

Export Recital Info: Create Recital Programs & Student Detail Lists [Share](#)

Last Modified on 09/25/2025 11:34 am EDT

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.

Jackrabbit Class

Recital Editor

[Save Changes](#) [Print Detail](#) [Print Family Detail](#) [Print Summary](#) [Create Check In/Out Sheet](#) [Export Word - Recital Program](#) [Export Excel - Student Details](#)

Recital Info

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

Select a Class

- (No Location)
- E-Art
- E-Cheer
- E-Class
- E-Dance
- E-Music
- E-Swim

Performances

[Help](#) [Add](#) [Delete](#) [View/Refresh Conflicts](#) [Expand/Collapse All](#) [Refresh Rosters](#)

Little Teapot	[Song: Little Teapot] (02:30)
Twinkle Twinkle	[Song: Twinkle Twinkle] (03:11)
Jellys Last Jam	[Song: Jellys Last Jam] (03:57)
Intermission	[Song: 15 Minutes] (15:00)
Its About that Walk	[Song: Its About that Walk] (03:15)
Five Guys Named Moe	[Song: Five Guys Named Moe] (03:36)

Expand/Collapse All

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:

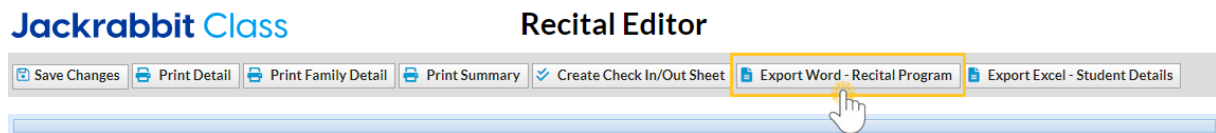
1. Go to the **Activities** menu > **Events** and select **Recital** to open the Recital Listing.
2. Use the link on a **Recital Name** to open the Recital Editor.
3. Before exporting, click **Refresh Rosters** to ensure you have the most up-to-date student information.

Performances

[Help](#) [Add](#) [Delete](#) [View/Refresh Conflicts](#) [Expand/Collapse All](#) [Refresh Rosters](#)

Little Teapot	[Song: Little Teapot] (02:30)
Twinkle Twinkle	[Song: Twinkle Twinkle] (03:11)

4. Select Export Word – Recital Program.



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

Ed's Recreational Center
Spring Gala
05/04/2024
07:00pm - 8:00pm

Little Teapot
Megan Alperi, Gabby Davis, Samantha Downs, Keira Fungfook, Aileen Jeter, Rea McNulty, Cheryl Poteat, Kara Vosika, Chloe Wanschel

Twinkle Twinkle
Michael Bath, Andrea Bingham, Deidra Blair, Megan Boyles, Gabby Davis, Keira Fungfook, John Madigan, Whitney Maye, Rea McNulty, Ariana Pacifico, Ariana Pratt, Jill Shoop, Zoë Talavera-Haspel, Chloe Wanschel

Jellys Last Jam
Michael Bath, Andrea Bingham, Deidra Blair, Megan Boyles, Gabby Davis, Samantha Downs, Keira Fungfook, John Madigan, Whitney Maye, Rea McNulty, Ariana Pacifico, Cheryl Poteat, Ariana Pratt, Jill Shoop, Zoë Talavera-Haspel, Chloe Wanschel

Intermission

Its About that Walk
Janet Best, Samantha Best, Gina Hatley, Ashley Kunz, Taylor Reeves, Marguerite Ross

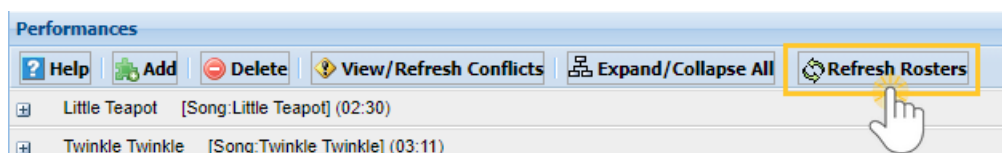
Five Guys Named Moe
Gina Hatley, Taylor Reeves, Marguerite Ross

Export to Excel – Create a Student Detail List

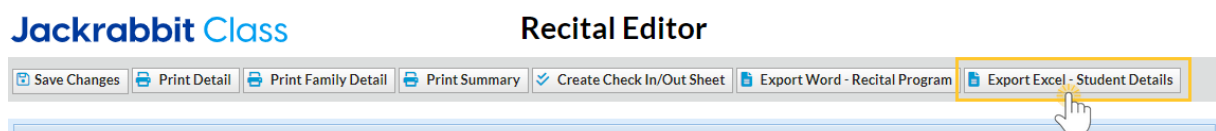
From the Recital Editor, you can download an Excel file with all the student details for the recital. This information can be sorted, filtered, and imported into a mail merge program to email your families.

