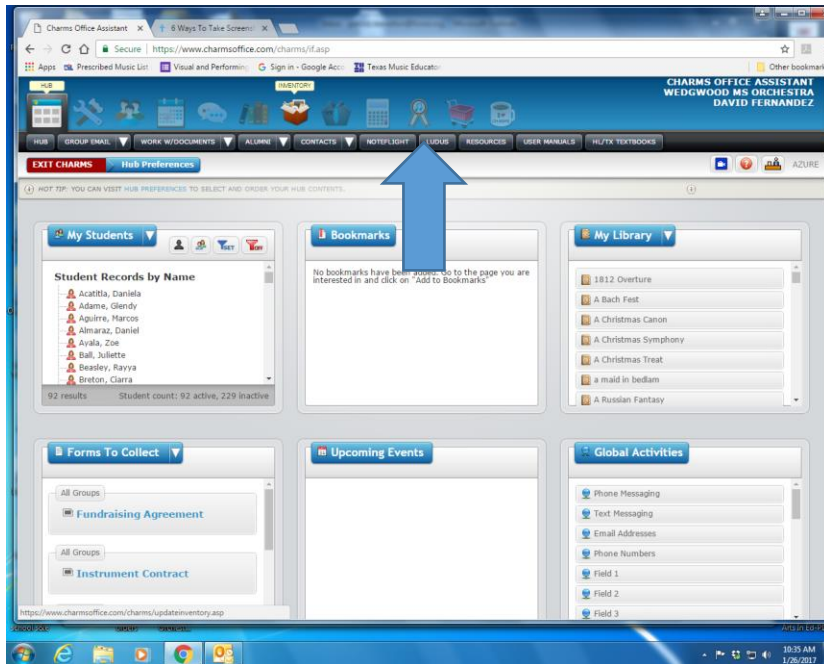
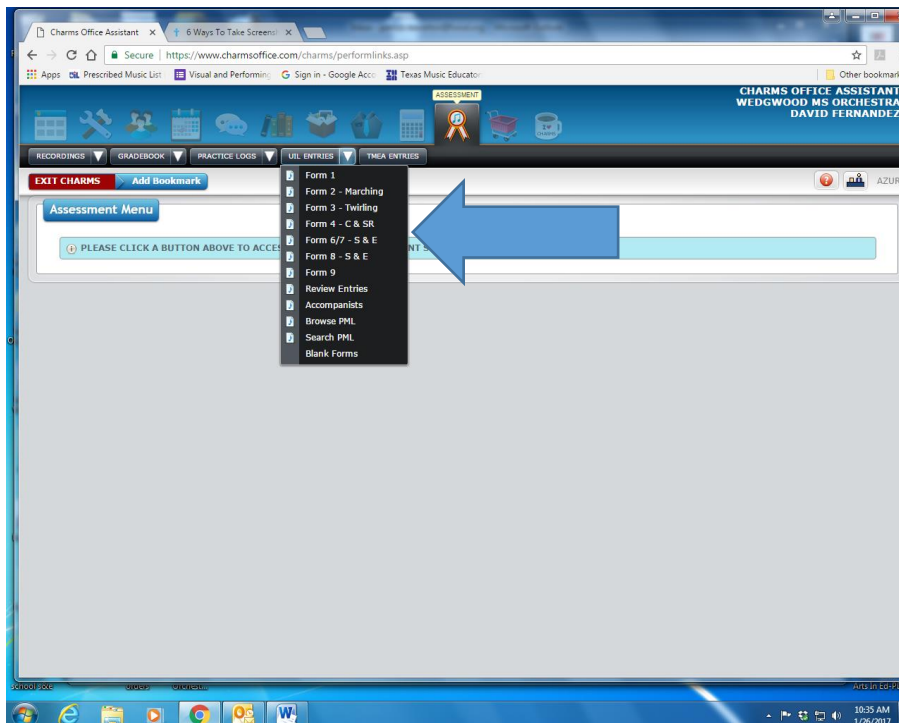


How to enter UIL Concert & Sightreading Using Charms

1. Log into Charms, then click on the Assessment Icon. If your login does not match the UIL database a red icon will appear to sync the two accounts.



2. Click on UIL entries, Select Form 4 – C&SR



- Fill Out ALL the Information. It is best to enter these in performance order. Hit submit entry at the bottom of the page (you might have to scroll down). It will give you the option of printing a form 4 (judge comment sheet). I encourage you to do this to confirm your information.

