

## Charms 101

### What is Charms and why are we using it?

Charms is an online-based music office system that helps coordinate, manage, and operate the administrative functions of an organization. Within this program, almost all of the bands' administrative workload will be housed in one single place making things easier and more convenient for everyone.

### What do I need it for as a member?

Here's what we'll use Charms for from a membership perspective. All of these are available through your member account once you have registered.

- Membership Calendar
- Volunteer Needs & Signups
- File Storage & Access
- Dues Payments & Receipts
- Attendance Records
- Inventory (if you borrow any MHFB equipment)
- Personal Information
- Swag Shop



**Calendar**



**Event List**



**Volunteer**



**Email Staff**



**Handouts & Files**



**Website**



**Finances**



**Forms Collected**



**Absences**



**Inventory  
Library**



**Update Info**



**Change  
Password**



**Multiple  
Students**

### How can I get my Charms questions answered?

Talk to your section leader or the IT Coordinator anytime!

### How do I start and what happens if I forget my login information?

The instructions for registering in Charms are on the member's website ([mhfb.org/members](http://mhfb.org/members)). Once registered, you only need to keep your information up-to-date if something changes. Otherwise, you'll never have to fill out the registration form again! The Membership Coordinator, IT Coordinator, or your section leader will all be able to reset passwords for you.



#### **Calendar**

### How do I access the Calendar? Can I subscribe on my device?

You can access the calendar in several different ways:

- On the member's website ([mhfb.org/members](http://mhfb.org/members))
- On the Charms sign-up page (without having to sign-in)
- On your Charms page (after you've signed in)



#### **Event List**

In order to receive automatic updates to your device's calendar, use any of the ways above to access the calendar, then right next to the red button, click on "SYNC Calendar". Instructions are available for iOS (& Mac), Android, Blackberry, and Windows (& PC) devices. If you have any issues setting up the sync, speak to the IT Coordinator and he can walk you through it.



#### **Volunteer**

### How does volunteering work?

When you click on the "Volunteers" section of your account, you'll be taken to a drop down list of everything that we currently need volunteers for. Viewing the list will give you the specifics of the event and the types of volunteers needed. You can fill out the information by the volunteer activity you'd like to do. You can volunteer non-band member friends as well! Just put their name and contact information just like you would for yourself.



#### **Handouts & Files**

### What types of files are available through Charms and how do I access them?

Board meeting minutes, newsletters, weekly announcements, the membership handbook, leadership contacts, and more are all available in the "Handouts & Files" section of your account.



## **Finances**

### How do I pay dues in Charms?

---

Simple! Once you log on to your account, click on "Finances". You should see a bill for your concert dues under "Fixed Payments". From there, you'll simply follow the instructions to pay through PayPal. Dues will automatically be recorded and tracked in real time!



## **Absences**

### Can I see my own attendance record?

---

Absolutely! Click on the "Attendance" section and you'll see any absences marked by your section leader. If anything is inaccurate, simply speak with your section leader to have it fixed.



## **Inventory Library**

### Does equipment I borrow from the band show up in Charms?

---

Yes! Anything you have borrowed from MHFB will be recorded in the "Inventory Library" section. The item, serial number, value, and check-out information will be available. Any item on this list is considered loaned to you and in your possession and care.



## **Update Info**

### Can I updated my personal information?

---

Yes! Anytime your personal information changes, just go into "Update Info" and make the changes. Starting in September 2017, our email lists will be pulled from Charms so make sure your info is up-to-date to receive MHFB messages. You can also go to the "Update Info" section anytime to check out what is there for your membership record.



### How do I get to the swag?

---

The swag store is coming soon! Once it's live, we'll let you know through the weekly announcements and a "Store" tab will be added to your account page.