Export Recital Info: Create Recital Programs & Student Detail Lists

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Make planning your recital easier. Export the recital performances and student details into Microsoft Word to make a program for the recital and Excel to make a list of the students participating in the recital. The Excel export includes more than 30 columns of student information!

Word and Excel offer various customization options, allowing you to tailor your recital program and student list to meet your needs and preferences.

<div style="border:1px solid #888; background:#d9d6ce; display:inline-block; padding:10px 20px;">

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Export to Word - Create a Recital Program

You can download a file in Microsoft Word from the Recital Editor 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.

To download Recital information into a Microsoft Word document:

1. Go to the **Events** menu and select **Recital** to open the Recital Listing.
2. Use the link on a **Recital Name** to open the Recital Editor.
3. Before exporting, click **Refresh Rosters** to ensure you have the most up-to-date student information.

4. Select **Export Word - Recital Program**.

5. The Word document will be exported to your Downloads folder.

Export to Excel - Create a Student Detail List

From the Recital Editor, you can 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.

To download Recital information into a Microsoft Excel sheet:

1. Go to the **Events** menu and select **Recital** to open the Recital Listing.
2. Use the link on a **Recital Name** to open the Recital Editor.
3. Before exporting, click **Refresh Rosters** to ensure you have the most up-to-date student

information.

4. Select **Export Excel - Student Details**.

5. The Excel sheet will be exported to your Downloads folder.

- Recital ID
- Recital Name
- Performance Name
- Performance Song Title
- Performance Length
- Performance Notes
- Class Name
- Jackrabbit Class ID
- Student First Name
- Jackrabbit Class ID
- Student Last Name

- Performance Student ID
- Jackrabbit Student ID
- Organization Student ID
- Date Of Birth
- Student Age At Time Of Export
- Medications
- Disabilities
- Special Needs
- Allergies
- Special Needs
- Immunization Y/N

- Immunization Notes
- Hospital Preference
- Health Insurance
- Student Photo URL
- Primary Contact Full Name
- Primary Contact First Name
- Primary Contact Last Name
- Family Primary Phone
- Primary Contact Cell Phone
- Primary Contact Email
- Family ID

Integrate with ShowSculptor

Jackrabbit integrates with **ShowSculptor**, a backstage management tool that lets you import your dancers, class groups, and shows directly from Jackrabbit.

Open the Recital Editor (Events > Recital > Recital Name link) and use the **Export Excel - Student Details** button to generate an Excel sheet. You will then **import the Excel sheet into ShowSculptor** and use it for your recital sign-in process.

Do you have multiple performances? You can repeat this process to import multiple performances. ShowSculptor will detect and merge duplicate dancer information already imported from Jackrabbit.