

Welcome Davenport HS Band Members and Parents,

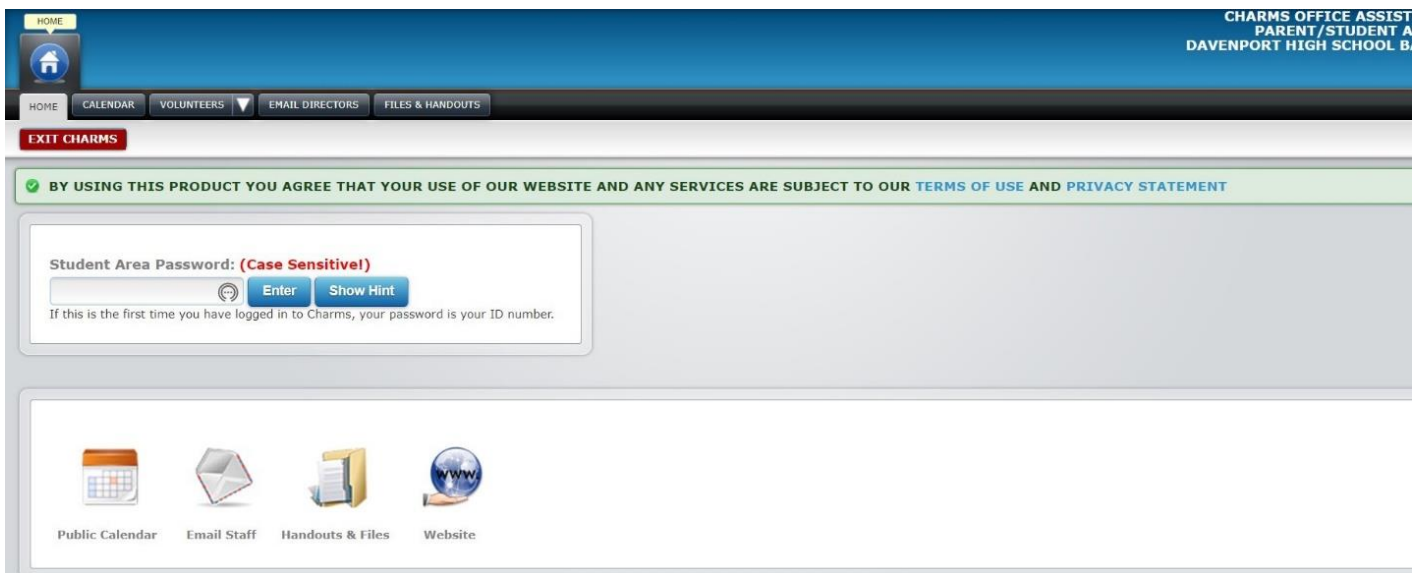
We are very excited to open our brand new school and band program. We started a google classroom that we will be using throughout the summer to communicate as well as this database called "Charms Office Assistant" or "Charms" for short.

If you did not get an invite to our google classroom, please email Dean Ponseti after you sign up for Charms, and I will send another invite.

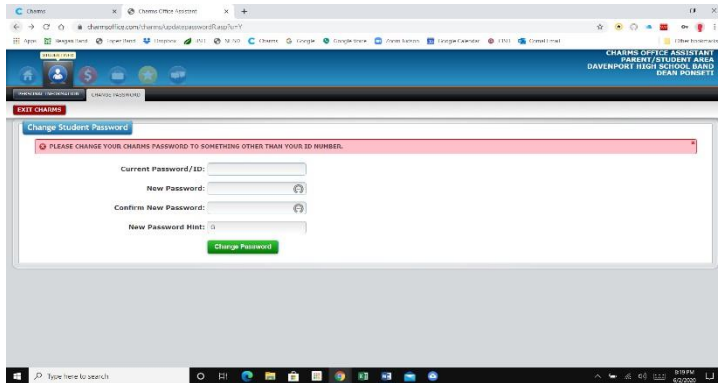
Charms is used by the directors to communicate and streamline the entire band administration in one place. The most up-to-date information must be maintained at all times to ensure your health and safety throughout the year as we travel in and out of town and use this database to communicate with parents.

