

Add Performances to a Recital [Share](#)

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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 **Activities** menu > **Events** > **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**.

Recital Editor

The screenshot displays the 'Recital Editor' interface. At the top, there is a toolbar with buttons: 'Save Changes', 'Print Detail', 'Print Family Detail', 'Print Summary', 'Create Check In/Out Sheet', 'Export Word - Recital Program', and 'Export'. Below this is the 'Recital Info' section with fields for 'Name' (Eggs-travaganza), 'Date' (03/31/23), 'Start Time' (1:00pm), 'End Time' (3:00pm), 'Desc', and 'Performance Conflict Gap' (2). The main area is divided into 'Select a Class' and 'Performances'. The 'Select a Class' sidebar shows a tree structure with 'EDU' expanded, listing various classes like 'Ballet I Mon 5pm', 'Ballet I Tues 6pm', 'Hip Hop II Thurs 7pm', 'Jazz III Wed 7pm', 'Tap I Mon 6pm', and 'Tap II Tues 7pm'. The 'Performances' section has buttons for 'Help', 'Add', 'Delete', 'View/Refresh Conflicts', 'Expand/Collapse All', and 'Refresh Rosters'. An 'Add Performance' dialog box is open, showing fields for 'Performance Name' (Ballet Bunnies), 'Song' (A Tisket, A Tasket), 'Length' (1:30), and 'Notes' (Level 1). The 'Save' button in the dialog is highlighted with a hand cursor.

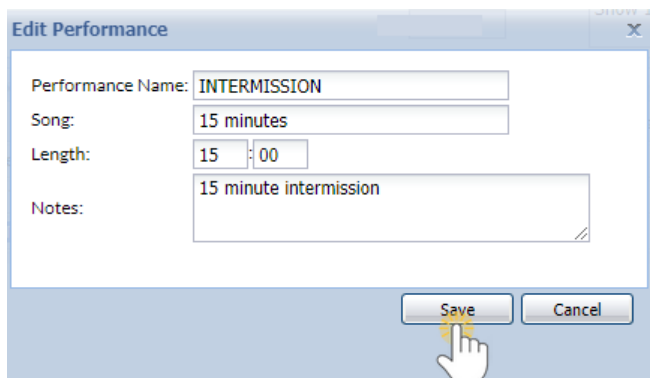
5. Click **Save**.
6. Repeat Steps 3 – 5 until all performances have been added.

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.



Edit Performance

Performance Name:

Song:

Length: :

Notes:

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 and after the intermission.

Once you have added your performances to your recital, you are ready to [add classes and students](#) to them.
