

Add Classes (Students) to the Performances in a Recital

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

See a short (1:26) video tutorial on how to add Classes and Students to performances in a Recital

After [adding your performances](#), you'll add classes and students to the performances:

1. Point to **Events** and click **List Recitals**.
 2. Choose a recital from the *Recital Listing*.
 3. In the *Recital Editor*, on the left, you'll see a *Select a Class* column. Classes are grouped first by Location, then by Category 1. Click any plus sign [+] or double-click any Location and Category to display classes.
 4. Click any class name on the left, hold down the mouse button and drag the class to a performance on the right. When the class has been dragged to its destination, release the mouse button. **Save Changes** regularly. More than 1 class can be added to a single performance.
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Recital Editor

Recital Info

Name:
 Date:
 Start Time:
 Desc:

Performance Conflict Gap:
 End Time:

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) (4)**
 - Jazz III Wed 7pm (W7:00pm) (4)
 - Tap I Mon 6pm (M6:00pm) (4)
 - Tap II Tues 7pm (Tu7:00pm) (5)
 - Drop-ins

Performances

<input type="checkbox"/>	Hip Hop Bunnies	[Song: Hippy Hoppity] (02:00)
<input type="checkbox"/>	Jazz Bunnies	[Song: Spring has Sprung] (03:00)
<input checked="" type="checkbox"/>	Hip Hop II Thurs 7pm (Th7:00pm) (4)	
<input type="checkbox"/>	Tap Bunnies	[Song: Another Spring] (03:30)

Click to expand/collapse

- After a class has been added to a performance, click the [-] sign next to the performance to view the class. Click the [+] sign next to the class to view the students. To view all performances and classes, click **Expand / Collapse All**.
- To remove a student from a performance clear the check box next to the student's name.

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Performances

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<input type="checkbox"/>	Jazz III Wed 7pm (W7:00pm)	
<input type="checkbox"/>	Tap Bunnies	[Song: Another Spring] (03:30)
<input type="checkbox"/>	Tap I Mon 6pm (M6:00pm)	<input type="checkbox"/> Lauren Andrews <input checked="" type="checkbox"/> Shannon Andrews <input checked="" type="checkbox"/> Leslie Brown <input checked="" type="checkbox"/> Amanda Dierksen
<input type="checkbox"/>	Tap II Tues 7pm (Tu7:00pm)	

Click (+) to expand and (-) to collapse.

Clear the check box if the student is not participating in the recital.

When you have added all of your classes (students) to the performances in your recital, you are ready to **finalize the recital**.

