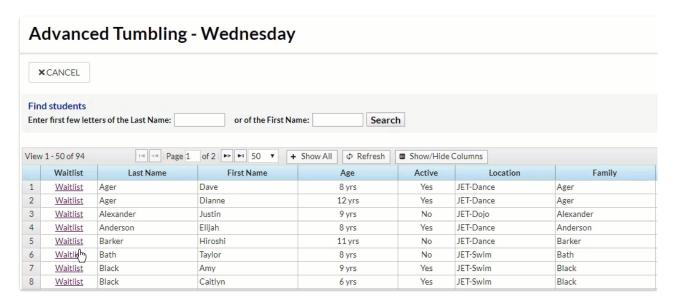
Add a Student to a Waitlist

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If a class is full (has met its MaxSize number on the Class Summary tab) and has availability on its Waitlist (MaxWait on the Class Summary 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 studentfirst 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.





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.