



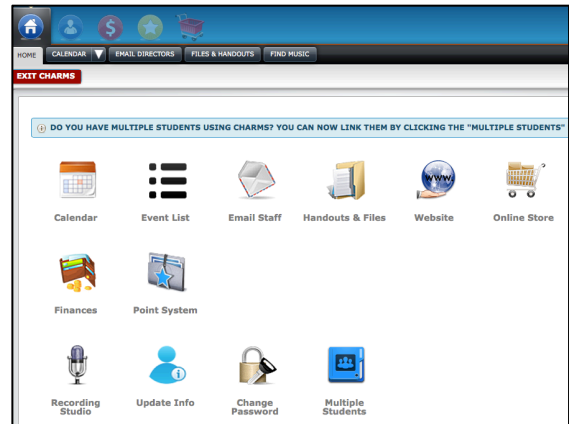
Beginning of the School Year  
Orchestra Important Dates

- 1) Tuesday, August 1, 2017
  - a. Philharmonia & Chamber Instruments in classes
  
- 2) Wednesday, August 2, 2017
  - a. 8AM: Tuxedo measurements due in Charms.
  - b. Class Periods: Charms Update & Purple form (front/back) due; all instruments in classes
  - c. 6:30PM: Freshmen Mandatory Meeting in the theater
  - d. 7:30PM: Upperclassmen Mandatory Meeting & Trip Meeting
  
- 3) Friday, August 4, 2017
  - a. Fall Fees Due, including dress payments
  - b. Tuxedo shirt orders due (Charms Online Store)
  
- 4) Monday, August 7, 2017
  - a. Shoulder rest, mute, and fine tuners check
  - b. Philharmonia & Chamber Monday night rehearsal: 6:30-8PM
  
- 5) Friday, August 11, 2017
  - a. Tuning check
  - b. Europe Payment Due
  
- 6) Wednesday, August 16, 2017
  - a. Tuxedo issues form due
  - b. Walton Open House
  
- 7) Friday, August 18, 2017
  - a. Picture Day with Uniform Check



## Charms Tutorial

1. Go to [www.waltonorchestra.org](http://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. Everyone's password has been re-set.
  - 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 & Tux Shirt
  - 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





5. Update Info: \*\*This is part of your first grade in orchestra\*\* Complete all fields as indicated below. Leaving nothing blank, please.

The screenshot shows the 'Update Student Detail' form for Sara Perry. The form is titled 'Update Student Detail - Sara Perry' and has a green 'Update' button in the top right corner. A green notification bar at the top of the form says 'STUDENT INFORMATION UPDATED'. Below this, there is a blue button labeled 'Add New Adult'. The form is divided into two main sections: 'Sara's Information' and 'Personal Instrument'. The 'Sara's Information' section contains the following fields: Student ID (1234567), Sex (F), Locker (432), Combination (none), Birthdate (11/20/1984), T-Shirt Size (XL), Primary Group (Dorian-2nd), Other Groups (Aeolian-6th), Instrument/Part (Part 1: Violin, Part 2: Strings, Part 3: Not Assigned), Middle School (Dodgen), and Pizza C or P (C). The 'Personal Instrument' section contains the following fields: Instrument Type (Violin), Brand (Stradivarius), and Serial Number (1256126). At the bottom of the form, there are two blue buttons: 'Will Grimes's Information' and 'Add New Adult'.

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.

6. Click the Green Update button on the top right to finalize.



7. **Uniform:** If you need a Walton tuxedo, click on the toy slider next to your name in update info. This must be done by 8am on Wednesday, August 2, 2017 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

8. **Fall Fees:** All fall fees will be paid online. Pictures are the only optional fee.

Paid Date	Item	Amt.	Paid By	Dep. Num
not paid	Group Orchestra Picture	15.00	<input type="checkbox"/> PayPal	
not paid	Fall Fees 2017 DAILS	125.00	<input checked="" type="checkbox"/> PayPal	
not paid	Individual Pictures (8x10-2 5x7s-wallets)	25.00	<input type="checkbox"/> PayPal	
not paid	Cello and Bass Usage (1)	50.00	<input type="checkbox"/> PayPal	
not paid	Home Bass (1)	100.00	<input type="checkbox"/> PayPal	
not paid	Tuxedo Rental (1)	50.00	<input type="checkbox"/> PayPal	
not paid	Uniform Dress (1)	82.00	<input type="checkbox"/> PayPal	
<b>Total Fixed Payments Due</b>		<b>\$447.00</b>		
<b>Total Fixed Payments Paid</b>		<b>\$0.00</b>		
<b>Total Unpaid Fixed Payments</b>		<b>\$447.00</b>		

- Scroll down to Student Fixed Payment
- 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.



9. **Spirit Wear & Boys Tuxedo Shirt:** 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 4, 2017

2017 Fall Fees Explanations:

10. **Membership Fee: \$125 (Dorian, Aeolian, Ionian, Locrian, & Sinfonia); \$140- (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
11. **Boys Uniform (\$50- 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.
12. **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.
13. **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.
14. **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.
15. **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, August 18, 2017 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
16. **Georgia All State Audition Fee (\$20)** Open to Sinfonia, Chamber, and Philharmonia only. Audition: District level-October 14, 2017. State level: January 6, 2018 (inclement weather: January 13, 2018). Event: March 1-3, 2018.