Charms Office Assistant x 6 Ways To Take Screenshots x
Secure https://www.charmsoffice.com/charms/enterform4.asp
Apps Prescribed Music List Visual and Performing Sign in - Google Accounts Texas Music Educator Other bookmarks

Prepare UIL Forms 4 & 5 - Concert/Sight-Reading

CLICK FOR PML PERFORMANCE REQUIREMENTS

Contest Information Region 5

Select Contest: Select Contest (date - deadline)

Organization Event: Select Event

Performing Group Type: Select Composite Group? Yes No

Number of Students:

Additional Directors:

Accompanist:

Performance Selections

Enter selections below or Browse PML

1) UIL ID Composer/Arranger Grade
Selection Title Full *String Clear Selection

2) UIL ID Composer/Arranger Grade
Selection Title Full *String Clear Selection

3) UIL ID Composer/Arranger Grade
Selection Title Full *String Clear Selection

Show Form and Submit

- Go up to the drop down menu and select Review Entries

Charms Office Assistant x 6 Ways To Take Screenshots x
Secure https://www.charmsoffice.com/charms/enterform4.asp
Apps Prescribed Music List Visual and Performing Sign in - Google Accounts Texas Music Educator Other bookmarks

CHARMS OFFICE ASSISTANT
WEDGWOOD MS ORCHESTRA
DAVID FERNANDEZ

RECORDINGS GRADEBOOK PRACTICE LOGS UIL ENTRIES THEA ENTRIES

EXIT CHARMS Add Bookmark

Prepare UIL Forms 4 & 5 - Concert/Sight-Reading

CLICK FOR PML PERFORMANCE REQUIREMENTS

Contest Information Region 5

Select Contest: Select Contest (date - deadline)

Organization Event: Select Event

Performing Group Type: Select Composite Group? Yes No

Number of Students:

Additional Directors:

Accompanist:

