

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.

**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 **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
- 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 Check In Pointe

Jackrabbit integrates with [Check In Pointe](#), 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 Check In Pointe](#) and use it for your recital sign-in process.

Have multiple performances? You can repeat this process to import multiple performances. Check In Pointe will detect and merge duplicate dancer information already imported from Jackrabbit.
