

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

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

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

1. Go to the **Events** (menu) > **Recitals**.
2. Choose a recital from the *Recital Listing*.
  - o In the *Recital Editor*, on the left, you'll see a *Select a Class* column.
  - o Classes are grouped first by Location, then by Category 1.
  - o Click any plus sign [+] or double-click any Location and Category to display classes.
3. Click any class name on the left, hold down the mouse button, and drag the class to a performance on the right. When the class has been dragged to its destination, release the mouse button.
4. Click **Save Changes** regularly. More than 1 class can be added to a single performance.

**Recitals Editor**

0 students added to performance.

**Recital Info**

Name: Spring Recital - Show 2 Date: 04/09/22 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:] (04:00) **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.

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