Create a New Recital

Follow these instructions to create a new recital:

1. Go to the **Events** (menu) > **Recitals** to open the *Recitals Listing* page.
2. Click the **Create New Recitals** button.
3. Enter a recital name and date in the *Create New Recitals* window.
4. Click **Save**.

Once the Recital has been created, click the **Recital Name** on the *Recital Listing* page to add details of the recital. Start by adding the start time, end time, description, and conflict gap.

> The *Conflict Gap* is the number of routines required between a student's performances to allow for costume changes, etc.

Copy an Existing Recital

Speed up your recital creation by copying one that you have already built.

1. Select the **Copy** (icon)   next to the recital you want to copy.
2. Add the **Name** of the new recital in the *Copy Recital* window.
3. Use the drop-down menu to select a copy option:
   - **Recitals Only** - Copies only information in the Recital Info section (date, start/end times, description, and conflict gap)
   - **Recitals and (empty) Performances** - Copies the Recital Info and the Performances along with the songs and length (no students or classes are copied)
   - **Recitals and Performances (classes and students performing)** - Makes a complete copy of the recital

Once you have created your recital, you're ready to take the next step and **Add Performances to a Recital**.