

Recital Check In/Out Sheet

Last Modified on 09/20/2021 4:20 pm EDT

Located on the *Recitals 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 **Events (menu) > Recital** and select one of the recitals listed to open the *Recitals Editor*.

Recitals Editor

Save Changes | Print Detail | Print Family Detail | Print Summary | **Create Check In/Out Sheet** | Export Program To Word | Refresh

Recital Info

Name: Spring Recital - Show 2 Date: 05/26/22 Start Time: 3:00pm Desc:
 Performance Conflict Gap: 4 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.

Performance Name: Spring
Water Music
Blue Bird
Seasons

Student Gender: All

Student Age From: Through:

Display Settings

Sub-heading: Stage Left - Ballet

Display Order: Alphabetically by Last Name, First Name

Check In/Out Options: In addition to Last Name and First name, select other columns you'd like to display.

- Both Check In/Check Out Columns
- Check In Column Only
- Check Out Column Only
- 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"/>
