

Add Performances to a Recital

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See a short (1:56) video tutorial on how to Add Performances, Classes and Students

After you [create a recital](#), you'll add performances. Each performance has a song associated with it, and one or more classes can be included as participants in the performance.

1. Point to **Events** and select **List Recital**.
 2. Use the **link** (recital name) to open the *Recital Editor*.
 3. In the *Recital Editor*, click **Add**.
 4. In the *Add Performance* window, enter a **Performance Name**. Optionally, add the **Song**, **Length**, and **Notes**.
 5. **Save**.
 6. Repeat Steps 3 - 5 until all performances have been added.
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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)
 - Jazz III Wed 7pm (W7:00pm) (4)
 - Tap I Mon 6pm (M6:00pm) (4)
 - Tap II Tues 7pm (Tu7:00pm) (5)

Performances

Add Performance

Instructions: Enter the name, song, length of performance (in minutes and seconds), and any notes. Then click 'Add Performance'.

Performance Name:

Song:

Length: :

Notes:



Helpful Hints

- The performance order can be altered / re-ordered by clicking on a performance and dragging and dropping it to the desired position.
- To delete a performance, highlight it and click **Delete** in the *Recital Editor*.
- To edit the details for a performance, double click on it to open the *Edit Performance* window
- For solo performances, add the class to the performance and remove the check for all students except the soloist.

Once you have added your performances to your recital, you are ready to **add classes and students** to them.