### Directions to Sign up for Charms:

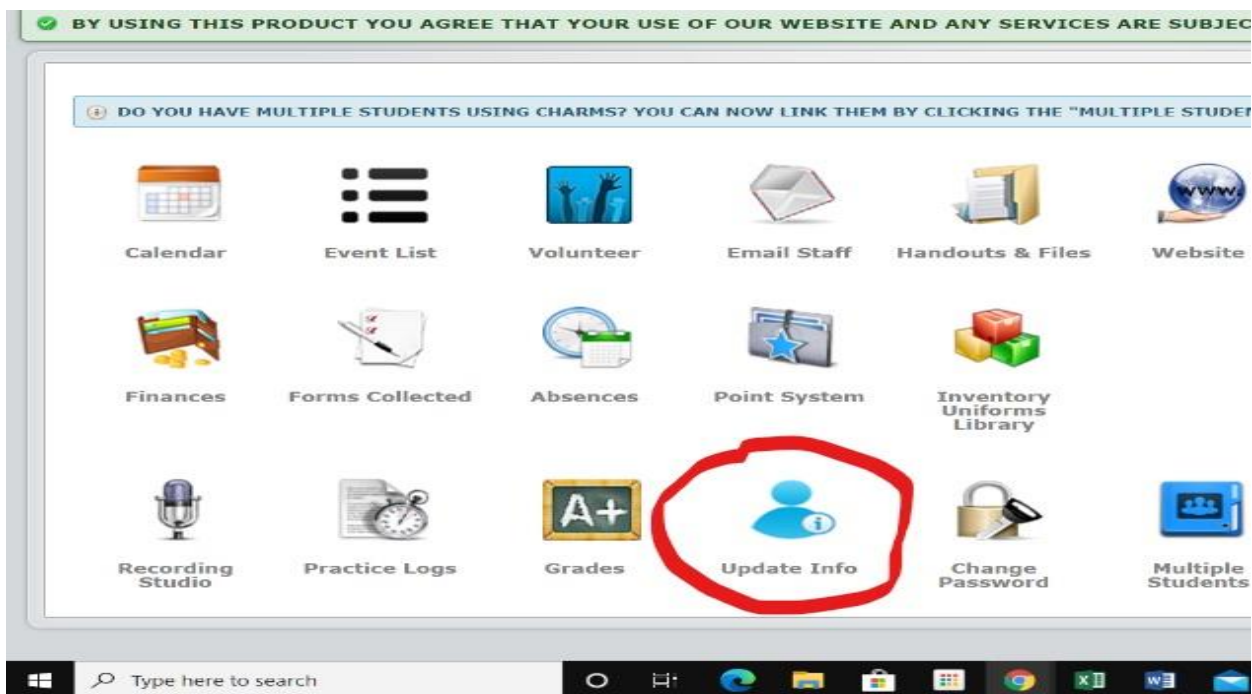
1. Go to <https://www.charmsoffice.com/charms/parents.asp?username=DavenportHSBand>
2. "Please enter Student Area Password"
  - o If it asks you for a school code, enter "DavenportHSBand"
  - o Enter the password with your School ID #. Ex. (12345). Please use the last 5 digits of your ID#. Do not use the 0 at the beginning.
  - o If you cannot get it, please email me.



