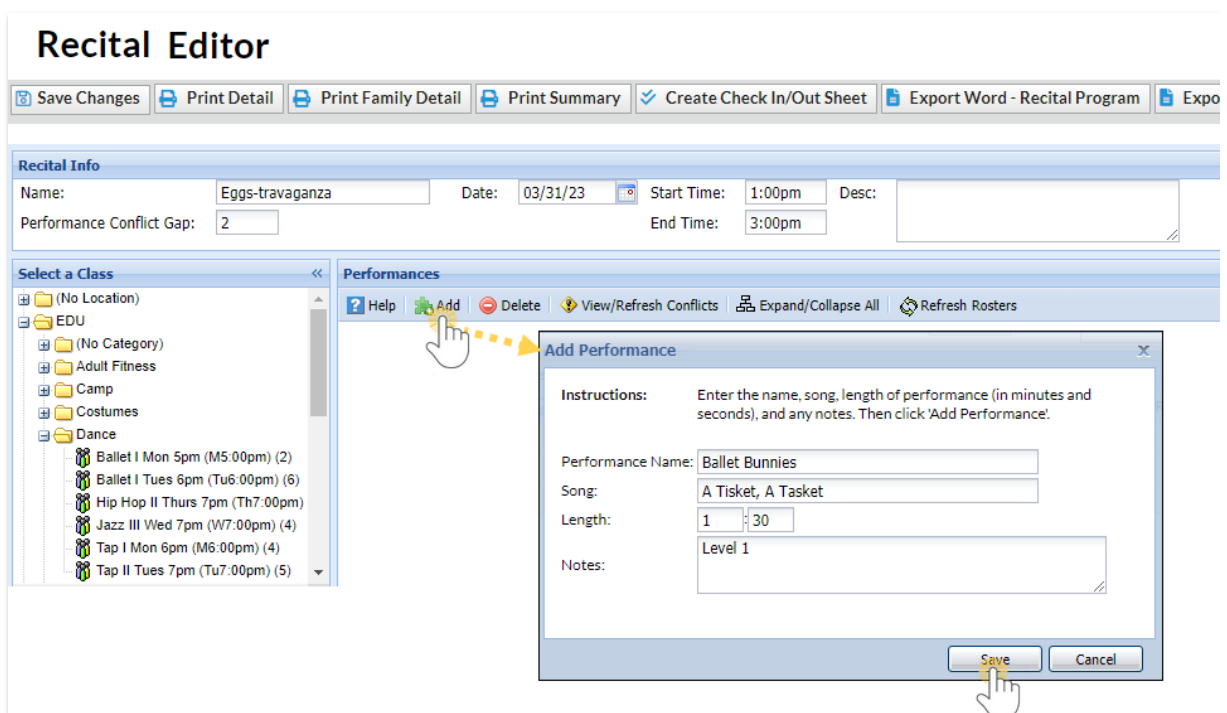


Add Performances to a Recital

Last Modified on 05/04/2023 8:19 am EDT

After you [create a new recital](#), you'll add performances. Each performance has a song associated with it, and one or more classes can be included as participants in the performance.

1. Go to the **Events** (menu) > **Recitals**.
2. Select the **Recital Name** and click the link to open the *Recital Editor*.
3. Click **Add** in the *Recital Editor*.
4. Enter a **Performance Name** in the *Add Performance* window. Optionally, add the **Song**, **Length**, and **Notes**.



5. Click **Save**.
6. Repeat Steps 3 - 5 until all performances have been added.

Helpful Hints

- The performance order can be altered/re-ordered by clicking on a performance and dragging and dropping it to the desired position.
- To delete a performance, highlight it and click **Delete** in the *Recital Editor*.

- To edit the details for a performance, double-click on it to open the *Edit Performance* window
- For solo performances, add the class to the performance and remove the check for all students except the soloist.

Add an Intermission to a Recital

The recital module does not have an option to add an intermission. However, a workaround for this is to add a performance to the recital called "Intermission" and add the number of minutes as the song name. No classes/students are added to this performance.

The screenshot shows a dialog box titled "Edit Performance". It has the following fields:

- Performance Name: INTERMISSION
- Song: 15 minutes
- Length: 15 : 00
- Notes: 15 minute intermission

 At the bottom right, there are "Save" and "Cancel" buttons. A mouse cursor is pointing at the "Save" button.

Sample Recital Summary

Cay's Dance Studio	
Recital Summary	
Name: Dance Xtravaganza Show 1	
#	Performance Name : Song Title Time
1	The Princess Dance : Someday My Prince Will Come (Class: Intro Ballet - Tues - 7pm) 3:15 Total Students in Performance: 3
2	All That Jazz : All That Jazz (Class: Beg. Jazz - Sat - 12pm) 3:45 Total Students in Performance: 3
3	INTERMISSION : 15 minutes 15:00 Total Students in Performance: 0
4	Bust a Move : Hip Hop Medley (Class: Hip Hop -Fri - 7:30pm) 4:20 Total Students in Performance: 3
5	Elvis in the Building : Elvis Medley (Class: Int. Jazz - Thurs - 7pm) 4:05 Total Students in Performance: 3

Note: When you check for conflicts Jackrabbit doesn't recognize the intermission as a performance because you didn't add students, but it is easy to see the conflict between the song before the intermission and the song after.

Once you have added your performances to your recital, you are ready to **add classes and students** to them.

