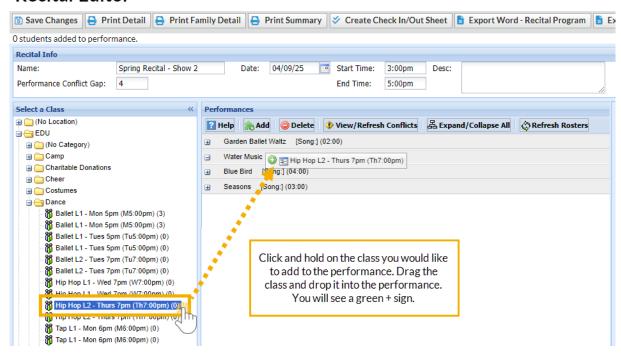
Add Classes (Students) to the Performances in a Recital Share

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

After adding your performances, you'll add classes and students to the performances:

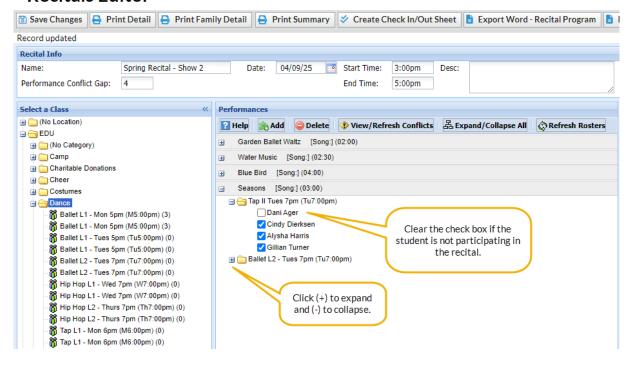
- 1. Go to the Activities menu > Events > Recitals.
- 2. Click on a Recital Name on the Recital Listing page to open the Recital Editor.
 - o In the Recital Editor, you'll see a Select a Class column on the left.
 - o Classes are grouped first by Location, then by Category 1.
 - Click any plus sign [+] 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



- 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



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