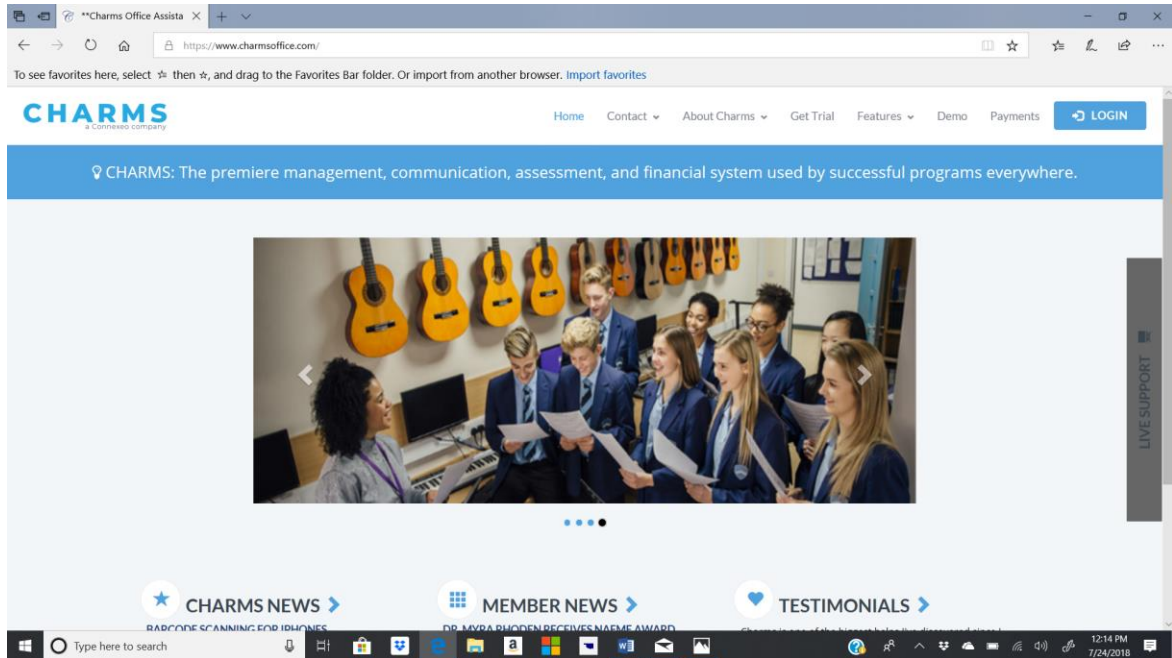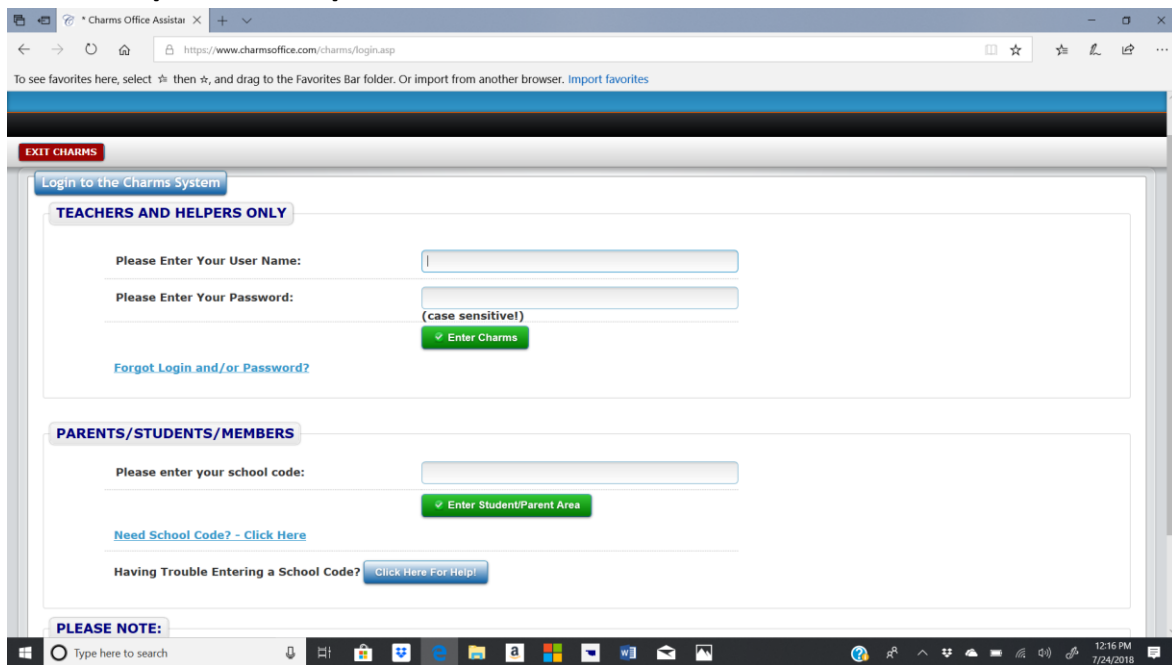# Charms Guide

