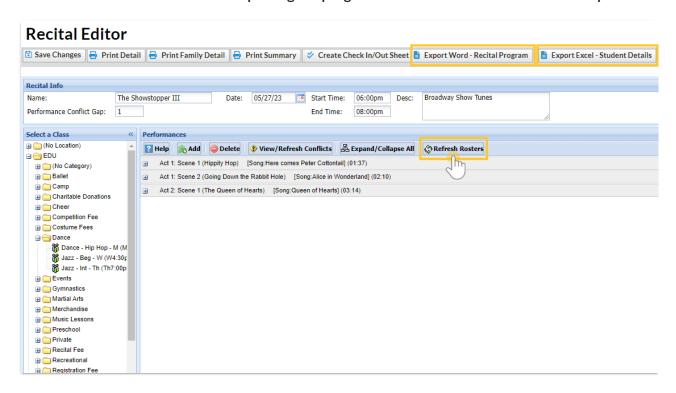# Recital Programs

Use the **Recital Editor** to create recital programs and to export student information for a recital.

- **Export Word - Recital Program** button - click this button to download a file in Microsoft Word to create recital programs. The Word document lists the performances and the students participating in each. The format is easy to edit allowing you to customize your program with additional information and/or images if you like (see the example at the bottom of this article).

- **Export Excel - Student Details** button - click this button to download an Excel file with all the student details for the recital. This information can be sorted, filtered, and imported into a mail merge program to email your families. In addition, any Performance Notes added to the recital are included in the Excel sheet.

Click Refresh Rosters PRIOR to exporting the program to ensure that the information is up to date.

Export to Word - Program Example

Example of an exported program in Word - the Performance name is bold and the students in each performance are listed underneath. The Word file can be customized for the recital.

The Showstopper III
05/27/2023
06:00pm - 08:00pm

Act 1: Scene 1 (Hippity Hop)

Virginia Barnhardt, Sherry Becraft, Sydney Becraft, Jean Chaffee, Bobby Downs, Ashley Ferrell, Kaden Fungfook, Calihan Herbster, Andrew Hesseur, Andrea Howard, Emily Hunter, Emma Hunter, Ethan Hunter, Riley Hunter, Toby Johnson, Ray McNulty, Sherry Smith

Act 1: Scene 2 (Going Down the Rabbit Hole)

Sherry Becraft, Sydney Becraft, Jean Chaffee, Ashley Ferrell, Calihan Herbster, Andrew Hesseur, Andrea Howard, Toby Johnson, Sherry Smith

Act 2: Scene 1 (The Queen of Hearts)

Virginia Barnhardt, Andy Davis, Bobby Downs, Kaden Fungfook, Emily Hunter, Emma Hunter, Ethan Hunter, Riley Hunter, Whitney Maye, Ray McNulty