To download Recital information into a Microsoft Excel sheet:

1. Go to the **Activities** menu > **Events** 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.

	A	B	C	D	E	F	G	H	I	J	K
1	Recital Id	Recital Na	Performan	Performan	Performan	Performan	Class Nam	Jackrabbit	Student Fi	Student La	Perfor
2	44359	Spring Gal	Little Teap	Little Teap	2:30		Ballet - Be	16963087	Aileen	Jeter	18647
3	44359	Spring Gal	Little Teap	Little Teap	2:30		Ballet - Be	16963087	Cheryl	Poteat	186474
4	44359	Spring Gal	Little Teap	Little Teap	2:30		Ballet - Be	16963087	Chloe	Wanschel	186474
5	44359	Spring Gal	Little Teap	Little Teap	2:30		Ballet - Be	16963087	Gabby	Davis	18647
6	44359	Spring Gal	Little Teap	Little Teap	2:30		Ballet - Be	16963087	Kara	Vosika	1864755
7	44359	Spring Gal	Little Teap	Little Teap	2:30		Ballet - Be	16963087	Keira	Fungfook	18647
8	44359	Spring Gal	Little Teap	Little Teap	2:30		Ballet - Be	16963087	Megan	Alperi	18647
9	44359	Spring Gal	Little Teap	Little Teap	2:30		Ballet - Be	16963087	Rea	McNulty	186474
10	44359	Spring Gal	Little Teap	Little Teap	2:30		Ballet - Be	16963087	Samantha	Downs	18647
11	44359	Spring Gal	Twinkle Tw	Twinkle Tw	3:11		Ballet - Be	16963090	Andrea	Bingham	186474
12	44359	Spring Gal	Twinkle Tw	Twinkle Tw	3:11		Ballet - Be	16963090	Deidra	Blair	18647
13	44359	Spring Gal	Twinkle Tw	Twinkle Tw	3:11		Ballet - Be	16963090	Gabby	Davis	186474
14	44359	Spring Gal	Twinkle Tw	Twinkle Tw	3:11		Ballet - Be	16963090	Keira	Fungfook	1864748
15	44359	Spring Gal	Twinkle Tw	Twinkle Tw	3:11		Ballet - Be	16963090	Megan	Boyles	18647
16	44359	Spring Gal	Twinkle Tw	Twinkle Tw	3:11		Ballet - Be	16963090	Michael	Bath	18647
17	44359	Spring Gal	Twinkle Tw	Twinkle Tw	3:11		Ballet - Be	16963087	Ariana	Pacifico	18647
18	44359	Spring Gal	Twinkle Tw	Twinkle Tw	3:11		Ballet - Be	16963087	Ariana	Pratt	18647
19	44359	Spring Gal	Twinkle Tw	Twinkle Tw	3:11		Ballet - Be	16963087	Chloe	Wanschel	18647

[Click here to see a list of the fields included in the export](#)

- Recital ID
- Performance Student ID
- Immunization Notes
- Recital Name
- Jackrabbit Student ID
- Hospital Preference
- Performance Name
- Organization Student ID
- Health Insurance
- Performance Song Title
- Date Of Birth
- Student Photo URL
- Performance Length
- Student Age At Time Of Export
- Primary Contact Full Name
- Performance Notes
- Medications
- Primary Contact First Name
- Class Name
- Disabilities
- Primary Contact Last Name
- Jackrabbit Class ID
- Special Needs
- Family Primary Phone
- Student First Name
- Allergies
- Primary Contact Cell Phone

- Jackrabbit Class ID
- Special Needs
- Primary Contact Email
- Student Last Name
- Immunization Y/N
- 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 (Activities > 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.
