

Work with Recital Programs

Last Modified on 11/03/2020 12:34 am EST

The *Export Program to Word* button is used to create recital programs. A Word document is downloaded which lists the performances and the students participating in each.

The format is easy to edit allowing you to customize your program with additional information &/or images if you like.



Click **Refresh Rosters** PRIOR to exporting the program to ensure that the information is up to date.

Recital Editor

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

Recital Info

Name: Eggs-travaganza Date: 03/31/19 Start Time: 1:00pm Desc: Performance Conflict Gap: 2 End Time: 3:00pm

Select a Class

- (No Location)
- EDU
 - (No Category)
 - Adult Fitness
 - Camp
 - Costumes
 - Dance
 - Ballet I Mon 5pm (M5:00pm) (2)
 - Ballet I Tues 6pm (Tu6:00pm) (6)
 - Hip Hop II Thurs 7pm (Th7:00pm)
 - Jazz III Wed 7pm (W7:00pm) (4)
 - Tap I Mon 6pm (M6:00pm) (4)
 - Tap II Tues 7pm (Tu7:00pm) (5)

Performances

Help Add Delete View/Refresh Conflicts Expand/Collapse All **Refresh Rosters**

- Hip Hop Bunnies [Song: Hippy Hoppity] (02:00)
- Jazz Bunnies [Song: Spring has Sprung] (03:00)
- Tap Bunnies [Song: Another Spring] (03:30)

Example of exported program in Word - the Performance name is bold and the students in each performance are listed underneath.

Date: 3/5/2019

Jackrabbit Help Center

Eggs-travaganza

03/31/2019

1:00pm - 3:00pm

Hip Hop Bunnies

Olivia Andrews, Maritza Garcia, Milo Norman, Marcus Walker

Jazz Bunnies

Dani Ager, Alysha Baldwin, Jennifer Clements, Chris Martin

Tap Bunnies

Dani Ager, Shannon Andrews, Alysha Baldwin, Leslie Brown, Jennifer Clements, Amanda Dierksen, Sarah Dierksen, Gillian Walker