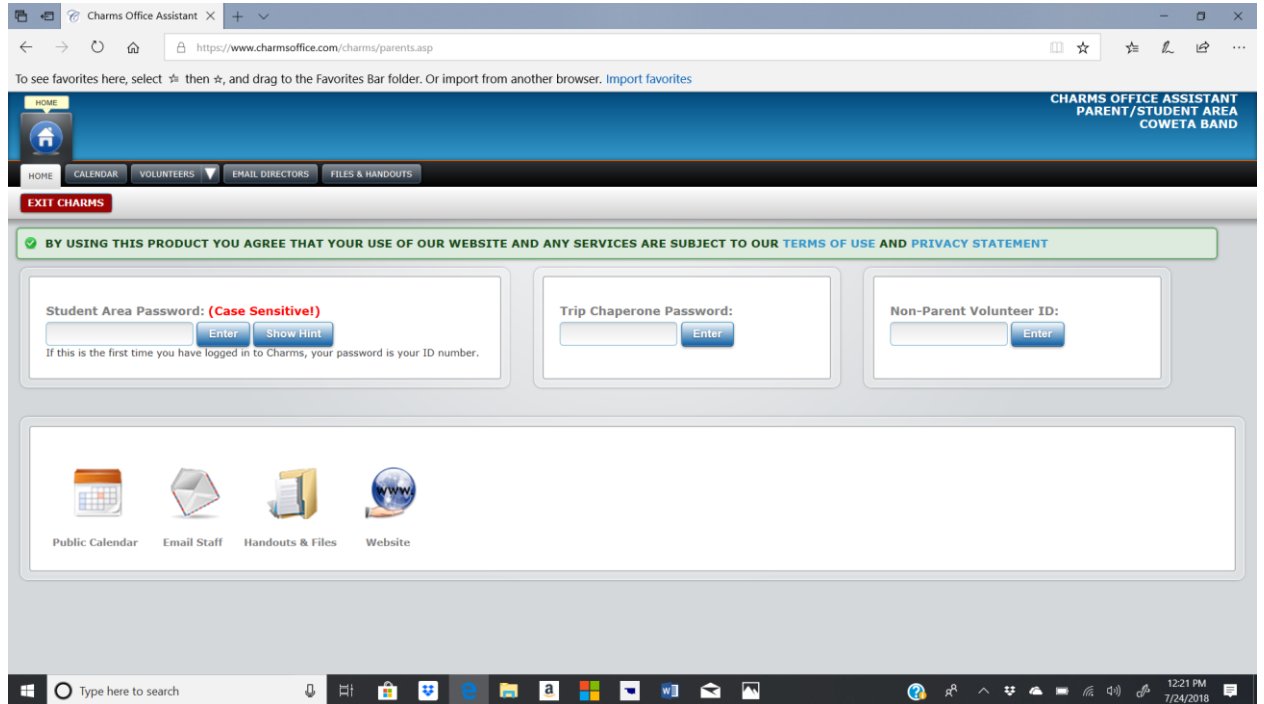1. **Go to www.charmsoffice.com click the "LOGIN" button in the top right corner.**