Performance Selections

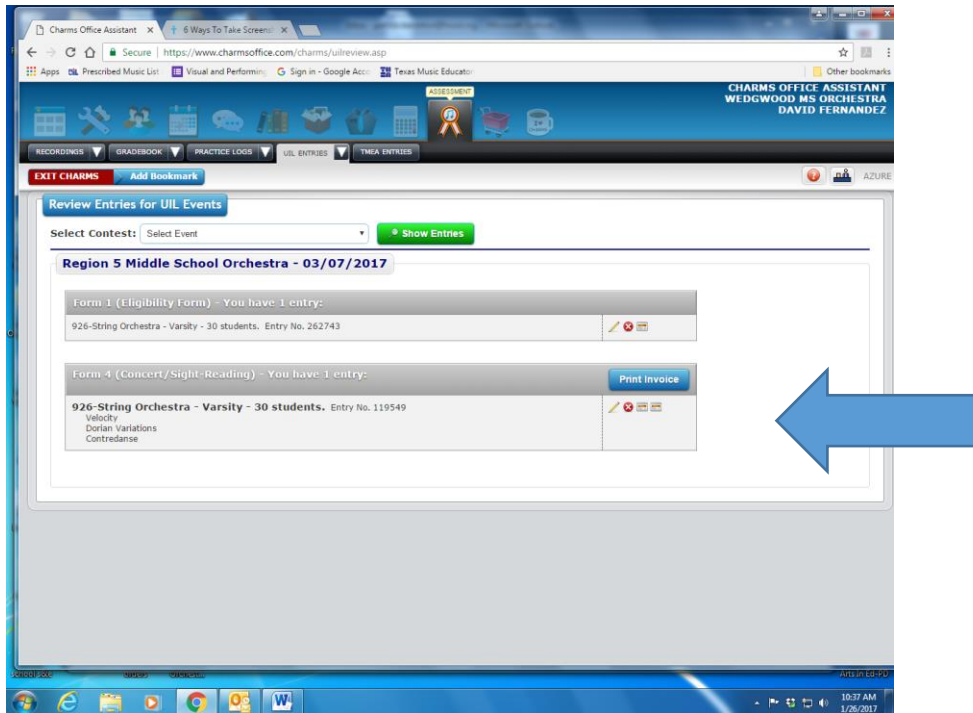
Enter selections below or Browse PML

1) UIL ID Composer/Arranger Grade
Selection Title Full *String Clear Selection

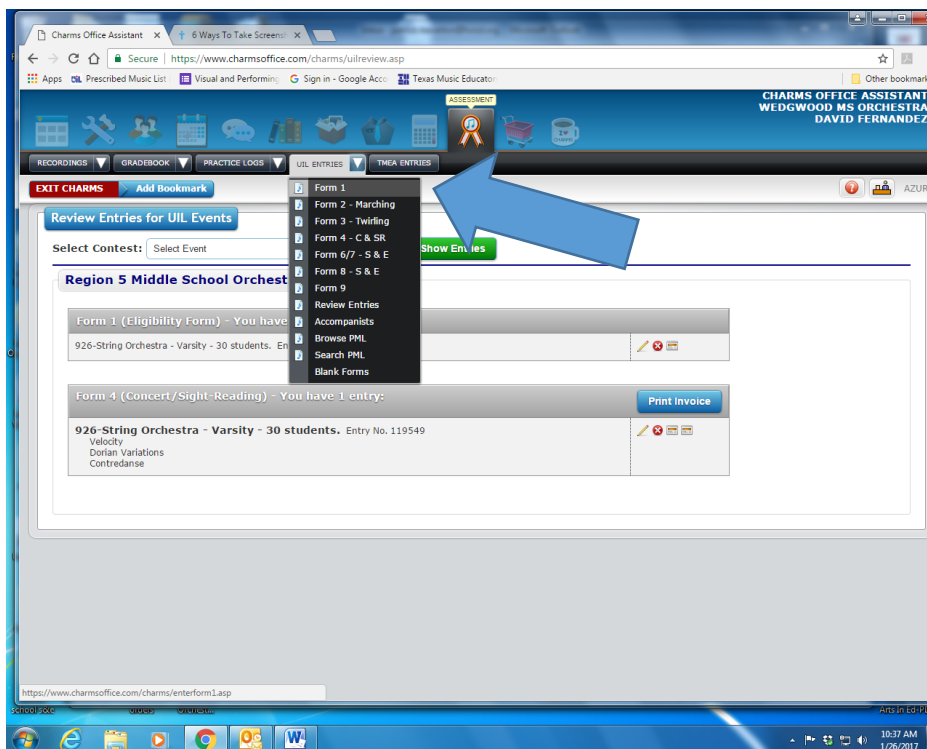
2) UIL ID Composer/Arranger Grade

UIL ENTRIES: Form 1, Form 2 - Marching, Form 3 - Twirling, Form 4 - C & SR, Form 6/7 - S & E, Form 8 - S & E, Form 9, Review Entries, Accompanists, Browse PML, Search PML, Blank Forms

5. Select the contest that you entered your group, and then check your entry to make sure everything is correct. Next, click on Print Invoice. This needs to be emailed or delivered to the Fine Arts Office so your fee can be paid. They will mail/Deliver one check to Region 5 UIL.



6. Go back to the drop down menu and select Form 1.



7. Fill Out the information in the top, select which kids are eligible and in that group, print out and have your principal sign the form. You can fill this out again if eligibility changes before contest.

The screenshot shows a web browser window with the URL <https://www.charmsoffice.com/charms/enterform1.asp>. The page is titled "Contest Information Region 5" and contains the following sections:

Contest Information Region 5

Organization Event:

Performing Group Type:

Select Contest:

Select Eligible Students

<input type="checkbox"/> Acatitla, Daniela	<input type="checkbox"/> Forbes, Quinterin	<input type="checkbox"/> Martinez, Julio
<input type="checkbox"/> Adame, Glendy	<input type="checkbox"/> Ford, Mar'kia	<input type="checkbox"/> McIntosh, Jason
<input type="checkbox"/> Aguirre, Marcos	<input type="checkbox"/> Galaviz, Natalie	<input type="checkbox"/> Mendez, Joshua
<input type="checkbox"/> Almaraz, Daniel	<input type="checkbox"/> Garcia, Anthony	<input type="checkbox"/> Mier, Kailee
<input type="checkbox"/> Ayala, Zoe	<input type="checkbox"/> Garcia, Destinee	<input type="checkbox"/> Moncado, Ella
<input type="checkbox"/> Ball, Juliette	<input type="checkbox"/> Garcia, Juliana	<input type="checkbox"/> Monroe, Christian
<input type="checkbox"/> Beasley, Rayya	<input type="checkbox"/> Garcia, Thais	<input type="checkbox"/> Murrell, Yasmyn
<input type="checkbox"/> Breton, Ciarra	<input type="checkbox"/> Gardner, Trenton	<input type="checkbox"/> Najera, April
<input type="checkbox"/> Briones, Jiovanni	<input type="checkbox"/> Gatica, Julia	<input type="checkbox"/> Orlando, Vanessa
<input type="checkbox"/> Burns, Tycameron	<input type="checkbox"/> Gober, Aaron	<input type="checkbox"/> Ortiz, Alvaro
<input type="checkbox"/> Campa, Alejandro	<input type="checkbox"/> Gonzalez, Antonio	<input type="checkbox"/> Owens, Joshua
<input type="checkbox"/> Cano, Ever	<input type="checkbox"/> Grace, Miles	<input type="checkbox"/> Poba, Jeremie
<input type="checkbox"/> Cardoza, Kalden	<input type="checkbox"/> Grimaldo, Michelle	<input type="checkbox"/> Pozos, Sydney
<input type="checkbox"/> Carranza, Jasmine	<input type="checkbox"/> Guzman, Brenda	<input type="checkbox"/> Rachel Richardson, Lynn Stone
<input type="checkbox"/> Ceballos, Kimiya	<input type="checkbox"/> Hernandez, Alexandria	<input type="checkbox"/> Ramirez, Sonia
<input type="checkbox"/> Cadillo, Luanna	<input type="checkbox"/> Hernandez, Mercedes	

A notification bubble at the bottom right says: "We have new updates available. Click to view message about your computer."

8. Repeat these steps for each of the groups you are entering. If you are at multiple campuses you must have a separate login for each campus.