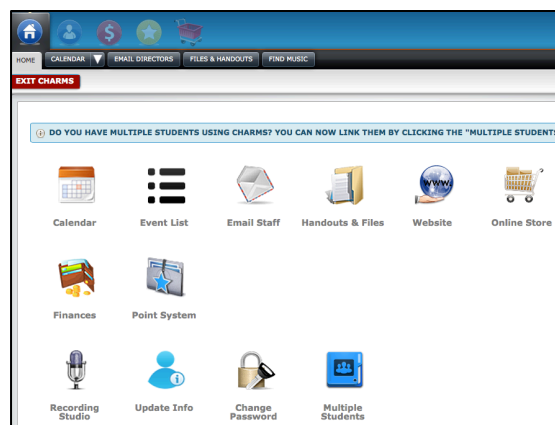




Charms Update & Fall Fees Instructions

****due by Friday, August 5, 2016****

1. Go to www.waltonorchestra.org
2. Click on Charms on the left hand menu then Charms Log-in
3. Enter your student area password
 - This is your student/lunch id if this is your first time entering Charms.
 - If not, this is the password that you changed it to when you last used Charms. To reset, use the hint.
 - School Code: WaltonHSOrch
4. This is the main screen
 - Calendar/Events List: Use this to sync your family calendar.
 - Email Staff: That e-mails directly to Doc and Grimes
 - Handouts & Files: This is where you get practice parts
 - Website: Links back to the waltonorchestra.org homepage.
 - Online Store: This is where you can order Spirit Wear
 - Finances: This is where you pay your fees (see below)
 - Points System: This is where you check your status on lettering in orchestra.
 - Recording Studio: This is where you submit playing checks
 - Update Info: This is where you update your student info and put uniform size (see below)
 - Change Password: self-explanatory
 - Multiple Students: if you have siblings in the program, you can link the two together





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5. Update Info: ****This is part of your first grade in orchestra****

- Enter:

- First, Middle, Last
- Address, City, State, Zip
- Phone number (home);
Cell number (student)
- Cell carrier (allows you
to be texted reminders)
- E-mail (student reminder)

- Personal Instrument: click on. This is the information from the label inside of your instrument that you have at home.

- Sex: M or F
- Locker: leave empty
- Calendar: enter your birthday
- Shirt Size: enter the following options: S, M, L, XL, XXL
- Meal Preference: enter the following options: Regular, Vegetarian, or enter specific dietary restrictions so we can plan for pre-concert dinners
- Middle School: what middle school did you attend:
Dodgen, Dickerson, Other

- **Top Left click Add New Adult: add name, e-mail, and phone for all adults in your family. Click update after each adult is entered.**

- **Click the Green Update button on the top right to finalize.**

6. **Uniform:** If you need a Walton tuxedo, click on the toy slider next to your name in update info. This must be done by Friday, August 5, 2016 or you will not have a Walton tuxedo reserved for you. A sizing video is on the orchestra website.

We only need the following sizes:

- Girth
- Sleeve
- Shoulder Width
- Neck
- Waist

Click Save to finalize



Charms Update & Fall Fees Instructions

****due by Friday, August 5, 2016****

7. **Fall Fees:** New this year, all fall fees will be paid online. You will only have the options listed that you need to/can pay.

- Click on \$ on top of screen or the Finances (wallet icon) on the home screen.

Student Fixed Payment Detail Pay Fixed Payments				
Paid Date	Item	Amt.	Paid By	Dep. Num
not paid	Boys Uniform Rental Fee	40.00	PayPal	
not paid	Boys Uniform Shirt (yours to keep)	20.00	PayPal	
not paid	Georgia All State Audition	20.00	PayPal	
not paid	Girls Dress Payment (yours to keep)	82.00	PayPal	
not paid	Orchestra Pictures (Group)	15.00	PayPal	
not paid	Orchestra Pictures (Individual)	25.00	PayPal	
not paid	Philharmonia-Chamber Orchestra Fall Fees	135.00	PayPal	
not paid	School Cello and Bass Maintenance	50.00	PayPal	
not paid	Serenades-Dorian-Aeolian-Sinfonia Fall Fees	120.00	PayPal	
Total Fixed Payments Due		\$507.00		
Total Fixed Payments Paid		\$0.00		
Total Unpaid Fixed Payments		\$507.00		

- Scroll down to Student Fixed Payment (if you are going on the cruise, you will pay your next payment here under Student Trips)
 - For each item you need to pay, click the PayPal button next to each item in the "Paid By" column. It will turn blue to indicate you are selecting that fee.
 - Click "Pay Fixed Payments."
 - Follow the prompts to pay online.
8. **Spirit Wear:** from the home screen, select the shopping cart to add spirit wear items to your basket. You will get these within a few weeks of ordering if you order by Friday, August 5, 2016.



Charms Update & Fall Fees Instructions

****due by Friday, August 5, 2016****

2016 Fall Fees Explanations:

- **Membership Fee: \$120 (Dorian, Aeolian, Ionian, Locrian, & Sinfonia); \$135- (Philharmonia & Chamber):** All students pay the yearly orchestra membership fee. This fee covers transportation, supplies, pre-concert food, professional instruction, and expenses throughout the year. Philharmonia and Chamber fee covers additional professional clinician instruction and off campus concerts
- **Boys Uniform (\$35- tuxedo rental; \$20-dress shirt):** This is for the required boys uniform worn at all concerts. Shirts are yours to keep and can be used all four years.
- **Girls Uniform (\$82)** This is the required girls dress worn at all concerts. The dress is yours to keep and can be used for all four years.
- **School Instrument Maintenance (\$50):** If you use a school instrument or bow, this donation provides funds towards the maintenance of that instrument or bow. The daily use of these instruments results in a substantial cost for upkeep (bow re-hair, replacing warped bridges, gluing open seams, replacing worn-strings). This donation allows Walton to provide students with a quality instrument and bow to use at school instead of bringing an instrument to/from school each day.
- **School Bass for home (\$100):** In some cases, a bass may be available for home usage. In the case that a second instrument is provided, a donation of \$100 is requested.
- **Orchestra Picture Order (\$15 Group Picture of your orchestra (1 8x10) and/or \$25 Individual or Buddy Picture package (8x10, 2-5x7, wallet)).** Picture Day is Friday, September 2, 2016 during classes. All students participate in the group photo regardless of purchase and must be in COMPLETE uniform. Photo purchase is optional, but must be pre-paid
- **Georgia All State Audition Fee (\$20)** Open to Sinfonia, Chamber, and Philharmonia only. Audition: District level-October 15, 2016. State level: January 7, 2017. Event: March 2-4, 2017.