

# Recital Check In/Out Sheet

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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*.

## Recital Editor

[Save Changes](#) [Print Detail](#) [Print Family Detail](#) [Print Summary](#) [Create Check In/Out Sheet](#) [Export Program To Word](#) [Refresh](#)

**Recital Info**  
Name:  Date:  Start Time:  Desc:   
Performance Conflict Gap:  End Time:

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.

## Recital Check In/Out

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### Search Criteria

This will create a printable check in/out sheet based on the display settings selected.

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.

Performance Name:

Student Gender:

Student Age From:   
Through:

### Display Settings

Sub-heading:

Display Order:

Check In/Out Options: In addition to Last Name and First name, select other columns you'd like to display.  
☒ Both Check In/Check Out Columns  
☐ Check In Column Only  
☐ Check Out Column Only  
☐ No columns

[Create Check In/Out Sheet](#)

## 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	<input type="checkbox"/>	<input type="checkbox"/>
Leslie	Brown	<input type="checkbox"/>	<input type="checkbox"/>
Caroline	Clements	<input type="checkbox"/>	<input type="checkbox"/>
Cindy	Dierksen	<input type="checkbox"/>	<input type="checkbox"/>
Betty	Golding	<input type="checkbox"/>	<input type="checkbox"/>

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