

# Kingwood HS Band - Booster Hub

*Update Your Information | Purchase Items | Sign Up to Volunteer | View the Band Calendar & Files*

All major band update emails will come out through the Booster Hub.

If you had a Booster Hub account through CMS or RMS, disregard the following instructions.

## How to join KHS Band on Booster Hub:

1) Register via <https://km4b.boosterhub.com/register/3877> or scan QR code

→



2) Follow the instructions within the email to set up your Booster Hub account. It may take 1-2 business days for your account to get approved.

3) Once in Booster Hub, you will need to update your information. At the bottom left hand side of your screen, click your name to access your account information.

- 3a) Update your notification settings, and email/phone number visibility.
- **3b) Please check that all of the information is correct (phone and email will only be used to communicate band info).**

4) Download the BoosterHub App for easier access to our calendar!

5) Open the app, and login using the same information you used to create your account. *(You will need to sign in for the first time using the email, then you will be able to use the App)*

If you would like to update your settings in the app:

- Click the gear on the bottom right of your screen
- Use the toggles to change your notifications and information visibility to other member

**More questions? Turn to the back to find information on how to purchase items, how to sign up to volunteer, how to view the calendar, and how to access files!**

## **How to Purchase Items in Booster Hub**

*Store opens July 15th*

In both the app and on a web browser, the Dashboard has a button titled "Store". This will contain all of our merchandise / spirit wear / band fees / booster membership (all items that were in the Charms Online Store) you can purchase through Booster Hub. This replaces the Charms Online Store.

## **How to Sign up to Volunteer in Booster Hub**

*Volunteer shifts will become available July 15th*

Option 1) In the app, the main page, or "Dashboard", has a "Volunteer" button you can click to sign up. In a web browser, the volunteer sign up is located on the left blue toolbar of the screen. Simply click the correct date and the event you would like to volunteer for.

Option 2) You may also go to the calendar and click on the date. At the bottom of the information for the event, simply click on "Volunteer", and you will be signed up.

## **How to view the Calendar in Booster Hub:**

In the app, there is a calendar button at the bottom of the screen. In a web browser, the calendar is on the left blue toolbar of the screen. Through the calendar, you can view upcoming dates and also sign up to volunteer!

## **How to access Files and Important Documents in Booster Hub:**

*Required yearly forms will become available July 15th*

You can gain access to files / documents through the "File Manager" tab or through the "Upload Media" tab. This section of the website will have helpful documents such as:

- Football / Summer Band Schedules
- Medical Forms
- Volunteer Expectations
- Rank One / Physical Information
- Game Day Meals Order Form

## **How to add the Booster Hub Calendar to your Google Calendar:**

Do you use google calendar? If so, here is a way to link the band calendar to your google calendar:

Booster Hub Calendar > Sync to Google Calendar:

- Copy and paste <https://km4b.boosterhub.com/ical-stream>
- Open google calendar on desktop
- Left hand side of the screen, hit the "+" sign by "other calendars."
- Then click "From URL"
- Paste the link in the URL of calendar box - click "add calendar"