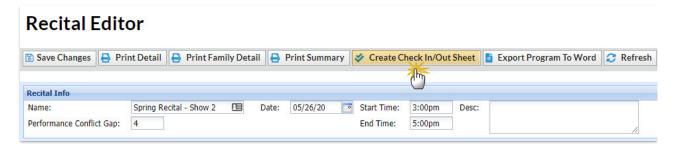
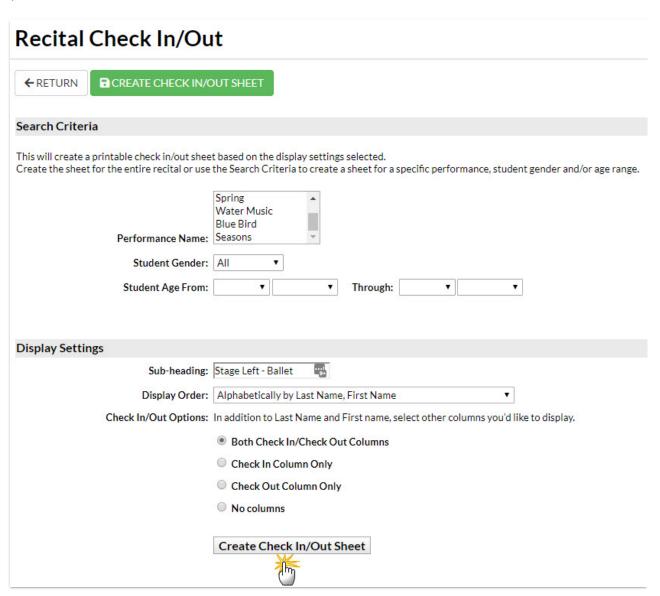
## Recital Check In/Out Sheet

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

Located on the *Recital Editor* page, **Create Check In/Out Sheet** generates a printable check in/out sheet that can be given to your recital directors. Go to *Events* (menu) > *List Recital* and select one of the recitals listed to open the *Recital Editor*.



Create the sheet for the entire recital or use the Search Criteria to create a sheet for a specific performance, student gender and/or age range. Use the Display Settings to tailor the sheet to suit your needs.



## Sample Check In/Out Sheet

## Spring Recital - Show 2 5/26/2020 3:00pm

Stage Left - Ballet

Gender: All Age Range: None

First Name	Last Name	Check In	Check Out
Dani	Ager		
Leslie	Brown		
Caroline	Clements		
Cindy	Dierksen		
Betty	Golding		