

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"

CHARMS OFFICE ASSISTANT
SPRING HIGH SCHOOL CHOIR
DAVID LANDGREBE - PVA OFFICE

CALENDAR EVENT LIST GLOBAL EDIT VOLUNTEERS ATTENDANCE IMPORT/EXPORT DIST. CAL.

EXIT CHARMS Add Bookmark

July 2017 Quick Add Button --> Quick Add

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

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)

Secure | <https://www.charmsoffice.com/charms/caladd.asp?Cal=Y&d=7/31/2017#>

Add Calendar Event

Event Name Required-->

Date **Start Time:** **End Time:** <-- Required: Date and Start Time Also, set end time if applicable.

Track Attendance?

Need Volunteers?

Request RSVP?

Recurring Event?

Location (optional) <-- Required. Please be specific.

Description Required: If event title is not self-explanatory -->

Event Code <-- This field is optional. It tells students and parents if the event is required or optional.

Hide From Student Calendar? <-- Select "NO" if you want parents and students to see the event.

f. Show on District Calendar must be switched to "Yes".

Show On District Calendar? YES **<-- This must *always* be set to "YES"**

Show on Public Calendar? YES Set Default? Yes No

Apply Event to Specific Groups
----- or -----
Leave Blank to
Apply to All Groups
(ctrl + click for multiple)

- A Cappella Women 17-18
- All State 17-18
- Bella Voce 17-18
- Chamber Choir 17-18
- Chorale 17-18
- ...

<-- You may click on a group or groups if you only want to show up on some parent and student calendars.

Add Event **<-- Click here to post the event**

5. Click on "Add Event" to add the event to the Charms calendar.

6. The event will post on your charms calendar.

16	17	18
23	24	25
30	31 3:00 PM - 6:00 PM Rehearsal: District Music Tenors & Basses 	<-- Sample event has posted