

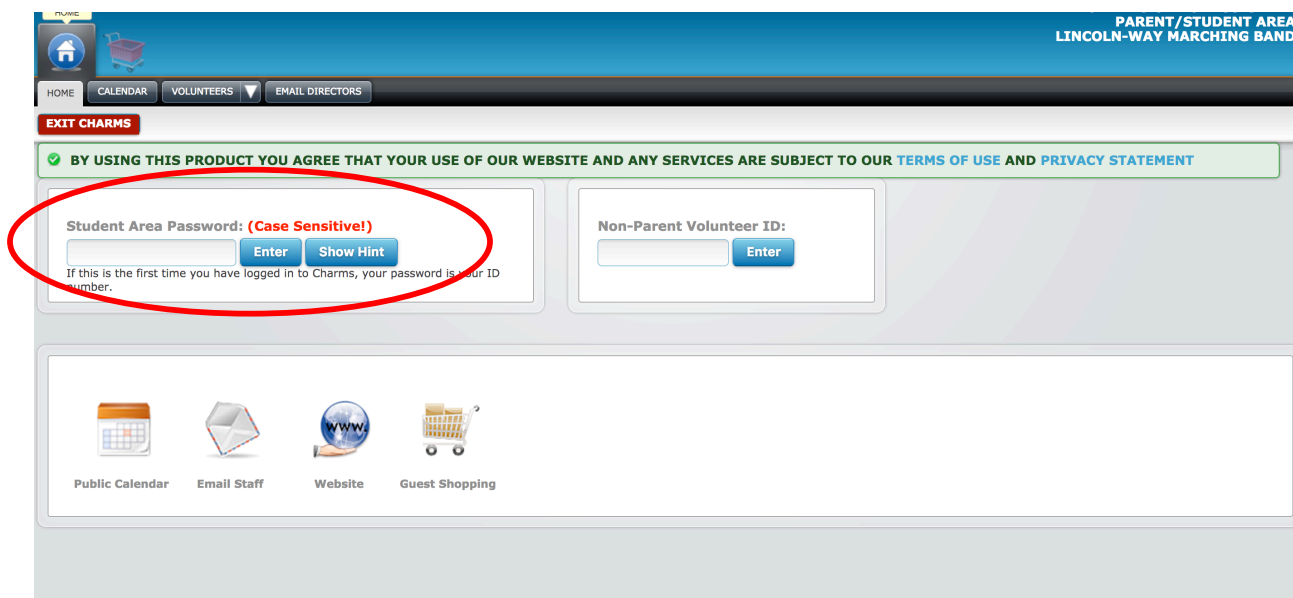
Charms Log in Instructions

To log into Charms, click on the Charms link on the Home page of <http://www.lincolnwaymusic.org/lwmb.html>



Enter the school code which is "LWMB"

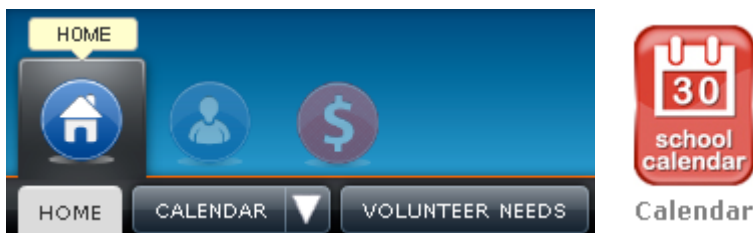
This will bring you to the LWMB Charms landing page. The password to access your student is the **student ID**. You can change this once you log in.



Please note at the bottom of the page that the most recent weekly update is posted.
The News can also be accessed by the button above:

Sign up to Volunteer in Charms

Once logged in there are many ways to find the volunteer event list. You can click on the Volunteer Needs button at the top or the center of the page. The other is to click on the Calendar button or icon. Either will take you to a place where you can sign up to help with a specific event.



If the calendar is chosen a week of volunteer needs may look like the screen shot below. Just click on the multi-colored hand and it will take you to the volunteer sign up page for that event.



If the Volunteer Needs button is chosen a list of events will be available in the drop down. Select one and click "Show Volunteer Needs".

Volunteer Opportunities

Enter Student Password

Please select an event from the list below:

Mokena Independence Day Parade - 07/04/2017

Show Volunteers Needs

A list of the slots available will show up and you can fill in your name, number and email. The chairperson for event will contact you if necessary.

EVENT: Mokena Independence Day Parade

LOCATION:

DETAILS: Please see itinerary on LWMB website.

Please enter your name, email address and phone to signup for one of the needs listed below. Select your Cell Carrier to receive a text reminder. Contact information will be hidden once you sign-up - only your name will be visible to other volunteers.

TO REQUEST CHANGES TO YOUR INFORMATION, OR TO BE REMOVED FROM VOLUNTEERING FOR THIS EVENT, PLEASE EMAIL HOLLYSCOTTWILL@SBCGLOBAL.NET.

Volunteer Need	Name	Cell Phone	Carrier	E-mail	
Parade Chaperone	Beth Steck				
Parade Chaperone	Bob Garcia				
Parade Chaperone	Dianne Cranston				
Parade Chaperone	<input type="text"/>	<input type="text"/>	Select Carrier	<input type="text"/>	Sign Up
Parade Chaperone	<input type="text"/>	<input type="text"/>	Select Carrier	<input type="text"/>	Sign Up

Updating Student Info and Password

To review your student's information click on the Student Info Icon at the top and then the Personal Information Button or the orange icon in the middle of the screen.



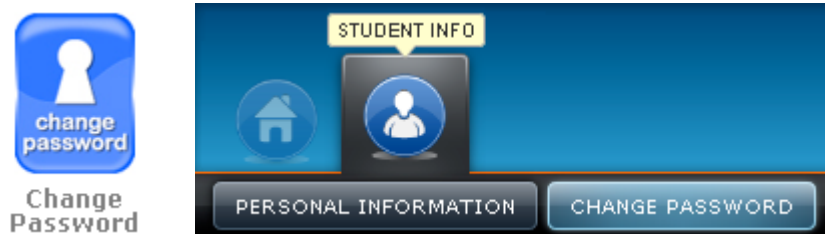
Once you are on the "Update Student Detail" Screen you can change the contact info for the adults associated with the student. **To view another person associated with the student or add an adult scroll down to the bottom of the screen.**



Remember to Click on the update button for your changes to take effect.

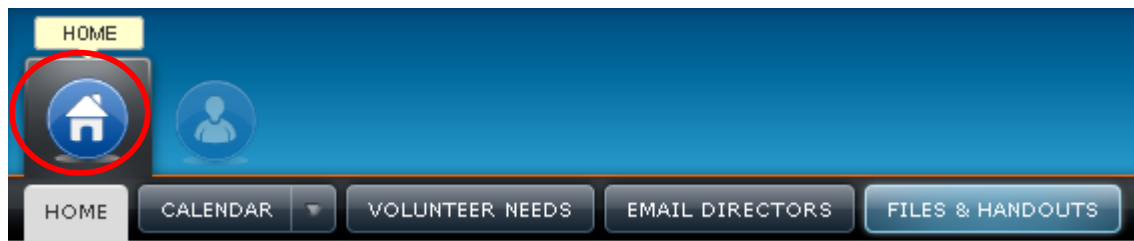


To change the login password click on the blue Change Password icon or the Change Password button under the student tab.



Files and Handouts

From time to time there will be handouts posted on Charms. They can be accessed by clicking on the Files & Handouts button along the top or the purple Handouts & Files button.



Handouts & Files

Financial Information

To see your student's financial activity and balance owed, click on the Finance Icon or the button.

