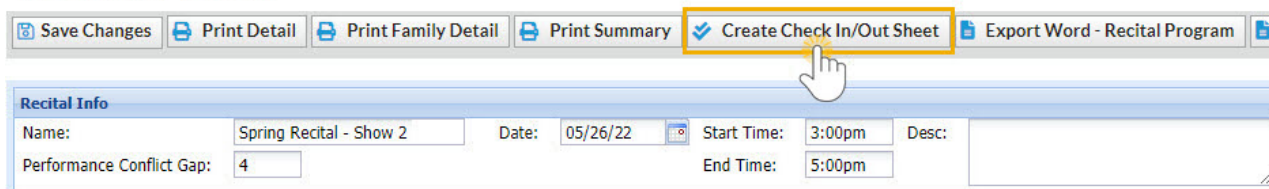


# Recital Check In/Out Sheet [Share](#)

Last Modified on 09/25/2025 11:33 am EDT

Located on the Recital Editor page, **Create Check In/Out Sheet** generates a printable check in/out sheet that can be given to your recital directors. Go to the **Activities** menu > **Events** > **Recital** and select one of the recitals listed to open the Recital Editor.

## Recitals Editor



The screenshot shows the Recitals Editor interface. At the top, there is a toolbar with several buttons: 'Save Changes', 'Print Detail', 'Print Family Detail', 'Print Summary', 'Create Check In/Out Sheet' (highlighted with a yellow box and a hand cursor), and 'Export Word - Recital Program'. Below the toolbar is a section titled 'Recital Info' with fields for 'Name' (Spring Recital - Show 2), 'Date' (05/26/22), 'Start Time' (3:00pm), 'Desc', 'Performance Conflict Gap' (4), and 'End Time' (5:00pm).

Create the sheet for the entire recital or use the Search Criteria to create a sheet for a specific performance, student gender, and/or age range. Use the Display Settings to tailor the sheet to suit your needs.

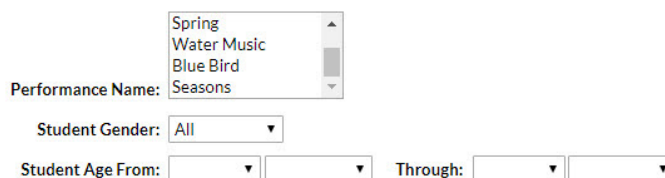
## Recital Check In/Out

[← RETURN](#) [CREATE CHECK IN/OUT SHEET](#)

### Search Criteria

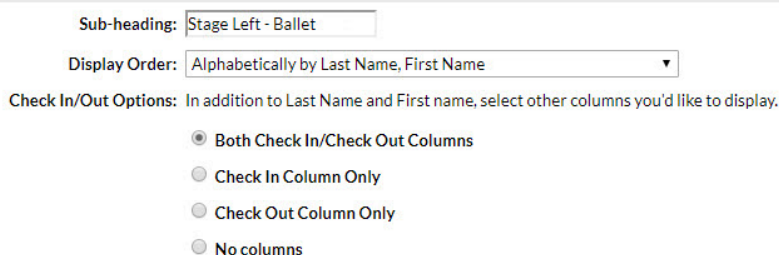
This will create a printable check in/out sheet based on the display settings selected.

Create the sheet for the entire recital or use the Search Criteria to create a sheet for a specific performance, student gender and/or age range.



The screenshot shows the Search Criteria section. It includes a dropdown menu for 'Performance Name' with options: Spring, Water Music, Blue Bird, and Seasons. Below it is a dropdown for 'Student Gender' with the option 'All'. At the bottom, there are two dropdowns for 'Student Age From' and 'Through'.

### Display Settings



The screenshot shows the Display Settings section. It includes a text input for 'Sub-heading' (Stage Left - Ballet), a dropdown for 'Display Order' (Alphabetically by Last Name, First Name), and a section for 'Check In/Out Options' with four radio button options: 'Both Check In/Check Out Columns' (selected), 'Check In Column Only', 'Check Out Column Only', and 'No columns'.

[Create Check In/Out Sheet](#)

## Sample Check In/Out Sheet

**Spring Recital - Show 2**  
**5/26/2022**  
**3:00pm**

Stage Left - Ballet

Gender: All  
Age Range: None

First Name	Last Name	Check In	Check Out
Dani	Ager	<input type="checkbox"/>	<input type="checkbox"/>
Leslie	Brown	<input type="checkbox"/>	<input type="checkbox"/>
Caroline	Clements	<input type="checkbox"/>	<input type="checkbox"/>
Cindy	Dierksen	<input type="checkbox"/>	<input type="checkbox"/>
Betty	Golding	<input type="checkbox"/>	<input type="checkbox"/>

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