

# Recital Programs [Share](#)

Last Modified on 11/23/2021 11:48 am EST

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

**Recital Info**

Name: Spring Gala Date: 05/04/24 Start Time: 07:00pm Desc:   
Performance Conflict Gap: 1 End Time: 8:00pm

**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)

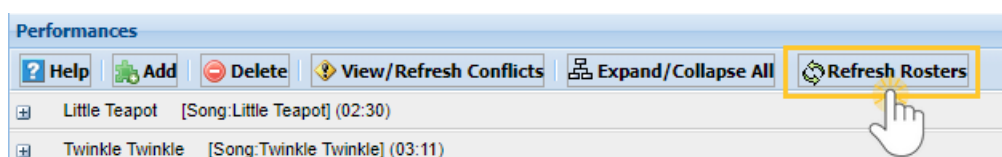
Expand/Collapse All

## Export to Word - Create a Recital Program

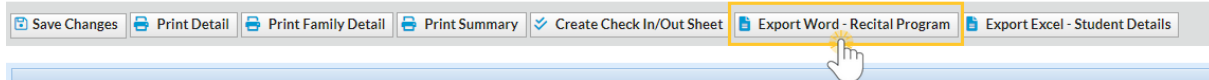
You can download a file in Microsoft Word from the Recital Editor to create recital programs. The Word document lists the performances and the students participating in each. The format is easy to edit, allowing you to customize your program with additional information and/or images if you like.

To download Recital information into a Microsoft Word document:

1. Go to the **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.

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

**Little Teapot**

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

**Twinkle Twinkle**

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

**Jellys Last Jam**

Michael Bath, Andrea Bingham, Deidra Blair, Megan Boyles, Gabby Davis, Samantha Downs, Keira Fungook, John Madigan, Whitney Maye, Rea McNulty, Ariana Pacifico, Cheryl Poteat, Ariana Pratt, Jill Shoop, Zoé 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**

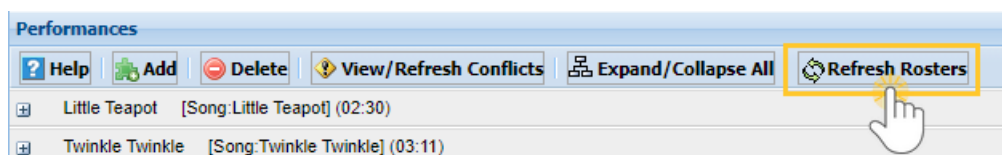
Gina Hatley, Taylor Reeves, Marguerite Ross

## Export to Excel – Create a Student Detail List

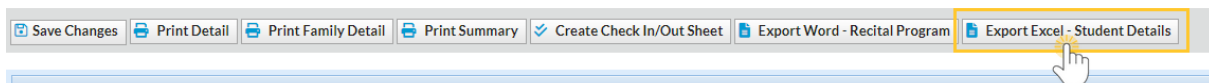
From the Recital Editor, you can download an Excel file with all the student details for the recital. This information can be sorted, filtered, and imported into a mail merge program to email your families.

To download Recital information into a Microsoft Excel sheet:

1. Go to the **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.

	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	Perform
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	1864747
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	186474
13	44359	Spring Gal	Twinkle Tw	Twinkle Tw	3:11		Ballet - Be	16963090	Gabby	Davis	1864747
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 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.

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