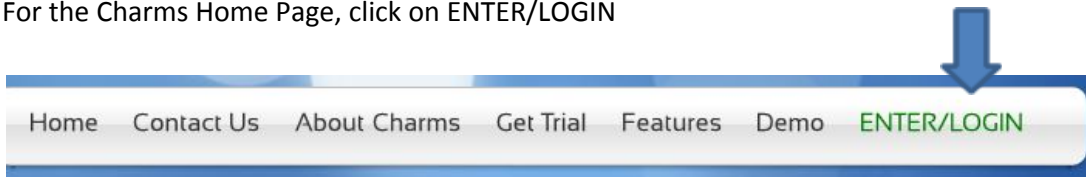


Logging Your Volunteer Hours

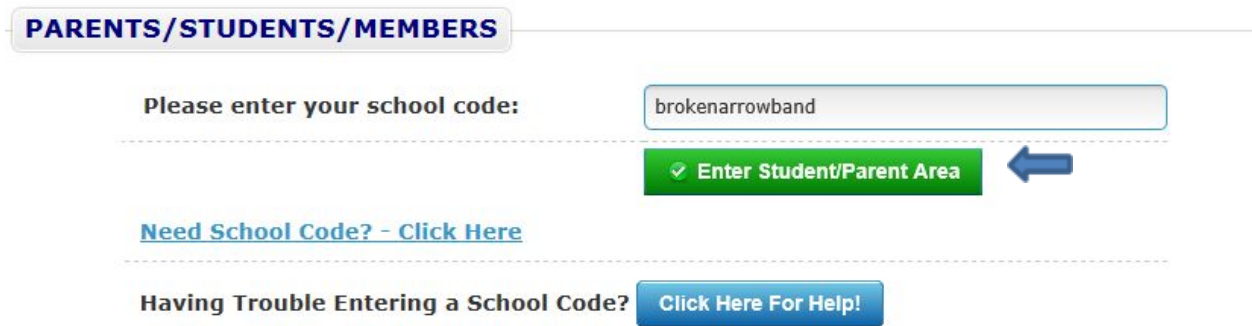
Select the Charms Music Office link from the brokenarrowpride.com Home Page.



For the Charms Home Page, click on ENTER/LOGIN



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

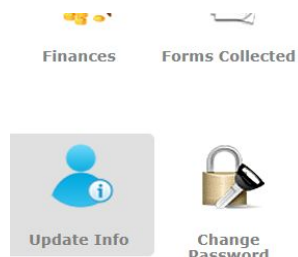


Enter brokenarrowband (one word) in the school code box. Click on the green button.



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 the "Add New Adult" form. The form is titled "Add New Adult" and has a sub-header "Copy Dotted Fields From Student?". It contains several input fields: "Salutation", "First Name", "Last Name" (with a green dot), "Work Phone", "Home Phone" (with a green dot), "Cell Phone" (with a "Carrier" dropdown menu), "Address" (with a green dot), and "City, St Zip" (with a green dot). On the right side, there is 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", and "Operations". Below the interests is a "Relation" dropdown menu, "E-mail 1", "E-mail 2", "Occupation/Skills", "Drivers License", and "Date of Birth" fields.

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.

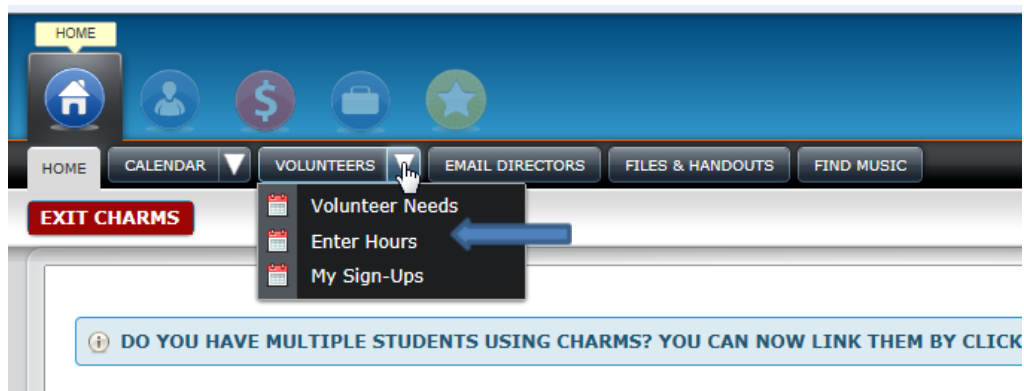


Click on the Home icon at the top of the screen when finished entering all adults.



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

Enter Volunteer Hours

Chris Sumter Robert Sumter **Tori Sumter**

Tori Sumter

Select Activity Popsicle Handout

Date Worked 7/23/2015

Enter Hours (or) Select Start/End Time 1.5

Enter Hours 1.5

Enter Hours

Your hours should appear in the summary box below.

