Charms is an online subscription service paid for by the Band Boosters that is used by many high school bands to manage band communications, forms, calendars and finances. Urbana began using it in 2015 and it is our primary source of information for the band calendar, your family's personal band budget (PBB) account and volunteer sign-ups. The calendar is loaded with information for rehearsals and competitions and fund-raising events. Although we may also communicate via the website and Facebook, the Charms calendar and weekly emails provide most current and accurate information and should be your go-to source.

To access Charms:

1. https://www.charmsoffice.com/charms/login.asp
2. Select the "Parents/Students/Members" tab
3. Enter the school code: **UrbanaBand**
   o Calendar, volunteer signups, forms and other information is available without a student password
4. To access your PBB Account, enter your password in "Student Area Password" (a temporary password for new students will be provided during band camp)
   o Click the "Student Information" tab at the top of the screen and update your family information.
   o Click "Add New Adult" to add parent/guardian information to your account. *This is the only way you will receive the weekly update emails, so please add an adult email for anyone who should receive the updates.*
   o Click the "Finances" icon on the Home screen to access PBB account information including fees, payments and earnings from fundraisers. Please note payments are not made via Charms. You can make payments by check (payable to Urbana Band Boosters) or credit card (see Treasurer for instructions).

To sync the Charms calendar with your phone or computer calendar:

For iPhones (As of April 2019. Steps may change with software updates.)

1. Go into Settings
2. Select "Password & Accounts"
3. Select "Add Account"
4. Choose "Other"
5. Under Calendars, choose "Add Subscribed Calendar"
6. For Server value, enter:
7. Touch "Next" in the upper right corner. It will verify the server then show a subscription page. Change the description if you would like.
8. Touch "Save" to save the subscription

For Android phones and other devices, follow the manufacturer's instructions for subscribing to a calendar

How to volunteer on Charms

Volunteer Sign-ups are captured on our Charms website. **We depend on you to sign up and not just show up** (otherwise event organizers cannot effectively plan for the event). Remember that no matter what you hear- we always need more help and your student really does want you there.

Volunteer lists allow everyone to see what is needed in terms of help and materials/supplies/food. Sign up and know that the lead is sent an email with your contact information although this information is kept private.

You do not need to login to your private account to do this. You only need the school code.

Log in to Charms https://www.charmsoffice.com/charms/login.asp
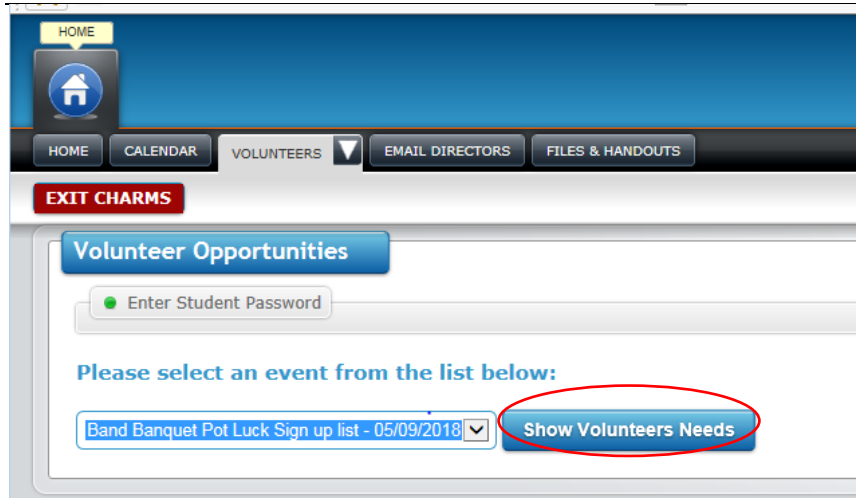School code= UrbanaBand
This is what you will see. Once you are in Charms there are 2 ways to get to the volunteer lists

