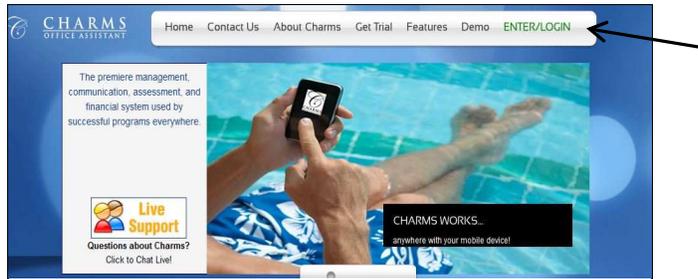# CHARMS How to access the Public Calendar and Volunteer

- Log on to www.charmsoffice.com, and click the "ENTER/LOG IN" link at upper right.
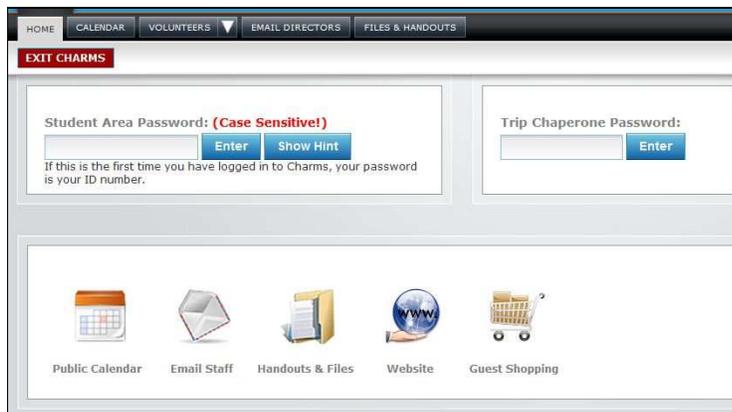

- Locate the "PARENT/STUDENT/MEMBERS LOGIN" section of the web page.

- Login to your school's program account using KHS as the School Code:
    Note: You will not receive a student id and password until KHS Band Registration on August 2 (8am – 3pm).
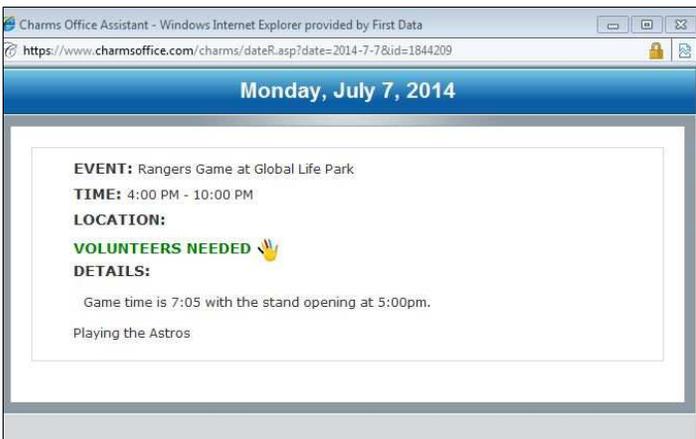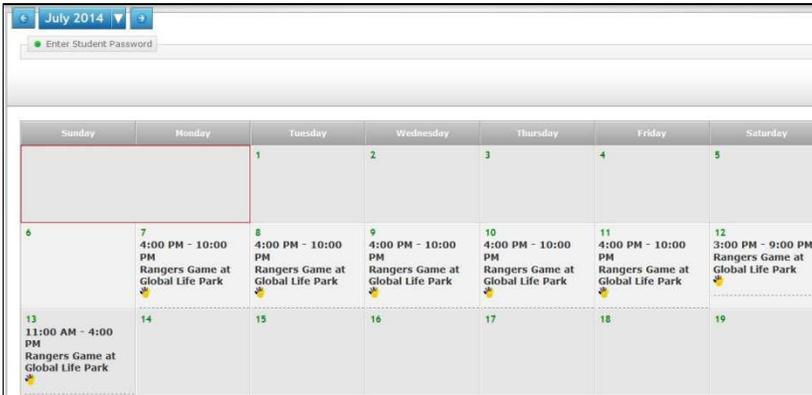

- This will bring up the main parent page. You can view the Public Calendar, handouts and Event List. You can also sign up to volunteer by selecting the events.

How to access the Public Calendar and Volunteer

- Clicking on an event on the calendar brings up the details for that event, such as times, attendance requirements, volunteer opportunities, and other event details.

- Volunteer Opportunities appear green, click on the small hand to add your information and hit save.