Search Wait Lists Report

The Search Wait Lists report, found under the *Classes (menu) > Class Reports,* displays a list of students that are waitlisted for classes. This report displays Class, Session, Days/Times, the number of Openings, Current class size, Maximum class size, Fee, Students, Status, Age, Birth Date, Primary Phone, Email, and Notes.

In addition, you can view your classes with waitlists by going to the *Classes (menu) > All Classes* and scrolling to the right to see the *Classes with Waitlists* data visual. Click on the blue number, and the classes with students waitlisted will display in the grid. To drill down even further, click on a section of the bar chart to see which classes have 1 student waitlisted, 2 students waitlisted, etc.

Also, see the **Class/Lesson Reports** topic in the Help Center.

Save this as a frequently used report! Click the heart (icon) ♡ next to a report name, the heart will change to red ❤ and the report will be listed under the *Reports (menu) >* **My Reports** for quick and easy access!