

## ENTERING VOLUNTEER HOURS

- Charmsoffice.com
  - Parents/students/members
  - Enter school code: brokenarrowvocal
  - Enter parent area
  - Enter student area password
  - Volunteers drop down bar
  - Enter hours
  - Select name of volunteer
  - Select activity
  - Select date worked
  - Enter Hours
  - Click ENTER HOURS
  - Please note, under the volunteer drop down bar, you can view your sign-ups