### 3. "Change Student Password"



### 4. Click the "Update Info" Icon.

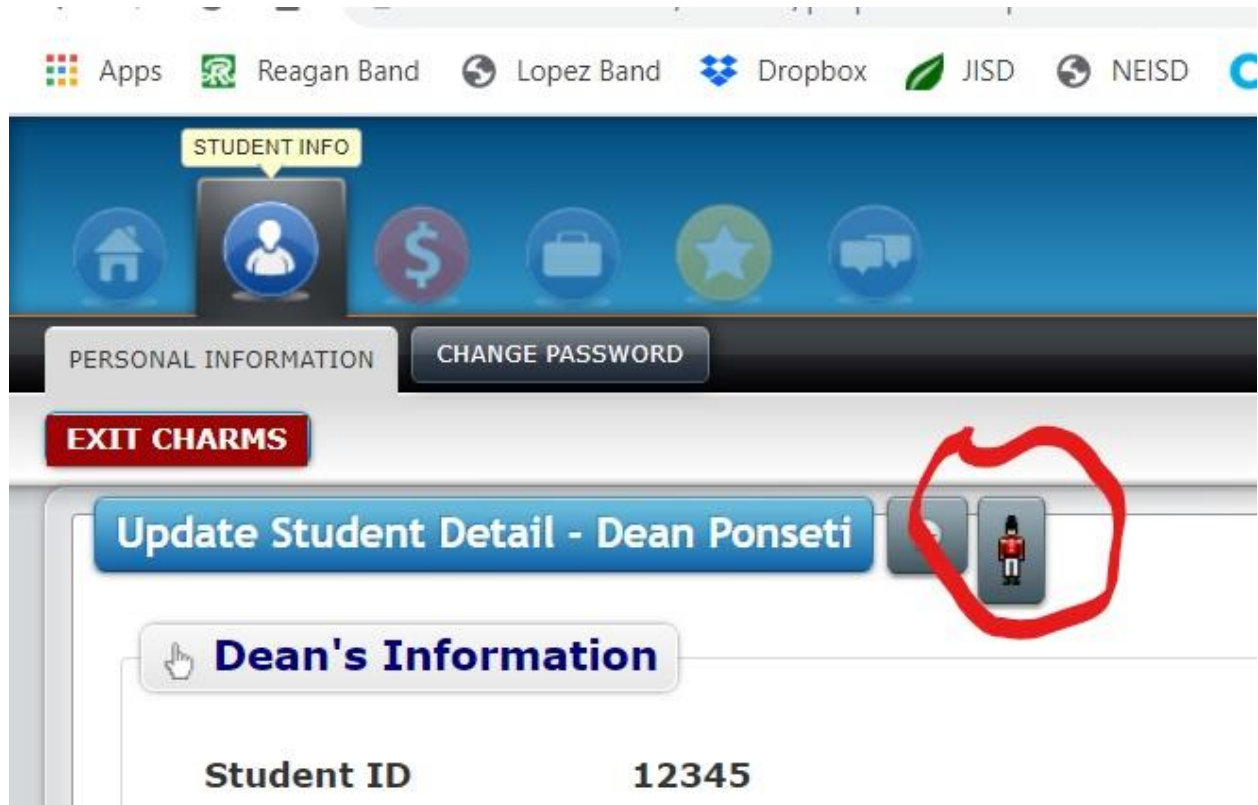


### 5. Fill out all appropriate information for the "STUDENT".

- For example, if the student does not have a cell phone or home phone, please leave blank.
- Email address should be your student email. ([ponosed2345@g.comalisd.org](mailto:ponosed2345@g.comalisd.org))
- If student has personal email that they check regularly, please put it as one of the parent emails, as they have 2 blanks. Student will receive an additional email for both school and personal accounts.

- If no home phone, leave blank.
- If you have a non-school owned instrument, please select “Personal Instrument”, and fill out ALL information for your instrument. If the instrument goes missing or stolen, we have the appropriate information to help locate.

## 6. Uniform Sizes



- In order to pre-size students safely, we ask that you take the following measurements and record them on the “Uniform Sizes” page.
- Please see video from our designer for instructions on how to measure your student.
  1. <https://fjminc.com/pages/measurement-video>
  2. Password: fjmvideo1

Charms Office Assistant - Google Chrome  
 charmsoffice.com/charms/stusizes.asp?id=12345

## Dean Ponseti Uniform Sizes

<b>Height</b> 4 ▾ ft. 0 ▾ in. <b>Girth</b> <input type="text"/> in. <del><input type="text"/></del> <input type="text"/> in. <b>Shoes</b> <input type="text"/> in. <b>Sh Width</b> <input type="text"/>	<b>Weight</b> <input type="text"/> lbs. <b>Bust</b> <input type="text" value="chest"/> in. <b>Inseam</b> <input type="text"/> in. <b>Neck</b> <input type="text"/> in. <b>Glove</b> <input type="text" value="S-XL"/>	<b>Waist</b> <input type="text"/> in. <del><b>Locker</b> <input type="text" value=""/></del> (305) <b>Hips</b> <input type="text"/> in. <b>Hat</b> <input type="text"/> in. <b>T-Shirt</b> <input type="text"/>
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7. At bottom, "Add new Adult". Repeat for all Guardians.

- The more information we have, the easier we can get into contact with you in case of an emergency.

Charms Office Assistant x +  
 charmsoffice.com/charms/parprofileR.asp

EXIT CHARMS

### Update Student Detail - Dean Ponseti

**Dean's Information**

<b>Student ID</b> 12345 <b>First Name</b> <input type="text" value="Dean"/> <b>Middle Name</b> <input type="text"/> <b>Last Name</b> <input type="text" value="Ponseti"/> <b>Address</b> <input type="text"/> <b>City, St Zip</b> <input type="text"/> <input type="text"/> <input type="text"/> <b>Phone</b> <input type="text"/> <b>Cell</b> <input type="text"/> <b>E-mail</b> <input type="text" value="dponseti@hotmail.com"/> <b>Personal Instrument</b> <input type="checkbox"/>	<b>Sex</b> <input type="text"/> <b>Locker</b> <input type="text" value="Combination"/> <small>none</small> <b>T-Shirt Size</b> <input type="text"/> <b>Primary Group</b> <small>none</small> <b>Other Groups</b> <b>Instrument/Part:</b> <small>Part 1: Not Assigned Part 2: Not Assigned Part 3: Not Assigned</small> <b>Personal Email</b> <input type="text"/>
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Type here to search | 12:35 PM 6/3/2020

That is it. Thank you in advance for filling out this database. If information changes, please login and update information accordingly. All of this information will be extremely helpful to make Davenport High School Band program successful for the fall 2020.

If you have any questions on any topic, please do not hesitate to email me.

**Dean Ponseti**  
**Band Director**  
**Davenport High School**  
**Dean.Ponseti@comalisd.org**  
**Google #: 210-880-5712**



[www.DavenportBand.com](http://www.DavenportBand.com)