Path 1. Click on VOLUNTEERS
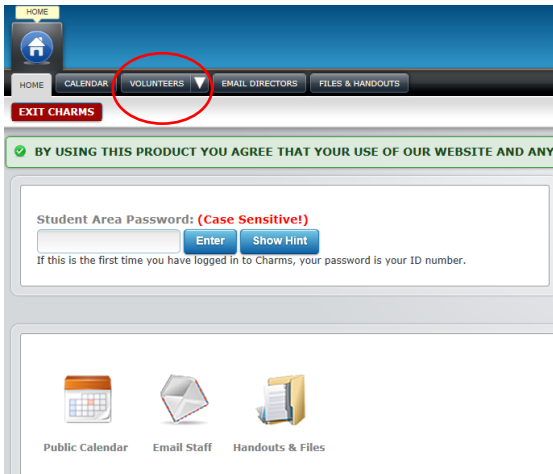
See Volunteer needs and click on that arrow, a dropdown appears to see other options by event and date. Some dates might have 2 lists if we need people to work and food or bake sale donations.
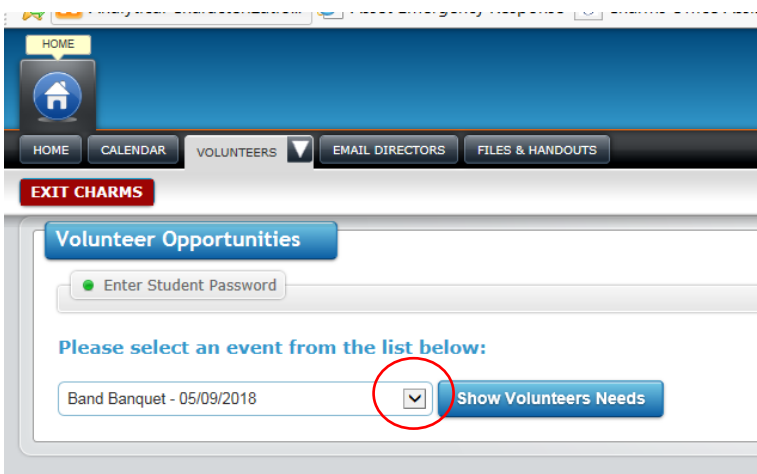
Click on Show Volunteer needs to see the sign-up list. You can only enter one line at a time and then hit sign up to save it. Refresh to be sure it is there. You do not need to enter a password to volunteer.
