

Add Classes (Students) to the Performances in a Recital [Share](#)

Last Modified on 09/25/2025 11:35 am EDT

After [adding your performances](#), you'll add classes and students to the performances:

1. Go to the **Activities** menu > **Events** > **Recitals**.
2. Click on a **Recital Name** on the Recital Listing page to open the Recital Editor.
 - In the Recital Editor, you'll see a Select a Class column on the left.
 - Classes are grouped first by Location, then by Category 1.
 - Click any plus sign **[+]** or double-click any Location and Category to display classes.
3. Click any class name in the Select a Class column and drag it to a performance in the Performances column.
4. Click **Save Changes**. More than 1 class can be added to a single performance.

Recital Editor

0 students added to performance.

Recital Info

Name: Date: Start Time: Desc:
Performance Conflict Gap: End Time:

Select a Class

- (No Location)
- EDU
 - (No Category)
 - Camp
 - Charitable Donations
 - Cheer
 - Costumes
 - Dance
 - Ballet L1 - Mon 5pm (M5:00pm) (3)
 - Ballet L1 - Mon 5pm (M5:00pm) (3)
 - Ballet L1 - Tues 5pm (Tu5:00pm) (0)
 - Ballet L1 - Tues 5pm (Tu5:00pm) (0)
 - Ballet L2 - Tues 7pm (Tu7:00pm) (0)
 - Ballet L2 - Tues 7pm (Tu7:00pm) (0)
 - Hip Hop L1 - Wed 7pm (W7:00pm) (0)
 - Hip Hop L1 - Wed 7pm (W7:00pm) (0)
 - Hip Hop L2 - Thurs 7pm (Th7:00pm) (0)**
 - Hip Hop L2 - Thurs 7pm (Th7:00pm) (0)
 - Tap L1 - Mon 6pm (M6:00pm) (0)
 - Tap L1 - Mon 6pm (M6:00pm) (0)

Performances

☐ Garden Ballet Waltz [Song] (02:00)
☐ Water Music ☒ Hip Hop L2 - Thurs 7pm (Th7:00pm)
☐ Blue Bird [Song] (04:00)
☐ Seasons [Song] (03:00)

Click and hold on the class you would like to add to the performance. Drag the class and drop it into the performance. You will see a green + sign.

5. After a class has been added to a performance, click the **[+]** sign next to the performance to view the class. Click the **[+]** sign next to the class to view the students. To view all performances and classes, click **Expand/Collapse All**.
6. To remove a student from a performance, clear the checkbox next to the student's name.

Recitals Editor

Save Changes

Print Detail

Print Family Detail

Print Summary

Create Check In/Out Sheet

Export Word - Recital Program

Record updated

Recital Info

Name:

Spring Recital - Show 2

Date:

04/09/25

Start Time:

3:00pm

Desc:

Performance Conflict Gap:

4

End Time:

5:00pm

Select a Class

(No Location)

EDU

(No Category)

Camp

Charitable Donations

Cheer

Costumes

Dance

Ballet L1 - Mon 5pm (M5:00pm) (3)

Ballet L1 - Mon 5pm (M5:00pm) (3)

Ballet L1 - Tues 5pm (Tu5:00pm) (0)

Ballet L1 - Tues 5pm (Tu5:00pm) (0)

Ballet L2 - Tues 7pm (Tu7:00pm) (0)

Ballet L2 - Tues 7pm (Tu7:00pm) (0)

Hip Hop L1 - Wed 7pm (W7:00pm) (0)

Hip Hop L1 - Wed 7pm (W7:00pm) (0)

Hip Hop L2 - Thurs 7pm (Th7:00pm) (0)

Hip Hop L2 - Thurs 7pm (Th7:00pm) (0)

Tap L1 - Mon 6pm (M6:00pm) (0)

Tap L1 - Mon 6pm (M6:00pm) (0)

Performances

Help

Add

Delete

View/Refresh Conflicts

Expand/Collapse All

Refresh Rosters

Garden Ballet Waltz [Song:] (02:00)

Water Music [Song:] (02:30)

Blue Bird [Song:] (04:00)

Seasons [Song:] (03:00)

Tap II Tues 7pm (Tu7:00pm)

☐ Dani Ager

☒ Cindy Dierksen

☒ Alysha Harris

☒ Gillian Turner

Ballet L2 - Tues 7pm (Tu7:00pm)

Clear the check box if the student is not participating in the recital.

Click (+) to expand and (-) to collapse.

When you have added all of your classes (students) to the performances in your recital, you are ready to [finalize the recital](#).