

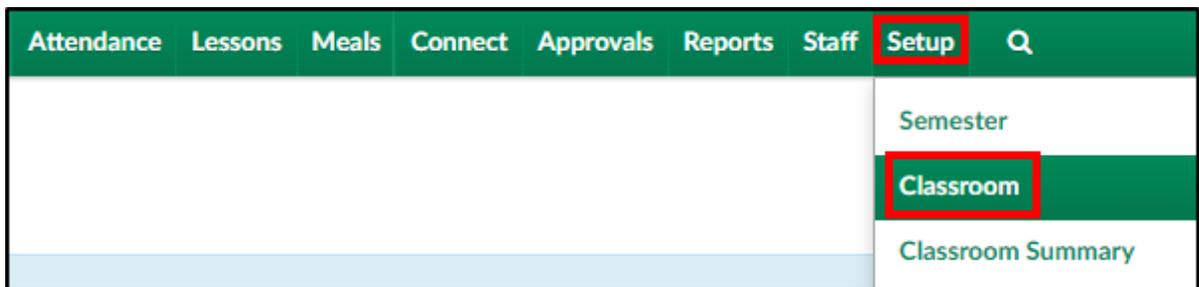
# Creating a Wait List Room

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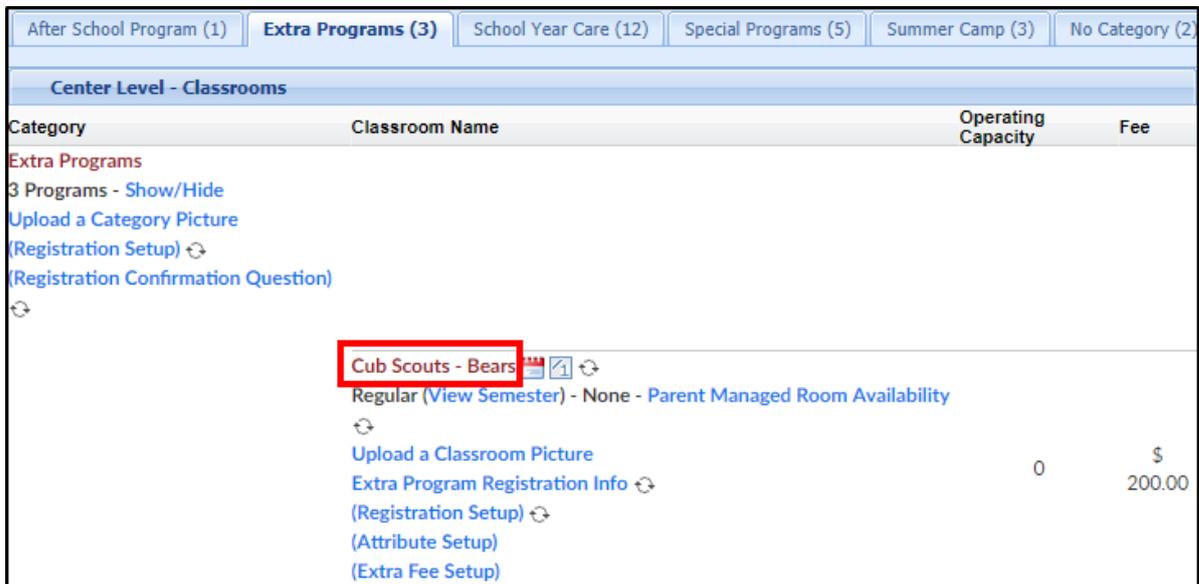
The system has the ability to add students to a Wait List for many reasons, see instructions and scenarios below:

## Wait List Room Settings

1. To enable the wait list on a room, click Setup from the menu, then select Classroom



2. Click the classroom name



3. Locate the following fields:

- Operating Capacity - enter the total spaces available before students are added into the wait list, if applicable. **Please Note:** for an unlimited capacity, enter zero
- Place Into Waiting List
  - Yes - this option will place all student registrations into the

wait list, no matter the capacity. Administrators will have to manually approve all registrations into this room

- No - students will be added into the room and not placed on the wait list
- Add to Waiting List After Reaching Operating Capacity
  - Yes - once room capacity has been reached, all new student registrations will be placed on the wait list for approval
  - No - once capacity is reached, the room will close

## Scenarios

Example	Setting Name	Setting	Action
1	Place Into Waiting List	No	• Students will not be placed into a Wait List
	Add to Waiting List After Reaching Operating Capacity	No	• Registration will be closed after reaching capacity
2	Place Into Waiting List	No	• Registrations are automatically approved
	Add to Waiting List After Reaching Operating Capacity	Yes	• After reaching capacity, new registrations will be placed on Wait List
3	Place Into Waiting List	Yes	• The room will never close
	Add to Waiting List After Reaching Operating Capacity	Yes	• New registrations will always go to Wait List
4	Place Into Waiting List	Yes	• All registrations will be placed into the Wait List
	Add to Waiting List After Reaching Operating Capacity	No	• Once capacity is reached, room will close

## Wait List Facts

Things to note about this process-

- The registration fee will be charged and require payment upon

registration, unless the Pay First before accepting Registration field is set to No

Pay First before accepting registration:	No ▼
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- Parents will receive the same notifications they would normally receive for registering. This means a site may want to include verbiage to have parents confirm their program assignments by signing into the portal and going to the Attendance tab
  - The capacity will display as the total number on the waiting list / total capacity. This means that on the wait list tile, when approving, it may look like more students are associated to the program than have actually been approved. To see a full, complete list of children registered for a program/semester go to reports > room/program, then pull the student schedule summary- select the center/category/room based on the data that should be displayed in the report
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