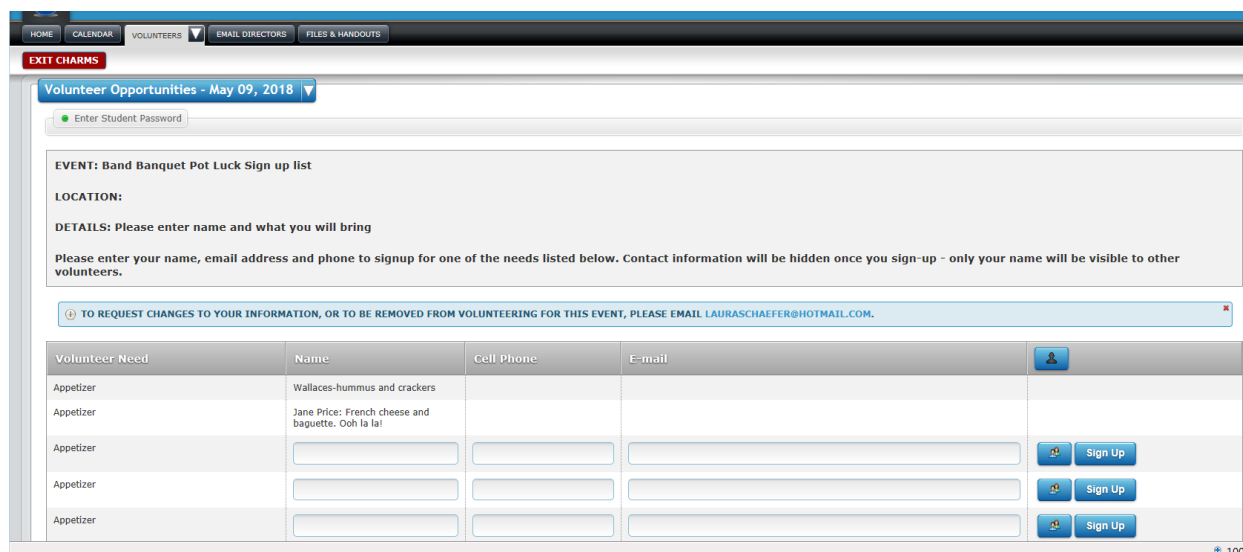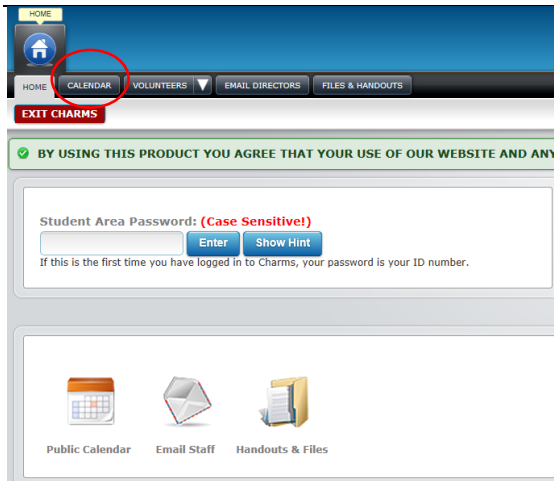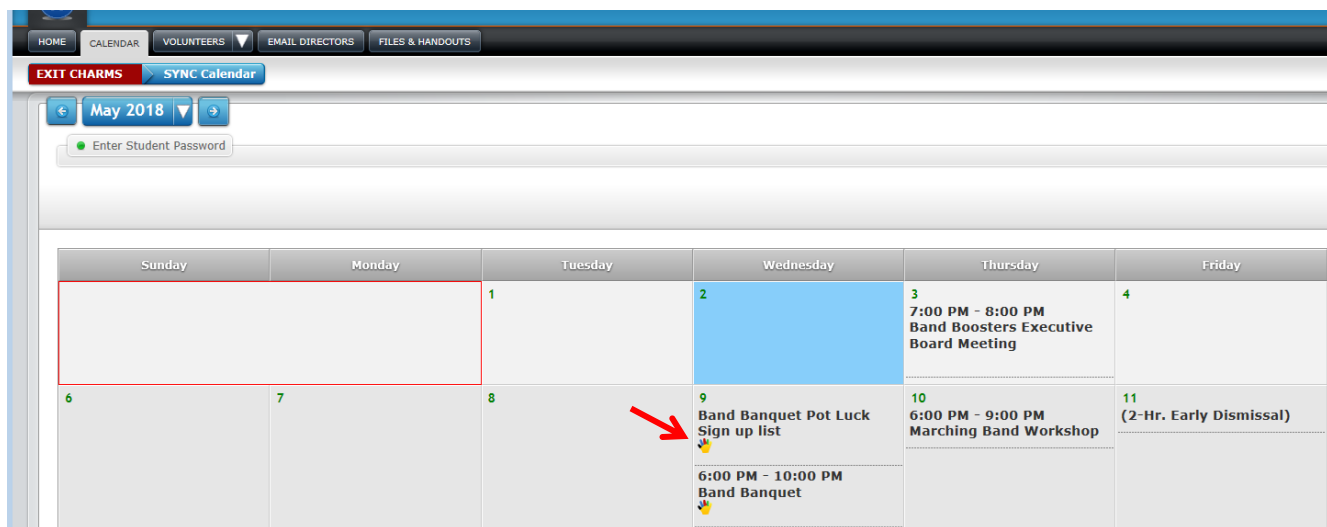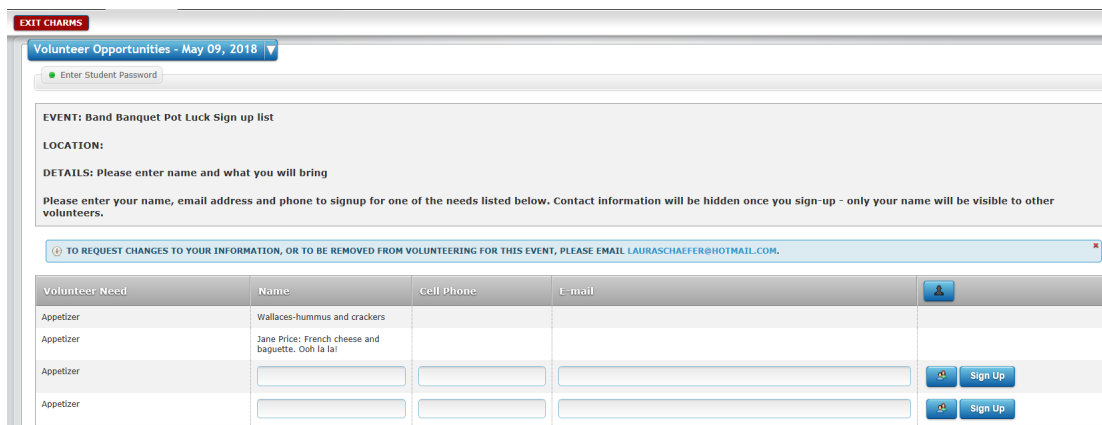

Path 2
Get into Charms

Click on the Calendar

Find the date /event where you want to sign up.

Click on the little hand where you want to sign up or enter something. You can only enter one line at a time and then hit sign up to save it. Refresh to be sure it is there.

Thank you for volunteering!!!