

# Add a Student to a Waitlist

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If a class is full (has met its *MaxSize* number on the *ClassSummary* tab) and has availability on its Waitlist (*MaxWait* on the *ClassSummary* tab), an organization can choose to add students to a waitlist. If an opening becomes available, students can be enrolled into the class from the class' *Waitlist*.

## Add a Student to a Waitlist

1. Locate the *Class* record and navigate to the **Waitlist** tab.
2. Click the **Add to Waitlist** button.
3. In the search window, filter your search by student **first** or **last name**. To see all students, just click the **Search** button.
4. Click the **Waitlist** link next to the appropriate student(s). A green success badge will display for each student added.

### Advanced Tumbling - Wednesday

✕ CANCEL

**Find students**  
Enter first few letters of the Last Name:  or of the First Name:  Search

View 1 - 50 of 94

1 << >> 50 + Show All 🔄 Refresh Show/Hide Columns

	Waitlist	Last Name	First Name	Age	Active	Location	Family
1	<a href="#">Waitlist</a>	Ager	Dave	8 yrs	Yes	JET-Dance	Ager
2	<a href="#">Waitlist</a>	Ager	Dianne	12 yrs	Yes	JET-Dance	Ager
3	<a href="#">Waitlist</a>	Alexander	Justin	9 yrs	No	JET-Dojo	Alexander
4	<a href="#">Waitlist</a>	Anderson	Elijah	8 yrs	Yes	JET-Dance	Anderson
5	<a href="#">Waitlist</a>	Barker	Hiroshi	11 yrs	No	JET-Dance	Barker
6	<a href="#">Waitlist</a>	Bath	Taylor	8 yrs	No	JET-Swim	Bath
7	<a href="#">Waitlist</a>	Black	Amy	9 yrs	Yes	JET-Swim	Black
8	<a href="#">Waitlist</a>	Black	Caitlyn	6 yrs	Yes	JET-Swim	Black



Added a student to the Waitlist by accident? Click the **Undo** link in the green success message to remove the student that was just added.