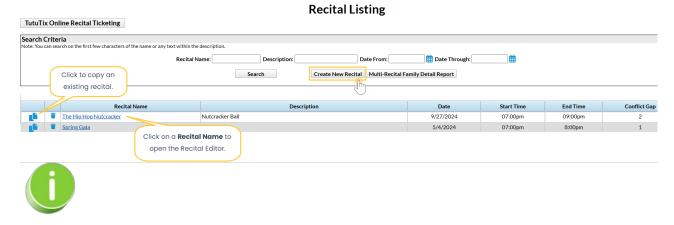
## Create a New Recital Share

Last Modified on 09/25/2025 11:34 am EDT

To create a new recital in Jackrabbit, follow the steps below:

- 1. Go to the Activities menu > Events > Recital to open the Recital Listing page.
- 2. Select Create New Recital.
- 3. Enter the New Recital Name, Recital Date, and click Save.
- 4. On the Recital Listing page, select the name of the new recital to open the Recital Editor and add additional details such as Start Time, End Time, Desc, and Performance Conflict Gap (the number of routines required between a student's performances to allow for costume changes, etc.).



Once you have created your recital, you're ready to add performances!

## 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 information from the Recital Info and the Performances sections, 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.