

# Recitals and Performances [Share](#)

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Recital, showcase, exhibition, whatever name you use, Jackrabbit's Recital Management feature can help you streamline the planning and execution of your program!

- ★ Use an easy drag/drop functionality to order performances.
- ★ Assign music to each performance.
- ★ Manage gaps between performances to ensure time for costume changes.
- ★ Create programs, cue sheets, and check in/out sheets.



The feature (module) name defaults to *Recitals*; however, if you would like to change it to another name, go to the **Gear icon** > **Settings** > **General** > **Organization Defaults** (left menu) > **Recital Module Settings** and enter the preferred name. The name you enter will be reflected throughout Jackrabbit.

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Follow these steps to set up, plan, and manage your recital.

## Step 1 – [Create a New Recital](#)

Go to the **Activities** menu > **Events** > **Recitals** and click the **Create New Recitals** button. Enter the **New Recital Name** and **Date**, and click **Save**.

Once the recital is created, click on the **Recital Name** to open the **Recitals Editor** and move to the next step.

[→](#) Learn more about [Creating a New Recital](#).

<p><b>Step 2 – Add Performances</b></p>	<p>Once you have created a recital, use the <b>Recital Editor</b> to do the following:</p> <ul style="list-style-type: none"> <li>• Add performances with song selections to the recital.</li> <li>• Define the length of the performance and add additional notes.</li> </ul> <p> Learn more about <a href="#">Adding Performances to a Recital</a>.</p>
<p><b>Step 3 – Add Classes/Students to a Performance</b></p>	<p>Assign classes to the performance in the <b>Recital Editor</b>:</p> <ul style="list-style-type: none"> <li>• Add as many classes as needed from the Select a Class section.</li> <li>• Selected classes list all the students; uncheck any students who will not participate.</li> <li>• Use the <b>Refresh Rosters</b> button to sync class additions, drops, etc.</li> </ul> <p> Learn more about <a href="#">Adding Classes to the Performances in a Recital</a>.</p>
<p><b>Step 4 – Identify Conflicts and Finalize the Recital</b></p>	<p>Identify performance conflicts and finalize the recital:</p> <ul style="list-style-type: none"> <li>• Add a performance conflict gap to accommodate time for costume changes. <b>Save Changes</b> and <b>Refresh Conflicts</b>.</li> <li>• Drag/drop performances to change the order of the performances.</li> </ul> <p> Learn more about <a href="#">Identifying Conflicts and Finalizing the Recital</a>.</p>

### Step 5 – Manage Your Recital

Use Jackrabbit reports to manage your recital and the participants:

- [Print Detail](#) provides a listing of performances, songs, length, etc., as well as the students in each performance.
- Create [Recital Programs](#) by exporting your recital details to Word. You can also export student details to Excel and use the file to sort, filter, and import into a mail merge program to email families.
- Use the [Recital Check In/Out Sheet](#) to keep track of students' arrivals and departures.
- Click [Print Family Detail](#) to summarize all the performances each student is participating in, grouped by family.
- Use the [Multi-Recitals Family Detail](#) report on the Recital Listings page to provide you with a list of families who have different performance/recital dates. This helps parents keep track of their children's recital schedules.
- [Display recital participation](#) in the Student record, Class record, Enrollment Detail report, and the Attendance page of the Staff Portal to allow you to quickly and easily see whether or not students are participating in recitals. Email directly from the Enrollment Detail report based on recital participation.
- Our exclusive partnership with [TutuTix](#) makes it easy to order professional-style tickets for your recital.



The Recital feature is defaulted 'on' for users of the Dance, Music, and Class editions of Jackrabbit. Swim and Cheer Users can contact Jackrabbit Support to add the Recital feature.