

Create a New Recital

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

1. Go to the **Events** menu > **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
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