2. **Enter "cowetabands" for the school code under "PARENTS/STUDENTS/MEMBERS"**
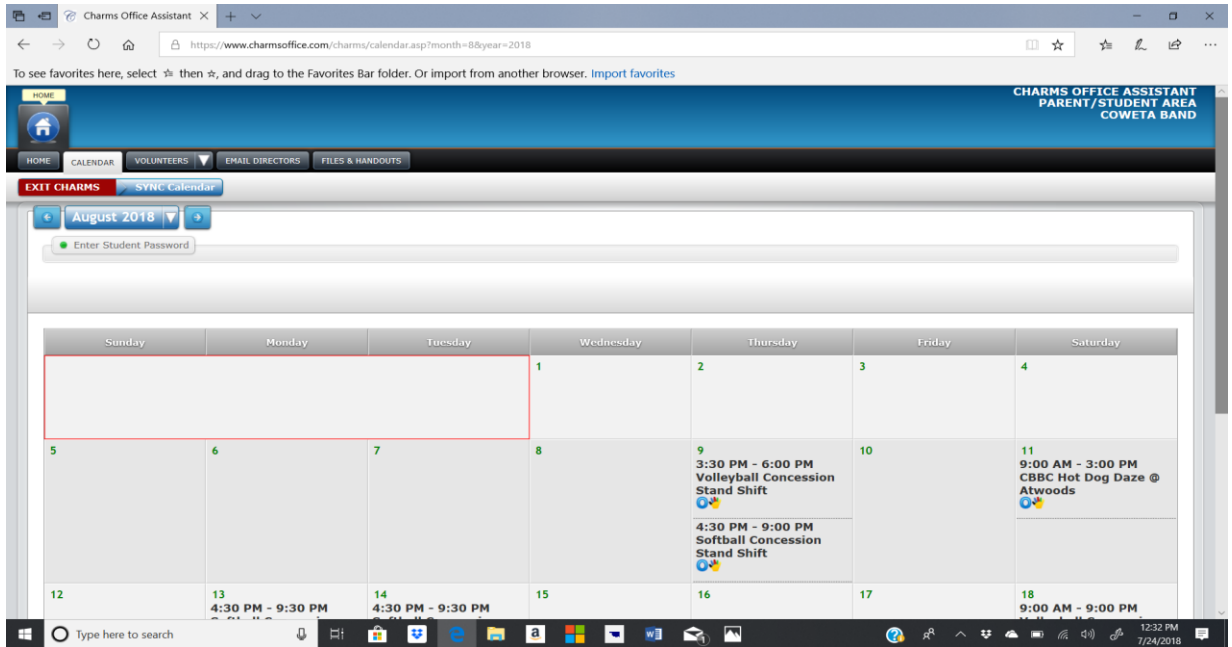
3. **From this screen you can see the calendar and volunteer/sign up for events. This is also where you enter your "Student Area Password" once you request the information from Mr. Welch.** (The studen area password is the same as the student ID until changed)
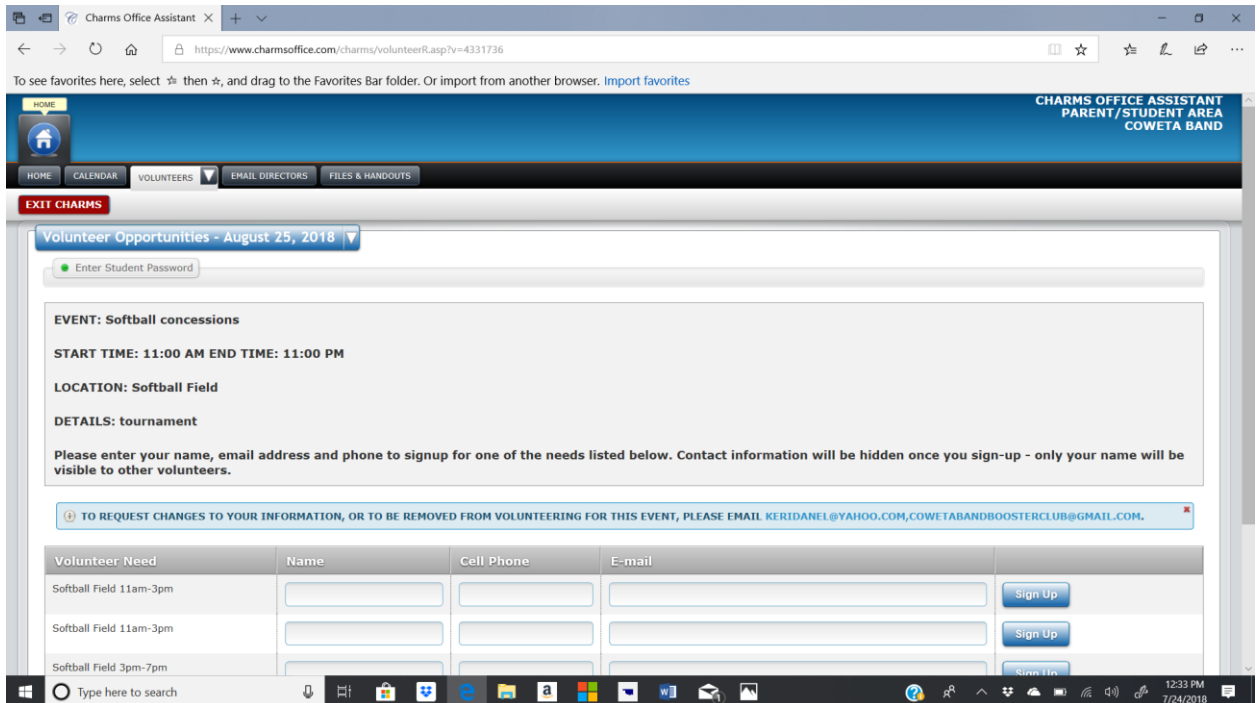

4. **To volunteer, open the calendar, find the date and event you want to volunteer for, click the multi-colored Icon on that date.**

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5. **From this screen select and complete the "Location" line, if there are multiple timeslots those will be broken down here as well. Once you have signed up, you can not remove yourself, you will need to contact the e-mail associated with the event. You will also receive automatic reminders.**

6. **If the event starts with "CBBC" there are no points awarded, these are volunteer positions as a member of the CBBC(Chaperones, contest help,**

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fund raiser help, etc.). Concessions and other events determined by Mr. Koehn will have points awarded. Mr. Koehn and Mrs. Welch will be tracking points within Charms.

7. There are mobile apps available for Android and Apple products. Make sure you choose the Student version (Blue Icon)