

# Recital Programs

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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.

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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.

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

- Recital ID
  - Recital Name
  - Performance Name
  - Performance Song Title
  - Performance Length
  - Performance Notes
  - Class Name
  - Jackrabbit Class ID
  - Student First Name
  - 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
  - Immunization Y/N
  - Immunization Notes
  - Hospital Preference
  - Health Insurance
  - Student Photo URL
  - Primary Contact First Name
  - Primary Contact Last Name
  - Family Primary Phone
  - Primary Contact Cell Phone
  - Jackrabbit Family ID
  - Recital Order
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