Calendar Entry for Programs Using Charms

1. Using your username and password, log in to your program’s Charms account.
2. Click the calendar icon.
3. Click “Quick Add”

4. Begin entering the information for your event. Required fields are:
   a. Event Name
      i. Specify event type in the event name
      ii. The three options are rehearsal, performance, or activity.
   b. Start time
   c. End time (if relevant)
d. Location (if says optional, but this is required for Spring ISD programs)
e. Description (if the event name is not self-explanatory)
f. Show on District Calendar must be switched to “Yes”.

5. Click on “Add Event” to add the event to the Charms calendar.
6. The event will post on your charms calendar.