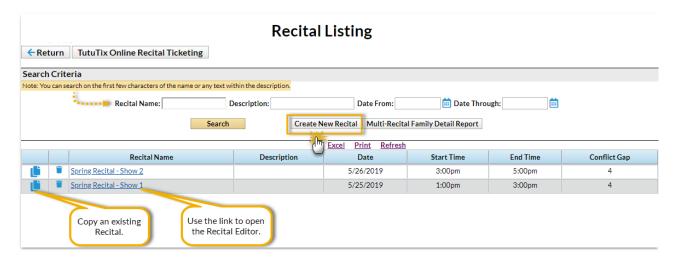# Create a New Recital

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

Follow these instructions to create a new recital:

Create a New Recital

1. Point to **Events** and choose **List Recital** to open the Recital Module.
2. Select the **Create New Recital** button.
3. In the *Create New Recital* window, enter a recital name and recital date. **Save.**

Once the Recital has been created, use the **Recital Name** link on the *Recital Listing* page to add the start time, end time, description, and conflict gap.

The *Conflict Gap* is the number of performances required between a student's performances. Enter the number of performances a student should have between their performances to allow for costume changes, etc.

Create a New Recital by Copying an Existing

Speed up your recital creation by copying one that you have already built.

1. Select the **Copy** icon next to the recital you want to copy.
2. In the *Copy Recital* window, add the **Name** of the new recital.
3. Use the drop-down menu to select a copy option:
    - **Recital Only** > Copies only information in the Recital Info section (date, start/end times, description, and conflict gap)
    - **Recital and (empty) Performances** > Copies the Recital Info and the Performances along with the songs and length (no students or classes are copied)
    - **Recital and Performances (classes and students performing)** > Makes a complete copy of the recital

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Once you have created your recital, you're ready to take the next step and **Add Performances to a Recital**.